DISS JVS JOB AID

Search, Cancel, Cancel
Visit Request
in the DISS Joint Verification System

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Permissible Roles

- Permissible Roles to create a visit:
  - Security Officer
  - Security Officer Admin (optional permission)
  - Security Officer Visit Admin
  - Security Manager

- Creating a Visit and Searching a Visit are under 2 different links.

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Search SMO Visits

SMO Visits tab shows all the visits. You can filter Visits by checking the boxes in **Visitor Status: Created, Active, Cancelled and Archived/Completed**

Select "**Find Visit**" to show only the Visit Status you want to see.

Cancel Visit For Subject

Visit Subjects (1)

Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status	
▶	Security Officer1	Secret	2020/07/24	2020/08/31			Approved	✏️ 🗑️

Add Subject

To cancel a visit for a subject, click on the **Delete icon** for that subject in the **Visit Subjects table**.

A pop-up window called **Cancel Subject Visit** opens.

Type a **Cancellation Reason** into the text box.

Select "**Yes**" to cancel the visit for the subject. Or, select "**No**" to keep the subject on the visit.

Cancel Subject Visit ✕

Are you sure you want to cancel visit for: Officer1, Security

*Cancellation Reason:

300 characters remaining.

Yes   No

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Visit for Subject Cancelled

The subject remains in the **Visit Subjects** table, but their **Visit Status** changes to **Canceled**.

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Changing Visit Status

To change the Visit Status to Cancelled or Archived/ Completed select the visit you wish to change

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Visit Actions

The **Visit Details** tab will open. To change Visit Status select **Visit Actions**.

Change Visit Status

Under the Visit Actions menu you can **"Cancel Visit" or "Archive Visit".**

Select **"Cancel Visit".**

Cancel Visit

A **Cancel Visit** box will pop up asking you to confirm you wish to cancel the meeting.

Type a **Cancellation Reason** into the text box.

Select "**Yes**" to cancel the visit, or select "**No**", which will not cancel the visit.

The status of the visit changes to Canceled and you receive a confirmation message in the upper right corner.

Cancel Visit ✕

Are you sure you want to cancel this visit?

*Cancellation Reason:

300 characters remaining.

Yes   No

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Archive Visit

If you wish to archive the visit, select "Archive Visit" under the Visit Actions drop down menu.

A Complete Visit box will pop up.

Select "Yes" to complete the visit, or select "No", which will not archive the visit.

The status of the visit changes to Archived/Completed and you receive a confirmation message in the upper right corner.

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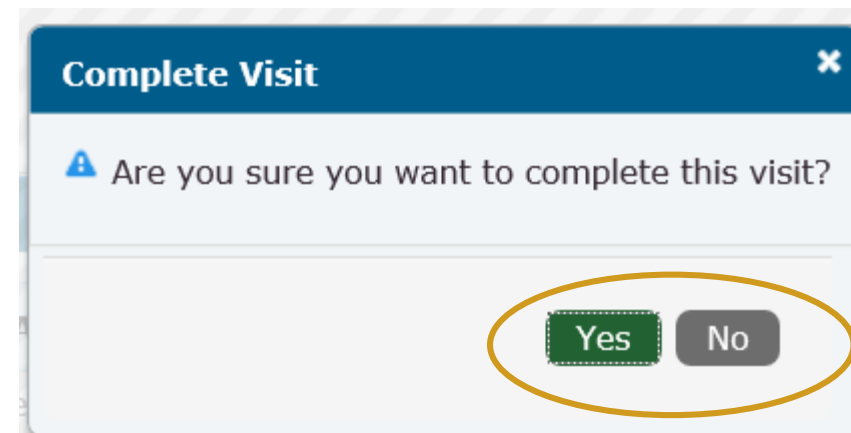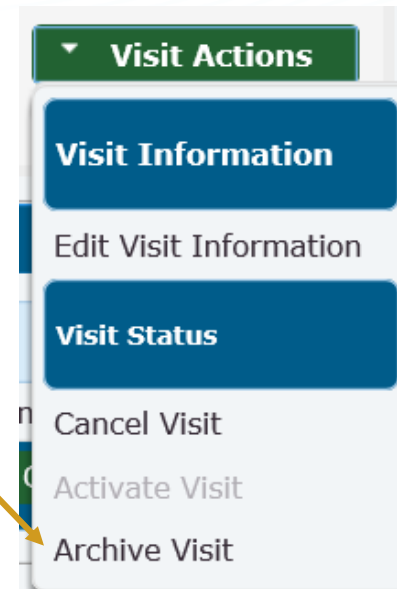
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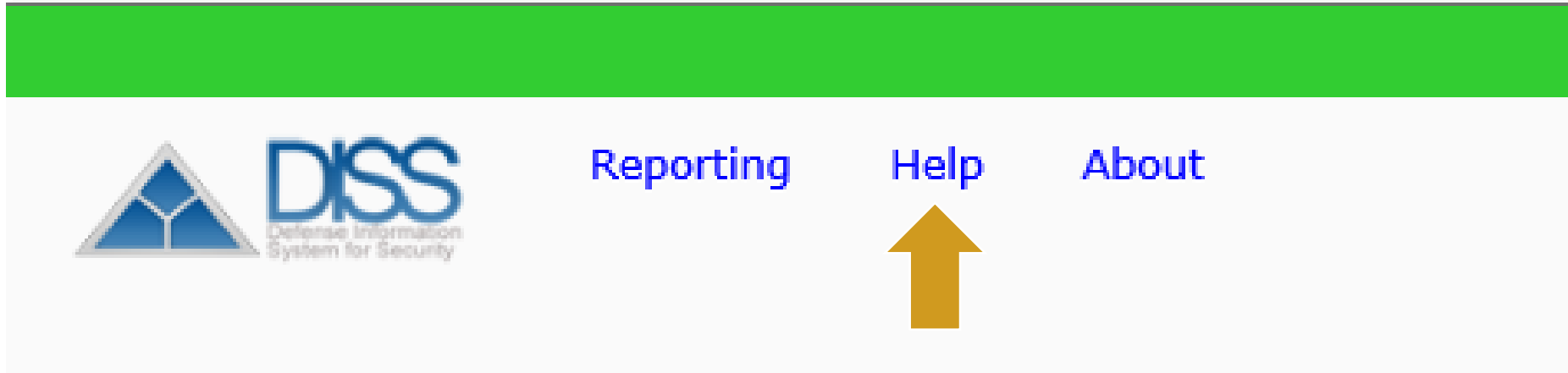
For more information about these DISS actions see the **Joint Verification System (JVS) and Reporting User Manual** which can be accessed in DISS in the upper left corner by clicking on Help or contact the DISS Customer Call Center (CCC) at 1-800-467-5526.

Note: If you encounter an issue with a specific record, be prepared to provide a screenshot via encrypted email.

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