

DISS JVS JOB AID

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

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



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.



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.

About JVS **SMO Visits**

SMO Visit Search Criteria

Start Date After: 2019/09/02 End Date Before: 2021/09/02

SMO Type: ☒ Hosting SMO ☐ Creating SMO

Visit Status: ☒ Created ☒ Active ☐ Cancelled ☐ Archived/Completed

Find Visits

SMO Visits (7)

Visit Name	Visit Reason	Creating SMO	Hosting SMO	Access Level	Start Date	End Date	Visit Status	Expand
13.0_Visit	Meeting	PSMO-I-1	PSMO-I-1	Top Secret	2020/08/31	2021/08/17	Active	
13_GATVisit1	Meeting	PSMO-I-1	PSMO-I-1	Secret	2020/08/31	2020/09/28	Active	
RV Trip	Other	PSMO-I-1	PSMO-I-1	Top Secret	2020/08/20	2020/08/31	Created	
hippie chicks	Meeting	PSMO-I-1	PSMO-I-1	Confidential	2020/08/05	2020/08/31	Created	
coy fish	Meeting	PSMO-I-1	PSMO-I-1	Top Secret	2020/08/01	2021/01/07	Created	
Visit 1	Meeting	PSMO-I-1	PSMO-I-1	Secret	2020/08/27	2020/10/07	Created	
James Outlet	Inspection	PSMO-I-1	PSMO-I-1	Secret	2020/09/30	2020/12/18	Active	

Create New Visit

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	

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

Visit for Subject Cancelled



Visit Subjects (1)							
Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status
	GATVZ22 GATVZ22	Top Secret	2020/09/30	2020/12/18			Canceled

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

Changing Visit Status



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

About JVS ×SMO Visits ×Visit Details ×

SMO Visit Search Criteria

Start Date After: 2019/09/08End Date Before: 2021/09/08

SMO Type: ☒ Hosting SMO ☐ Creating SMO

Visit Status: ☐ Created ☒ Active ☐ Cancelled ☐ Archived/Completed

Find Visits

SMO Visits (2)

Visit Name	Visit Reason	Creating SMO	Hosting SMO	Access Level	Start Date	End Date	Visit Status	Expand
Visitation	Planning Conference	DISS-DISS-12	DISS-DISS-12	None	2020/06/15	2020/06/16	Active	
UAT conference	Planning Conference	DISS-DISS-12	DISS-DISS-12	Top Secret	2020/07/24	2020/08/31	Active	

Create New Visit

Visit Actions



About JVS ×

SMO Visits ×

Visit Details ×

Visit Name: UAT conference

Access Level: Top Secret

Creating SMO: DISS-DISS-12

Start Date: 2020/07/24

POC Name: Edwards, Scotty

Visit Notes: needed to check

Visit Status: Active

Hosting SMO: DISS-DISS-12

Reason: Planning Conference

End Date: 2020/08/31

POC Number: 7779311

Visit Actions

Visit Location

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”.

About JVS ×SMO Visits ×Visit Details ×

Visit Name: UAT conference

Access Level: Top Secret

Creating SMO: DISS-DISS-12

Start Date: 2020/07/24

POC Name: Edwards, Scotty

Visit Notes: needed to check

Visit Status: Active

Hosting SMO: DISS-DISS-12

Reason: Planning Conference

End Date: 2020/08/31

POC Number: 7779311

Visit Location

Address	City	State	Zip+Ext.
180 Grove Street	San Adreas	California	22664

Visit Subjects (1)

Visit Actions

Visit Information

Edit Visit Information

Visit Status

Un

Cancel Visit

Activate Visit

Archive 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.

A screenshot of a web-based dialog box titled "Cancel Visit" with a close button (X) in the top right corner. The dialog asks, "Are you sure you want to cancel this visit?". Below the question is a text input field labeled "*Cancellation Reason:". A yellow arrow points from the text "Type a Cancellation Reason into the text box." to this field. Below the input field, it says "300 characters remaining.". At the bottom right of the dialog are two buttons: a green "Yes" button and a grey "No" button. A yellow arrow points from the text "Select 'Yes' to cancel the visit, or select 'No', which will not cancel the visit." to the "Yes" button.

