

CHAPTER 4 ADMINISTRATION

The Administration menu provides a method for performing various unit administrative functions such as managing users, locations, holidays, and weapons.

Chapter Topics	Page
USER MANAGEMENT.....	1
ADD USERS	1
MANAGE USER ROLES	3
BY NAME.....	6
Profile Tab	7
Groups Tab.....	8
Roles Tab	9
Search for Users.....	10
BY GROUP	11
SUBORDINATE UNITS.....	13
ADD SUBORDINATE UNITS.....	13
EDIT/DELETE SUBORDINATE UNITS.....	15
VIEW PERSONNEL ROSTER.....	15
LOCATIONS.....	19
ADD LOCATIONS	20
EDIT/DELETE LOCATIONS	20
SIGNATURE BLOCKS	22
ADD NEW SIGNATURES	22
EDIT/DELETE SIGNATURES	23
HOLIDAYS	25
ADD NEW HOLIDAYS	25
EDIT/DELETE HOLIDAYS.....	26
WEAPONS	28
ADD NEW WEAPONS.....	28
EDIT/DELETE WEAPONS	29
WEAPON DETAIL	30
Add Weapon Details.....	30
Edit/Delete Weapon Details.....	30
RESOURCES	32
ADD NEW RESOURCES	32

EDIT/DELETE RESOURCES 33

TASKS 34

 VIEW MANDATORY TRAINING TASKS..... 34

 ADD MANDATORY TRAINING TASK..... 36

 General Information..... 37

 Task Data 38

 Task Attributes..... 38

 EDIT/DELETE MANDATORY TRAINING TASKS 39

TABLE OF FIGURES..... 40

User Management

User Management provides the capability to add new users, edit users, and assign/manage roles/permissions for individual and group roles. Managing users and their roles is done by utilizing the submenus for Users, By Name, and By Group.

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click **“Administration”** on the DTMS menu. The *Administration* menu appears (see Figure 1).

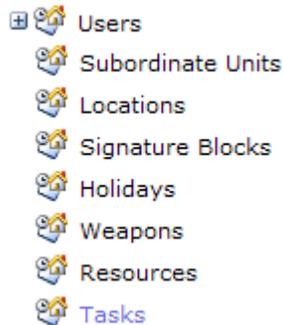


Figure 1 – Administration Menu

3. To view additional Users submenus, click the **“plus” icon**. The submenu appears showing **“By Name”** and **“By Group”** (see Figure 2).



Figure 2 – Users Submenu

ADD USERS

Each unit should have an assigned System Administrator who is responsible for creating and managing user accounts. System Administrators also create and manage group and individual roles/permissions.

NOTE: An Army Knowledge Online (AKO) User ID and password is required to access DTMS. Each user is required to attend DTMS training prior to receiving a user id.

1. To add users, click **“Users” hyperlink**. The *User Management* page opens (see Figure 3).

User Management

Use this page to manage your users. Please choose from the following list of options below.

[Add a user.](#)

[Manage user roles.](#)

Figure 3 – User Management Page

2. Click the **“Add a user”** hyperlink. The *Add a New User* page opens (see Figure 4).

Add a New User

Use this page to add a new User. When you are finished, click the "save" button.

User Name * :

First Name:

Last Name:

Email Address * :

Unit * :

1-X INF Battalion	▲
HHC 1-X INF	▬
A Co 1-X INF	▬
B Co 1-X INF	▼

Is Active:

Figure 4 – Add a New User Page

NOTE: “User Name”, “Email Address”, and “Unit” are required fields.

3. Click inside the **“User Name”** text box. Type the AKO user name (i.e. joe.smith). If the user is already in DTMS, a warning message appears (see Figure 5). (See instructions for [Profile tab](#) to edit a user.)

A user with that username already exists.

User Name * :

Figure 5 – Add a New User with Warning

NOTE: The system automatically refreshes and inserts the users AKO email in the **“Email”** text box when the “User Name” is entered (i.e. joe.smith2@us.army.mil).

4. Click in **“First Name”** text box and type user’s first name.
5. Click in **“Last Name”** text box and type user’s last name.
6. To select the user’s unit, click the unit in the **“Unit”** list box.
7. If the user’s AKO e-mail address is different, enter it the **“Email Address”** text box.

NOTE: The **“Email”** text box automatically populates with the user name@us.army.mil when the **“User Name”** is entered.

8. To activate the user’s DTMS account, click the **“Is Active”** check box.
9. To save the new user, click the **“Save”** button.
10. To cancel entries, click the **“Back”** button.
11. Add the group and individual roles the user needs to use DTMS by going to the *Groups* and *Roles* tabs. (For instructions, see [Group Tab](#) and [Roles Tab](#).)

MANAGE USER ROLES

Managing user roles allows users to edit a user’s profile, add/edit individual roles, and add/edit group roles.

1. Click the **“Manage user roles”** hyperlink. The *Manage User Permissions* section appears and displays search criteria and a list of users assigned to the unit (see Figure 6).

Manage User Permissions

Search for users and select a user to setup permissions.

Select User

Username:

First Name:

Last Name:

Username	Name	Action
CTD.CORP	CTD, CORP	
CTD.BATTALION	CTD, BATTALION	
CTD.COMPANY	CTD, COMPANY	

Figure 6 – Manage User Permissions Section

- To search by user name, click **“Username”** text box and type user’s name.
- To search by first name, click the **“First Name”** text box and type user’s first name.
- To search by last name, click the **“Last Name”** text box and type user’s last name.
- To complete the search, click the **“Search”** button. The list displays for the search criteria entered.

NOTE: Searches can be done on individual and/or multiple search criteria.

- To view the groups and individual role settings assigned to a user, click the **“Details”** icon. The *Manage User Permission* page changes to show the settings for the selected user (see Figure 7).

Manage User Permissions

User's Group Settings ("barbara.wooldridge")

No data found.

DTMS School Administrators

User's Individual Role Settings ("barbara.wooldridge")

No data found.

AddActivityEnrollment

Figure 7 – Manage User Permissions for a Selected User

NOTE: The Role determines the read/write privileges the user will be authorized. For a description of individual user roles see Appendix A, for group roles see Appendix B.

- To add the user to a group, click the **“Group Settings”** drop down and select the desired group. Click the **“Add to Group”** button. The page refreshes to display the selected group (see Figure 8).

User's Group Settings ("raymond.nance")

Group	Action
Bde Cdr	✘

Bde Cdr

Figure 8 – Group Settings

- To add individual roles to a user, click the **“Individual Role Settings”** drop down select the desired role. Click the **“Assign Role”** button. The page refreshes to display the selected role (see Figure 9).

User's Individual Role Settings ("raymond.nance")

Role	Action
AddActivityEnrollment	✘

AddActivityEnrollment

Figure 9 – Individual Role Settings

9. To remove Group or Individual Role Settings from a user's account, click the **“Remove”** icon for the desired role.
10. When all selections or changes have been made, click the **“Done”** button.

BY NAME

1. To search for a user by name, click the desired [alpha-character hyperlink](#) (i.e. A-B, C-D). The *User Search Results* page opens displaying selected list of users (see Figure 10).