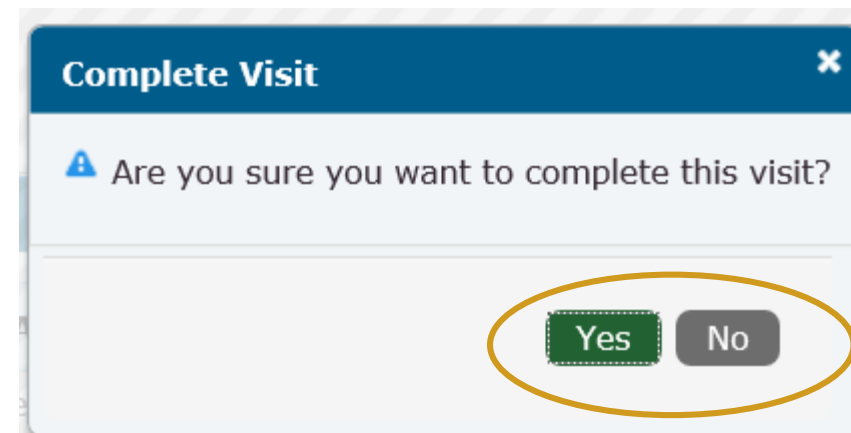
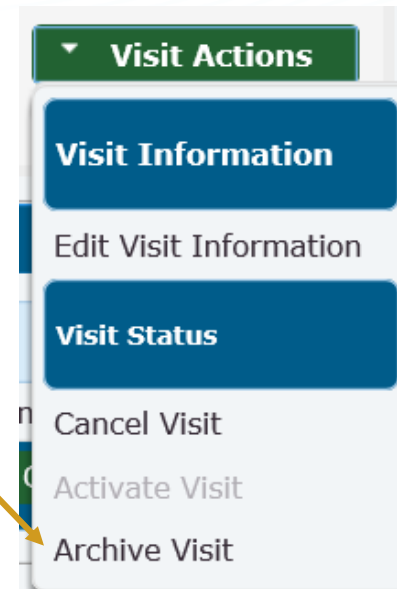
Archive Visit



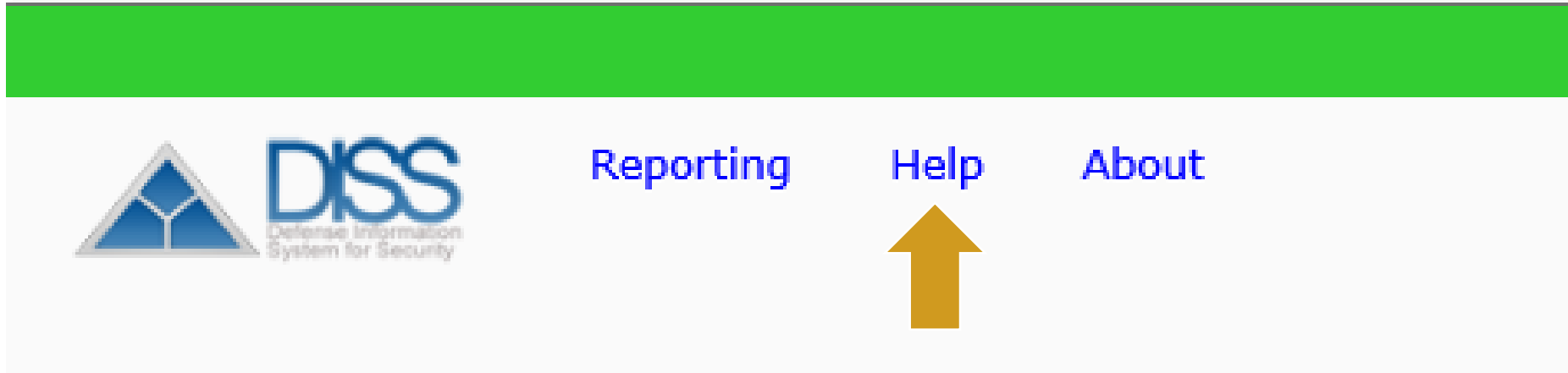
If you wish to archive the visit, select “Archive Visit” under the Visit Actions drop down menu.

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.



Questions



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.