User Search Results			
Below is a list of users based on your search criteria. Click on the "details" icon for a user below to view his/her details.			
			25 Records per page
User Name	Name	E-mail Address	Details
Andy.Usher	Usher, Andy	n/a	
bill.valentine	Valentine, Bill	n/a	
carmen.ushman	Ushman, Carmen	n/a	
jane.g.vincent	Vincent, Jane	n/a	
ken.vanwelter	Vanwelter, Ken	n/a	
mark.uhart	Uhart, Mark	n/a	
marty.voltage	Voltage, Marty	n/a	
nancy.ulrich	Ulrich, Nancy	n/a	
samuel.ulrich	ulrich, Samuel	n/a	
tony.vance	Vance, Tony	n/a	
waldo.viveros	Viveros, Waldo	n/a	
Add User			

Figure 10 – User Search Results Page

NOTE: If the user's name is not in the selected list, the user can still be added by clicking the **“Add User”** hyperlink. (See instructions for [Add Users](#).)

2. To view/edit user details, click the **“Details”** icon at the end of the row of the desired user. The *User Details* page appears (see Figure 11). Three tabs are available for viewing/editing the user: *Profile*, *Groups*, and *Roles*.

Name: Usher, Andy
Email: andy.usher@us.army.mil

Profile	Groups	Roles
User Name	Andy.Usher	
First Name	Andy	
Last Name	Usher	
Email Address	andy.usher@us.army.mil	
Unit	2751 A Co 1-X INF	
Is Active	<input checked="" type="checkbox"/>	
Edit		

[Add User](#)

Figure 11 – User Details Page

Profile Tab

The *Profile* tab displays the user’s information as already entered in DTMS. The user’s information can be edited from this tab.

1. To edit the user’s profile, click the “**Edit**” hyperlink. The *User Details* page changes to allow updates to the different fields (see Figure 12).

Name: Smith, John
Email: john.smith@US.ARMY.MIL

Profile	Groups	Roles
User Name	john.smith	
First Name	John	
Last Name	Smith	
Email Address	john.smith@US.ARMY.MI	
Unit	<div style="border: 1px solid black; padding: 2px;"> 1st SQD (2-X INF) 2nd SQD (C CO 2-X INF) 3rd SQD (C CO 2-X INF) DIV FSE (C CO 2-X INF) </div>	
Is Active	<input checked="" type="checkbox"/>	
Update Cancel		

[Add User](#)

Figure 12 – User Details Page for Editing

2. Make any needed changes and click the **“Update”** hyperlink to save changes. (See instructions for [Add Users](#).)

NOTE: If inactivating a user, remove all groups and roles first. Then return to the *Profile* tab and click the **“Is Active”** check box to remove the check mark.

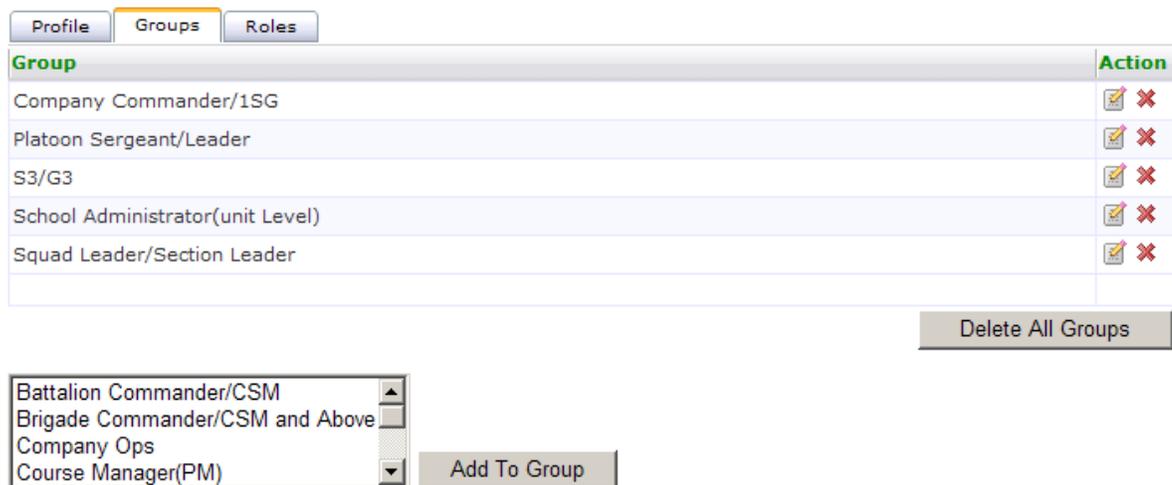
3. To cancel entries, click the **“Cancel”** hyperlink.

Groups Tab

The *Groups* tab displays the groups a user is assigned and is managed from this tab. Groups are comprised of individual roles so the user can be easily given a set of roles.

NOTE: The Groups determine the read/write privileges the user is authorized in DTMS. For a description of user groups, see Appendices B and B-1.

1. To add/edit a user’s group roles, select the **“Groups”** tab. The *Groups Details* page appears (see Figure 13).



[Add User](#)

Figure 13 – Group Details Page

2. Click the desired group from the **“Group Settings”** scroll box. Multiple selections can be made by using the **<Ctrl>** key.
3. Click the **“Add to Group”** button. The *Groups Details* page refreshes and the group is listed. Once the group has been added it will no longer appear in the scroll box unless it is removed.
4. To remove the user from a group, click the **“Remove”** icon. The page refreshes and the group is removed. To remove all groups, click the **“Delete All Groups”** button.

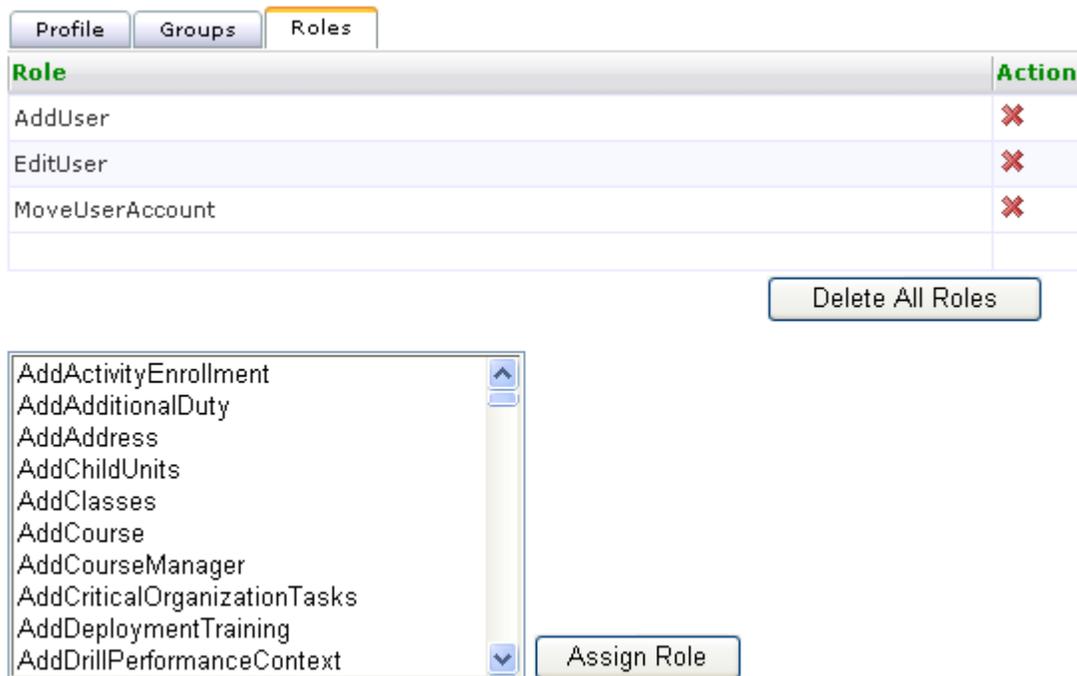
NOTE: Many groups share the same individual roles so it is best to assign users to one group at a time or possible conflicts with the user's account can be created. (See Appendices B and B-1 to assist in deciding the best group for the user to assigned to.)

Roles Tab

The *Roles* tab displays the individual roles a user is assigned and is managed from this tab.

NOTE: The Individual Roles determine the read/write privileges the user is authorized. For a description of individual roles, see Appendix A.

1. To add individual roles to a user select the **“Roles”** tab. The *Individual Role Details* page appears (see Figure 14).



[Add User](#)

Figure 14 – Individual Role Details Page

2. Click the desired roles from the **“Individual Roles”** scroll box. Multiple selections can be made by using the <Ctrl> key.
3. Click the **“Assign Role”** button. The *Individual Details* page refreshes and the individual role(s) is listed. Once the role has been added it will no longer appear in the scroll box unless it is removed.

4. To remove an individual role, click the **“Remove”** icon. The page refreshes and the role is removed.
5. To delete all individual roles, click the **“Delete All Roles”** button. The roles are removed from the user’s account.

Search for Users

1. To search for a user, click the **“Search for Users”** hyperlink. The *User Search* page opens (see Figure 15).

User Search

Use this page to search for users. Fill out the form below and click the "Search" button to continue.

First Name:

Last Name:

User Name:

Email Address:

Unit:

Figure 15 – User Search Page

11. To search by first name, click the **“First Name”** text box and type user’s first name.
12. To search by last name, click the **“Last Name”** text box and type user’s last name.
13. To search by user name, click **“User Name”** text box and type user’s name.
14. To search by user name, click **“Email Address”** text box and type user’s email.
15. To search by unit, click **“Unit”** drop down and select unit.
16. To complete the search, click the **“Search”** button. The *Search Result* list displays for the search criteria entered (see Figure 16).

NOTE: Searches can be done on individual and/or multiple search criteria.

User Search

Use this page to search for users. Fill out the form below and click the "Search" button to continue.

First Name:

Last Name:

User Name:

Email Address:

Unit:

User	Unit	Name	Email
john.smith	1st SQD (2-...	Smith, John	john.smith@US.ARMY.MIL
george.smith	HHC 1BN-1...	Smith, george	george.smith@us.army....

Figure 16 – User Search Page with Search Results List

BY GROUP

- To search for a user by group, click the desired [group hyperlink](#). The *User Search Results* page opens displaying a list of groups (see Figure 17).

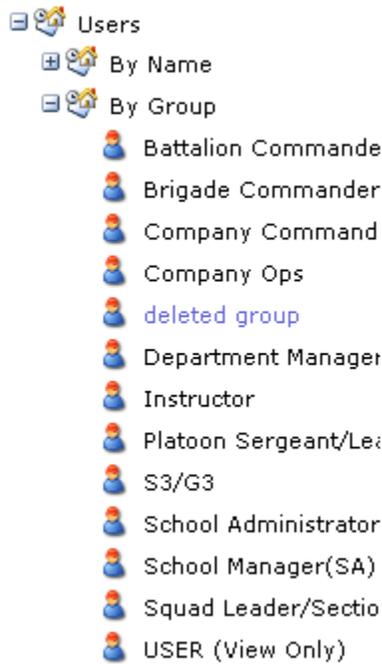


Figure 17 – By Group Menu

- To view the list of users by a group, click the desired group [hyperlink](#). The *Group* table displays with the users assigned to the group (see Figure 18).

User Name	Name	E-mail Address	Details
bob.seger	Seger, Bob	n/a	
BRAUM.BARTON	Barton, Braum	n/a	
charlie.brown	Brown, Charlie	n/a	
CTD.COMPANY	CTD, COMPANY	n/a	
CTD.CORP	CTD, CORP	n/a	
david.a.hunter	Hunter, David	n/a	

[Add User](#)

Figure 18 – Group Table

3. To view/edit user details, click the “**Details**” icon at the end of the row of the desired user. The *User Details* page appears (see Figure 11). (See instructions for [viewing/editing users By Name](#)).

Subordinate Units

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click **“Administration”** on the DTMS menu. The *Administration* menu appears (see Figure 19).

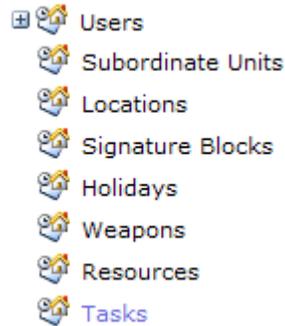


Figure 19 – Administration Menu

3. Click the **“Subordinate Units”** hyperlink. The *Subordinate Units* page opens (see Figure 20).

Subordinate Units

Use this page to manage subordinate units.

Subordinate Unit	
2nd Platoon (A CO)	  
3rd Platoon (A CO)	  
HQ Platoon (A CO)	  
1SQD 1PLT	  
BNCOC 01-07	  
BNCOC 02-07	  
BNCOC 03-07	  
1ST Platoon A Co 1X inf	  

Figure 20 – Subordinate Unit Page

ADD SUBORDINATE UNITS

1. To add a subordinate unit, click **“Add a subordinate unit record”** icon. The *Add a Subordinate Unit* page opens (see Figure 21).

Add a Subordinate Unit

To add a subordinate unit, fill out the form and click the "save" button.

Subordinate Unit Name * :

Subordinate Unit Level * :

Address1 * :

City * :

State :

Country * :

Zipcode * :

Phone Number * :

Email * :

Figure 21 – Add a Subordinate Unit

2. Click in **“Subordinate Unit Name”** text box and type unit’s name.
3. Click the **“Subordinate Unit Level”** drop down and select closest unit level.
4. Click in **“Address1”** text box and type unit’s address.
5. Click in the **“City”** text box and type unit’s city.
6. Click the **“State”** drop down and select unit’s state.
7. Type the country the unit is located in the **“Country”** text box.
8. Type unit’s zip code in the **“Zipcode”** text box.
9. Click in **“Phone Number”** text box and type unit’s phone number.
10. Click in the **“Email”** text box and type the email address for the unit.
11. Once all entries are completed, click the **“Save”** button.
12. To cancel entries, click the **“Cancel”** button.

NOTE: Currently, to add a subordinate unit all fields are mandatory fields.

EDIT/DELETE SUBORDINATE UNITS

1. To edit a subordinate unit, click “**Edit this record**” icon. The *Edit Subordinate Unit* page opens (see Figure 22).

Edit Subordinate Unit

Use this page to edit a subordinate unit. When you are finished, click the "save" button.

Subordinate Unit Name * :

Subordinate Unit Level * :

Address1 * :

City * :

State :

Country * :

Zipcode * :

Phone Number * :

Email * :

Figure 22 – Edit Subordinate Unit

2. Make desired changes/updates (see [Add Subordinate Units](#)) and click “**Save**”.
3. To cancel, click the “**Cancel**” button and return to the *Subordinate Units* page.
4. To remove a subordinate unit, click the “**Remove**” icon. If the unit has a personnel roster a message displays indicating it cannot be removed (see Figure 23). (See instructions on [View Personnel Roster](#).)

- Unable to delete units that have assigned soldiers in requested or subordinate units

Figure 23 – Subordinate Unit Removal Message

VIEW PERSONNEL ROSTER

1. To view a subordinate unit’s personnel roster, click the “**View Personnel Roster**” icon. The *Personnel Roster* page opens (see Figure 24).

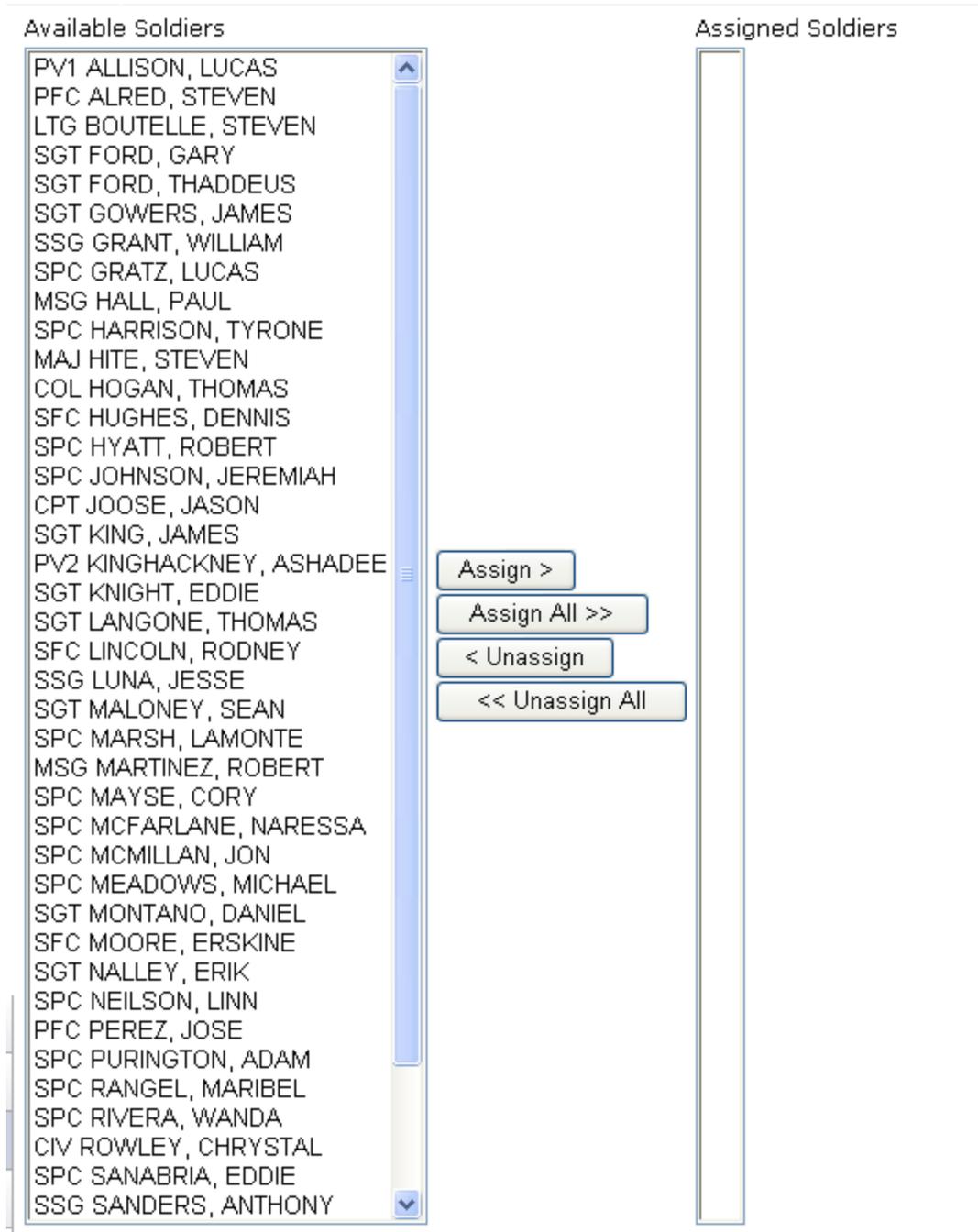


Figure 24 – Personnel Roster Page

2. To select personnel for assignment to the subordinate unit, select the desired name in the **“Available Soldiers”** list and click the **“Assign >”** button. The individual’s name will move to the **“Assigned Soldiers”** list (see Figure 25).

Available Soldiers	Assigned Soldiers
PV1 ALLISON, LUCAS LTG BOUTELLE, STEVEN SGT FORD, GARY SGT FORD, THADDEUS SGT GOWERS, JAMES SSG GRANT, WILLIAM SPC GRATZ, LUCAS SPC HARRISON, TYRONE COL HOGAN, THOMAS SFC HUGHES, DENNIS SPC HYATT, ROBERT SPC JOHNSON, JEREMIAH CPT JOOSE, JASON SGT KING, JAMES SFC LINCOLN, RODNEY SSG LUNA, JESSE SGT MALONEY, SEAN SPC MARSH, LAMONTE MSG MARTINEZ, ROBERT SPC MAYSE, CORY SPC MCFARLANE, NARESSA SPC MCMILLAN, JON SPC MEADOWS, MICHAEL SGT MONTANO, DANIEL SFC MOORE, ERSKINE SGT NALLEY, ERIK SPC NEILSON, LINN PFC PEREZ, JOSE SPC PURINGTON, ADAM SPC RANGEL, MARIBEL SPC RIVERA, WANDA CIV ROWLEY, CHRYSTAL SPC SANABRIA, EDDIE SGT SISTLER, TYESHA SGT SMITH, ELIZABETH SPC SMITH, VAUGHN SFC TREVINO, RICHARD SPC WILLIAMS, JONATHAN	PFC ALRED, STEVEN MSG HALL, PAUL MAJ HITE, STEVEN PV2 KINGHACKNEY, ASHADEE SGT KNIGHT, EDDIE SGT LANGONE, THOMAS SSG SANDERS, ANTHONY
<input type="button" value="Assign >"/> <input type="button" value="Assign All >>"/> <input type="button" value="< Unassign"/> <input type="button" value="<< Unassign All"/>	

Figure 25 – Personnel Roster (Soldiers Assigned)

3. To select all personnel in the **“Available Soldiers”** list, click the **“Assign All >>”** button. All personnel will move to the **“Assigned Soldiers”** list.
4. To remove assigned personnel from a subordinate unit, select the desired name in the **“Assigned Soldiers”** list and click the **“< Unassign”** button. The individual’s name will move to the **“Available Soldiers”** list.

5. To remove all personnel from the “**Assigned Soldiers**” list, click the “<< **Unassign All**” button. All personnel will move to the “**Available Soldiers**” list.

NOTE: To make multiple selections of individual soldiers, hold the <Ctrl> key as selections are made.

Locations

The Locations manager provides capability for the unit to add, edit, or delete locations. These locations can be used when scheduling events for the unit’s training schedule.

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click “**Administration**” on the DTMS menu. The *Administration* menu appears (see Figure 26).

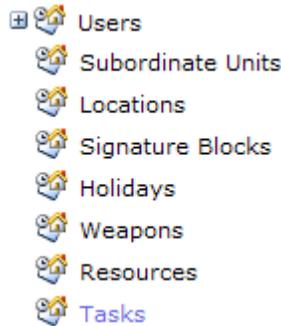


Figure 26 – Administration Menu

3. Click the “**Locations**” hyperlink. The *Manage Locations* page opens (see Figure 27). The *Locations* table displays the *Location* name, *Location Type*, whether the location is currently *Enabled* (is is currently used for training), and the *Unit* that added the location. Locations are available for use by the creating unit and its subordinate units.

Manage Locations				
Use this page to manage locations.				
Filter By Unit -- All Units --				
<input type="button" value="Apply Filter"/>				
Location	LocationType	Enabled	Unit	
ARMSROOM	COMPANY AREA	True	HHB 210TH FIRES BDE	
BATTERY AREA	COMPANY AREA	True	HHB 210TH FIRES BDE	
BATTERY MAILROOM	COMPANY AREA	True	HHB 210TH FIRES BDE	
BRIGADE AREA	BRIGADE AREA	True	HHB 210TH FIRES BDE	
BRIGADE CONFERENCE RM.	BRIGADE AREA	True	HHB 210TH FIRES BDE	
BTRY CON. RM.	COMPANY AREA	True	HHB 210TH FIRES BDE	
C12 Unit Area	COMPANY AREA	True	(Headquarters, US Army (HQDA...	
CAMP CASEY	GARRISON AREA	True	HHB 210TH FIRES BDE	
CAREY GYM	GARRISON AREA	True	HHB 210TH FIRES BDE	
CASEY POST OFFICE	GARRISON AREA	True	HHB 210TH FIRES BDE	
1 2				

Figure 27 – Manage Locations Page

4. To filter the list of locations, click the **“Filter By Unit”** drop down and make unit selection. Click the **“Apply Filter”** button and the list displays by filter selection.

ADD LOCATIONS

1. To add a location, click the **“Add a Location record”** icon. The *Add a Location* page opens (see Figure 28).

Add a Location

To add a location, fill out the form and click the "save" button.

Location * :

Location Types * : BATTALION AREA ▼

Enabled : True ▼

Figure 28 – Add a Location Page

NOTE: “Location” and “Location Types” are mandatory fields.

2. Click inside the **“Location”** text box and type name of the location.
3. Click the **“Location Type”** list arrow and select the area type.
4. Click the **“Enabled”** drop down and indicate if this is a currently used location (True) or not currently used (False).
5. Click the **“Save”** button and the new location is added to the *Location* table. The new location is automatically enabled.

EDIT/DELETE LOCATIONS

1. To edit location information, click the **“Edit this Record”** icon. The *Edit Location* page opens (see Figure 29). (See instructions for [Add Locations.](#))

Edit Location

Use this page to edit a location. When you are finished, click the "save" button.

Location * :

Location Types * : ▼

Enabled : ▼

Figure 29 – Edit Location Page

2. To remove a location, click the **“Remove this record”** icon. If a location has been used for a scheduled training event a warning statement appears at the top of the *Manage Locations* page (see Figure 30). The location cannot be deleted as long as it is associated with a training event.

The specified location is assigned to a scheduled event and cannot be deleted.

Figure 30 – Location Warning Statement

Signature Blocks

Signature Blocks provides the capability for the unit to add, edit, and delete signatures for training schedules.

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click “**Administration**” on the DTMS menu. The *Administration* menu appears (see Figure 31).

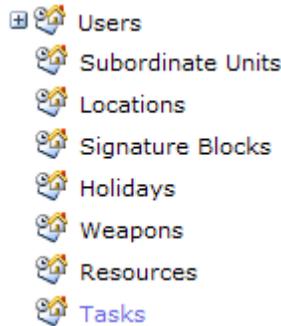


Figure 31 – Administration Menu

3. Click the “**Signature Blocks**” hyperlink. The *Signature Blocks* page opens (see Figure 32). The *Signature Blocks* table opens with list of individuals identified as approval authorities.

Signature Blocks				
Use this page to manage signature blocks.				
Name	Rank	Title	Primary	
carlene s tucker	SGM	n/a	No	
CHRIS JACKSON	LTC	Commander	Yes	

Figure 32 – Signature Blocks Page

ADD NEW SIGNATURES

1. To add a signature, click the “**Add a signature**” icon located below title bar. *Add a Signatures* page opens (see Figure 33).

Add A Signature

To add a signature, fill out the form and click the "save" button.

Name:

Title:

Rank: **Branch:**

Is Primary:

Figure 33 – Add a Signature Page

NOTE: “Name” and “Rank” are mandatory fields.

2. Click in the “Name” text box and type the name as it should appear in the signature block for the training schedule.
3. Click in the “Title” text box and type the title of the approving authority.
4. Click the “Rank” drop down and select the rank.
5. Click the “Branch” drop down and select the branch of service.
6. Click the “Is Primary” check box if the signature is primary for training schedules.
7. Click the “Save” button and the new signature block is added to the signature table.

EDIT/DELETE SIGNATURES

1. To edit a signature block, click the “Edit this signature” icon. The *Edit a Signature* page opens (see Figure 34). (See instructions for [Add New Signatures](#)).

Edit A Signature

Use this page to edit a signature. When you are finished, click the "save" button.

Name:*

Title:

Rank:* **Branch:**

Is Primary:

Figure 34 – Edit a Signature Page

2. To save the changes, click the **“Save”** button and the change appears.
3. To remove a signature block, click the **“Remove this signature”** icon and the signature block is removed.

Holidays

Holiday management provides the capability for units to add holidays other than those added by the unit’s higher headquarters. Units can add Training Holidays and other special days to be shown on unit calendars to aid in scheduling events.

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click “**Administration**” on the DTMS menu. The *Administration* menu appears (see Figure 35).

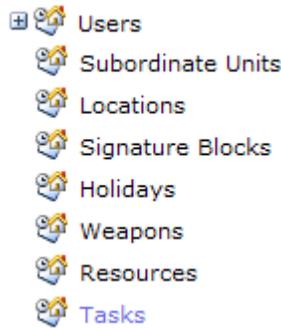


Figure 35 – Administration Menu

3. Click “**Holidays**” hyperlink. The *Holidays* page opens (see Figure 36). A table displays showing the list of holidays for the unit. Holidays authorized by higher are also shown.

Holidays			
Use this page to manage holidays.			
Holiday	Date	Created By	
St Patrick's Day Tng Holiday	03/17/2008	1-X INF Battalion	
President's Day	02/18/2008	1-X INF Battalion	
Martin Luther King Day	01/21/2008	1-X INF Battalion	
New Years	01/01/2008	1-X INF Battalion	
Christmas	12/25/2007	1-X INF Battalion	
Training Holiday	12/24/2007	A Co 1-X INF	

Figure 36 – Manage Holidays Page

NOTE: Holidays authorized by higher headquarters cannot be edited or deleted.

ADD NEW HOLIDAYS

1. To add a holiday, click the “**Add a Holiday record**” icon. The *Add a Holiday* page opens (see Figure 37).

Add a Holiday

To add a holiday, fill out the form and click the "save" button.

Holiday * :

Date * :

Include Subordinates:

Summary:

Figure 37 – Add a Holiday Page

NOTE: “**Holiday**” and “**Date**” are mandatory fields.

2. Click inside of the “**Holiday**” text box and type the name of the holiday.
3. Click the ellipsis button at the end of the “**Start Date**” text box. A monthly calendar appears. Select the date of the holiday.
4. To include on all subordinate units’ calendars, click the “**Include Subordinates**” check box.
5. To include a summary about the holiday, click in the “**Summary**” text box and type summary.
6. Click the “**Save**” button and the new holiday is added to the holiday table.
7. To cancel the action, click the “**Cancel**” hyperlink.

EDIT/DELETE HOLIDAYS

1. To edit holiday information, click the “**Edit this Record**” icon and the *Edit Holiday* page opens (see Figure 38). See instructions for [Add New Holidays](#).

Edit Holiday

Use this page to edit a holiday. When you are finished, click the "save" button.

Holiday * :

Date * :

Include Subordinates:

Summary:

Figure 38 – Edit Holiday Page

2. Click the **“Save”** button and the new holiday is added to the holiday table.
3. To cancel the action, click the **“Cancel”** hyperlink.
4. To remove a holiday, click the **“Remove this record”** icon and the holiday is deleted.

Weapons

Weapons section provides the capability for units to manage weapons and the weapon details. Once weapons and their details have been added, soldier weapon qualifications and weapon assignments can be entered into DTMS.

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click “**Administration**” on the DTMS menu. The *Administration* menu appears (see Figure 39).

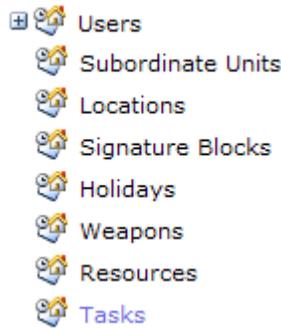


Figure 39 – Administration Menu

3. Click “**Weapons**”. The *Manage Unit Weapons* page opens (see Figure 40).

[Add](#)

Weapons				
		Weapon	Number Authorized	
Edit	Delete	Weapon Detail	FIM-92 STINGER	5
Edit	Delete	Weapon Detail	JAVELIN	7
Edit	Delete	Weapon Detail	M136 AT4	12
Edit	Delete	Weapon Detail	M1917	200
Edit	Delete	Weapon Detail	M203	4
Edit	Delete	Weapon Detail	M240	12
Edit	Delete	Weapon Detail	M249 SAW	8
Edit	Delete	Weapon Detail	M4 CARBINE	165
Edit	Delete	Weapon Detail	M60	4
Edit	Delete	Weapon Detail	MK19	6

Figure 40 – Manage Unit Weapons Page

ADD NEW WEAPONS

1. To add a weapon, click the “**Add**” hyperlink. The *Add Weapon* page opens (see Figure 41).

Add Weapons

Weapon	.38 PISTOL
Number Authorized	<input type="text"/>
Insert Cancel	

Figure 41 – Add Weapon Page

2. Click the **“Weapon”** drop down and select the weapon.
3. Click inside the **“Number Authorized”** text box and type the number of weapons the unit is authorized.
4. To save the weapon, click the **“Insert”** hyperlink.
5. To cancel the entries, click the **“Cancel”** hyperlink.

EDIT/DELETE WEAPONS

1. To edit weapon information, click the **“Edit”** hyperlink on the *Manage Unit Weapons* page. The *Unit Weapon Detail* page opens (see Figure 42).

		Weapon	Number Authorized
Update Cancel	Weapon Detail	FIM-92 STINGER	<input type="text" value="5"/>

Figure 42 – Edit Weapon

2. To change number of authorized weapons in the unit, click in the **“Number Authorized”** text box and type new number.
3. Click the **“Update”** hyperlink to save changes.
4. To cancel entries, click the **“Cancel”** hyperlink.
5. To remove a weapon, click the **“Delete”** hyperlink and the weapon is removed. If the weapon has any details added, an error message displays (see Figure 43). The weapon’s details must be removed before the weapon can be deleted (see [Edit/Delete Weapon Details](#) for instructions).

		Weapon	Authorized	Assigned	On Hand	Expert	Sharpshooter
Edit Delete	Weapon Detail	.38 Caliber Pistol	5	1	1	0	0

You can not delete this weapon until you delete all details. This weapon currently has 1 weapon detail(s).

Figure 43 – Delete Weapon Error Message

WEAPON DETAIL

Entering the details for authorized weapons allows the weapons to then be assigned to soldiers. (See Chapter 7 – Soldier Manager for instructions.)

1. To manage weapon details, click the **“Weapon Detail”** hyperlink and the *Unit Weapon Detail* page opens (see Figure 44).

[Back](#) | [Add](#)

Weapon Detail		
	Serial #	Status
Edit Delete	123456	Active

Figure 44 – Unit Weapon Detail Page

Add Weapon Details

2. To add weapon details, click the **“Add”** hyperlink and the *Add Weapon Detail* page opens (see Figure 45).

Add Weapon Detail

Serial #	<input type="text"/>
Status	Active <input type="button" value="v"/>
Insert Cancel	

Figure 45 – Add Weapon Detail Page

3. Click in the **“Serial #”** text box and type serial number of a weapon.
4. To select the status of the weapon, click the **“Status”** drop down.
6. Click the **“Insert”** hyperlink to save details. Continue adding details for each authorized weapon.
7. To cancel entries, click the **“Cancel”** hyperlink.

Edit/Delete Weapon Details

8. To edit the weapon details, click the **“Edit”** hyperlink. The row changes to include **“Update”** and **“Cancel”** hyperlinks (see Figure 46).

Weapon Detail		
	Serial #	Status
Update Cancel	<input type="text" value="123456"/>	Active <input type="button" value="v"/>

Figure 46 – Weapon Detail Page for Editing

9. Once changes are complete, click the **“Update”** hyperlink.

- 10. To cancel entries, click the **“Cancel”** hyperlink.

- 11. To remove the details for a weapon, click the **“Delete”** hyperlink. If the weapon has been assigned to a soldier and error message displays and a list of the soldiers who have been assigned this weapon (see Figure 47). The assignment(s) must be removed (see Chapter 7 – Soldier Manager for instructions).



Figure 47 – Delete Weapon Detail Error Message

Resources

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click **“Administration”** on the DTMS menu. The *Administration* menu appears (see Figure 48).

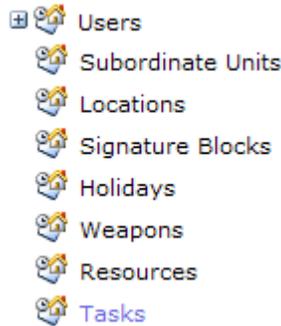


Figure 48 – Administration Menu

3. Click **“Resources”**. The *Resource Management* page opens (see Figure 49).



Figure 49 – Resource Management Page

ADD NEW RESOURCES

1. To add a resource, click the **“Add”** icon. The *Add a Resource* page opens (see Figure 50).



Figure 50 – Add a Resource Page

6. Click the **“Name”** text box and type resource name.

7. Click in the “**Item Number**” text box and type the number item. This could be a serial number or any other numbering convention for the resource.
8. To add a description, click in the “**Description**” text box and type description.
9. Click in the “**Cost Per Item**” text box to add cost of resource.
10. To save the weapon, click the “**Insert**” hyperlink.
11. To cancel the entries, click the “**Cancel**” hyperlink.

EDIT/DELETE RESOURCES

1. To edit resource information, click the “**Edit**” icon on the *Resource Management* page. The *Edit a Resource* page opens (see Figure 51). (See instructions for [Add New Resources](#).)

Edit a Resource

Use this page to edit a resource. Change any values you want below and click the "save" button. If you do not want to edit this resource, you can click the "cancel" button.

Name * :

Item Number:

Description:

Cost Per Item:

Figure 51 – Edit a Resource Page

2. To remove a resource, click the “**Remove**” icon and the resource is removed.

Tasks

1. Log-on to DTMS. The *DTMS Home* page opens.
2. Click “**Administration**” on the DTMS menu. The *Administration* menu appears (see Figure 52).

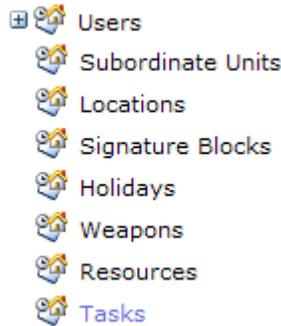


Figure 52 – Administration Menu

3. Click “**Tasks**”. The *Mandatory Tasks* page opens (see Figure 53). The page displays a table that includes the *Task Number*, *Task Title*, *MaxDays*, who the task is *Required By*, *Task Type*, and capability to view the task details.

Mandatory Tasks					
Add Mandatory Task					Records per page 25
Task Number	Task Title	MaxDays	Required By	Task Type	
DA-CMT01	ANTI-TERRORISM / FORCE PROTECTION	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT02	SAEDA	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT03	LAW OF WAR / DETAINEE OPERATIONS	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT04	HEALTH CARE PERSONNEL DETAINEE HEALTHCARE TRAINING	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT05	CODE OF CONDUCT LEVEL A (See AR 350-1 Chapter 4)	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT06	MTBI/PTSD CHAIN TEACH (SUSPENSE 18 OCT 07)	7300	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT07	HEALTH CARE PERS EMPRC PHASE I CBRNE TRAINING	1095	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT08	FRATERNIZATION POLICY	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT09	SEXUAL ASSAULT PREVENTION AND RESPONSE	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT10	EQUAL OPPORTUNITY TRAINING	180	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT11	HOMOSEXUAL CONDUCT POLICY	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT12	COMBATIVE TRAINING	365	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
DA-CMT13	COMBATING TRAFFICKING IN PERSONS (CTIP) PROGRAM	7300	(Headquarters, US Army (HQDA) (W0ZUFF)	Mandatory	
23-085-11	Unit Mandatory Training	365	23 QM BDE	Mandatory	

Figure 53 – Mandatory Tasks Page

VIEW MANDATORY TRAINING TASKS

1. To view the training task details, click the “**View Task**” icon. The View Task page opens displaying the selected task’s *General Information*, *Task Data*, *Task Attributes*, and other task information (see Figure 54).

View Task

Here is a summary of the ANTI-TERRORISM / FORCE PROTECTION task.

Print Page

[\(Assess Task\)](#)

General Information

Task Number: DA-CMT01
Task Title: ANTI-TERRORISM / FORCE PROTECTION
Max Days: 365
Task Type:
Proponent:
BOS:

Task Data

Conditions:
Standards:
Degraded Standards:
Description:
Notes:
Purpose:
Outcome:
Guidance:
Task Evaluation:
Task Feedback:
Safety Notes:
Environment:

Task Attributes

Train in MOPP?:
Critical Task:
Night Task:
StaffTask:
Common Task:

ITERATION: 1 2 3 4 5 M (Circle)
 COMMANDER/LEADER ASSESSMENT: T P U (Circle)

	GO	NO-GO
No steps exist for this task.		

Figure 54 – View Task Page

- To print the task details, click the **“Print Page”** button. The Print dialog box appears (see Figure 55). Click the **“Print”** button to print details to selected printer.

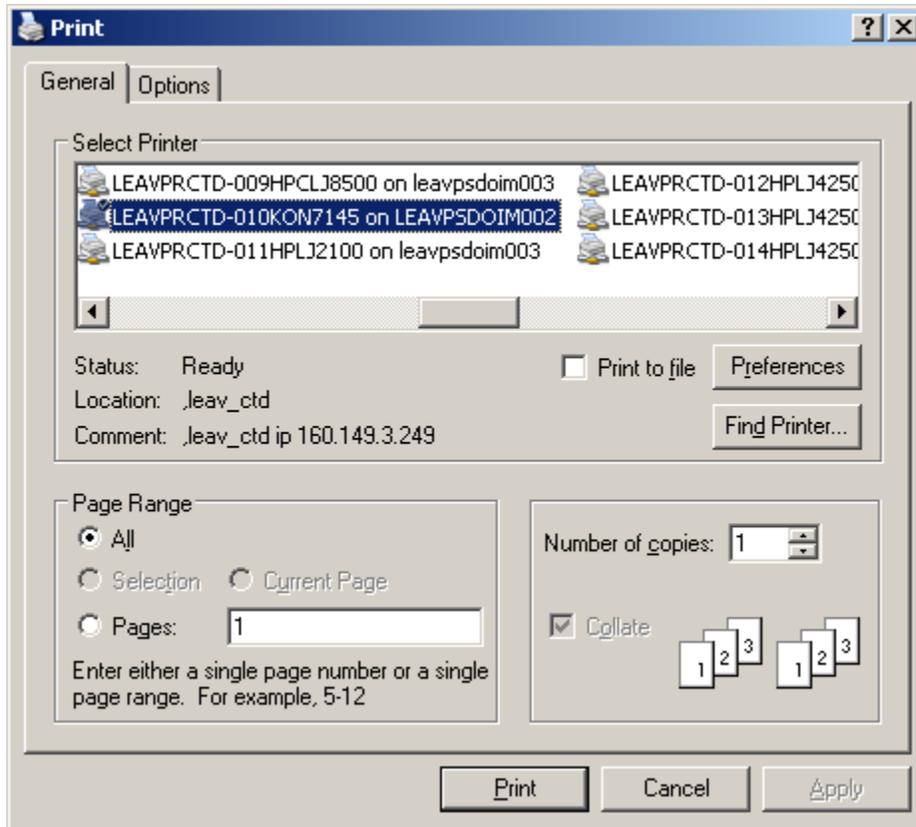


Figure 55 – Print Dialog Box

3. To complete an assessment on the task, click the [“Assess Task” hyperlink](#). The *Assess Task* page opens (for information on assessing tasks, see Chapter 8 – Unit Manager – Assess Task).

ADD MANDATORY TRAINING TASK

1. To add mandatory training tasks, click the [“Add Mandatory Task” hyperlink](#). The *Add Mandatory Task* page opens (see Figure 56).

Add Mandatory Task

General Information

Task Number:

Task Title:

Max Days:

Proponent:

Task Data

Conditions:

Standards:

Degraded Standards:

Description:

Notes:

Purpose:

Outcome:

Guidance:

Task Evaluation:

Task Feedback:

Safety Notes:

Environment:

Task Attributes

Train in MOPP?:

Critical Task:

Night Task:

StaffTask:

Common Task:

Figure 56 – Add Mandatory Task Page**General Information**

2. Click inside the **“Task Number”** text box and type the number for the task.
3. Click in the **“Task Title”** text box and type a title for the task.
4. To include the maximum number of days between training, click in the **“Max Days”** text box and type number.

5. Click the **“Proponent”** drop down and select the proponent for the task.

Task Data

6. To add conditions for the task, click in the **“Conditions”** text box and type the conditions. This is a mandatory field.
7. Click in the **“Standards”** text box and type the standards for the task. This is a mandatory field.
8. Click in the **“Degraded Standards”** text box and type the degraded standards for the task.
9. Click in the **“Description”** text box and type the description for the task.
10. Click in the **“Notes”** text box and type any special notes about the task.
11. To include the task purpose, click in the **“Purpose”** text box.
12. To include the task outcome, click in the **“Outcome”** text box.
13. To include the task guidance, click in the **“Guidance”** text box.
14. Click in the **“Task Evaluation”** text box and type any task evaluation.
15. Click in the **“Task feedback”** text box and type any feedback for the task.
16. Click in the **“Safety Notes”** text box and type any safety notes for the task.
17. To include the task’s environment, click in the **“Environment”** text box.

Task Attributes

18. To indicate MOPP, click the **“Train in MOPP?”** drop down and select A (Always), S (Sometimes), or N (Never).
19. If the task is a critical task, click the **“Critical Task”** check box.
20. If the task is a night task, click the **“Night Task”** check box.
21. If the task is a staff task, click the **“Staff Task”** check box.
22. If the task is a common task, click the **“Common Task”** check box.

23. Once all entries are made, click the **“Save” button**. The task is added and the *View Task* page opens (see Figure 54). The task is available in the *Tasks* list and through searching.

EDIT/DELETE MANDATORY TRAINING TASKS

1. To edit a mandatory training task, click the **“Manage Task” icon**. The *Edit Task* page opens (see Figure 56). (See instructions for [Adding Mandatory Training Tasks](#).)
2. To delete a mandatory training task, click the **“Remove” icon**.

NOTE: The user can only edit and delete tasks created by the user’s unit.

NOTE: Any problems with this chapter, contact your System Administrator or the DTMS Help Desk (E-mail: dtms.ctd@us.army.mil, Commercial: 913-684-2700, or DSN: 552-2700).

Table of Figures

Figure	Page
Figure 1 – Administration Menu.....	1
Figure 2 – Users Submenu.....	1
Figure 3 – User Management Page.....	2
Figure 4 – Add a New User Page.....	2
Figure 5 – Add a New User with Warning.....	2
Figure 6 – Manage User Permissions Section.....	4
Figure 7 – Manage User Permissions for a Selected User.....	5
Figure 8 – Group Settings.....	5
Figure 9 – Individual Role Settings.....	5
Figure 10 – User Search Results Page.....	6
Figure 11 – User Details Page.....	7
Figure 12 – User Details Page for Editing.....	7
Figure 13 – Group Details Page.....	8
Figure 14 – Individual Role Details Page.....	9
Figure 15 – User Search Page.....	10
Figure 16 – User Search Page with Search Results List.....	11
Figure 17 – By Group Menu.....	11
Figure 18 – Group Table.....	12
Figure 19 – Administration Menu.....	13
Figure 20 – Subordinate Unit Page.....	13
Figure 21 – Add a Subordinate Unit.....	14
Figure 22 – Edit Subordinate Unit.....	15
Figure 23 – Subordinate Unit Removal Message.....	15
Figure 24 – Personnel Roster Page.....	16
Figure 25 – Personnel Roster (Soldiers Assigned).....	17
Figure 26 – Administration Menu.....	19
Figure 27 – Manage Locations Page.....	19
Figure 28 – Add a Location Page.....	20
Figure 29 – Edit Location Page.....	21
Figure 30 – Location Warning Statement.....	21
Figure 31 – Administration Menu.....	22
Figure 32 – Signature Blocks Page.....	22
Figure 33 – Add a Signature Page.....	23
Figure 34 – Edit a Signature Page.....	24
Figure 35 – Administration Menu.....	25
Figure 36 – Manage Holidays Page.....	25
Figure 37 – Add a Holiday Page.....	26
Figure 38 – Edit Holiday Page.....	27
Figure 39 – Administration Menu.....	28
Figure 40 – Manage Unit Weapons Page.....	28
Figure 41 – Add Weapon Page.....	29
Figure 42 – Edit Weapon.....	29

Figure 43 – Delete Weapon Error Message	29
Figure 44 – Unit Weapon Detail Page	30
Figure 45 – Add Weapon Detail Page	30
Figure 46 – Weapon Detail Page for Editing.....	30
Figure 47 – Delete Weapon Detail Error Message	31
Figure 48 – Administration Menu.....	32
Figure 49 – Resource Management Page.....	32
Figure 50 – Add a Resource Page.....	32
Figure 51 – Edit a Resource Page	33
Figure 52 – Administration Menu.....	34
Figure 53 – Mandatory Tasks Page	34
Figure 54 – View Task Page.....	35
Figure 55 – Print Dialog Box.....	36
Figure 56 – Add Mandatory Task Page	37