


The following updates will be added to DigiTS on 16th July 2020;

- New Management Information (MI) View user role
- Enhanced Administrator access to edit user profiles
- Parent Organisation to access Arms Length Bodies (ALBs) MI
- Administrator verification code available through email or mobile
- Bulk upload for user registration invites
- New dynamic dashboards

## New 'MI view' user role

What is this? Some customers have asked for a management information/reporting role to be added to DigiTS, separated from the Admin role. This new role will allow users to run and download reports only, rather than having all the current functions given to an Admin.

What will my DigiTS users see? Admin users will notice that when accessing the 'Users' screen and selecting a DigiTS user- they can amend access to Traveller/Booker, Admin or MI view. Once amended the 'MI view' user profile can access the 'Reports' section of DigiTS, but not have access to the other Admin functions.

**Crown Commercial ID**

[Admin](#) > [Users](#) > Edit User

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## Edit User

**First Name**

**Last Name**

**Email address**  
customer-mi@digits.poc

**Mobile number**

**Role**  
  
Traveller/Booker  
Admin  
MI View

## Enhanced Admin access to edit user profiles

What is this? Previously Admin users have only been able to amend the level of DigiTS access for a user within their organisation, all other fields were locked down.

What will my DigiTS users see? Admin users will notice that they can now amend these fields in the Edit user section:

- First name
- Last name
- Mobile number

## Parent Organisation to Access Arms Length Bodies MI

What is this? If required and approved, a Parent organisation will be able to access MI (not including sensitive personal data) from all their Arms Length Bodies (ALB's). If you are a Parent organisation and want to enable this function then please contact CCS at [Info@crownccommercial.gov.uk](mailto:Info@crownccommercial.gov.uk) so that we can amend your access.

**This is not applicable to all customer organisations.**

What will my DigiTS users see? Admin users will have the choice to view "Child" organisation in their reporting if they have this feature enabled. Unless CCS sets the organisation up as a Parent, there will be no change.

## Administrator Verification code available through Email or Mobile

What is this? Currently when an Admin attempts to access Admin areas in DigiTS, they are prompted to enter a verification code sent to their mobile number registered on the DigiTS profile. The Admin users will now have the additional option to have the verification code sent by email instead.

What will my DigiTS users see? This will only impact Admin & MI View users as currently they receive the text verification code when they try to access the Admin & reporting functions in DigiTS. They will have the choice to receive the code by SMS or email.

### How do you want to get the access code?

- Text message 07766770053
- Email to digitstestuser+56@gmail.com

Continue

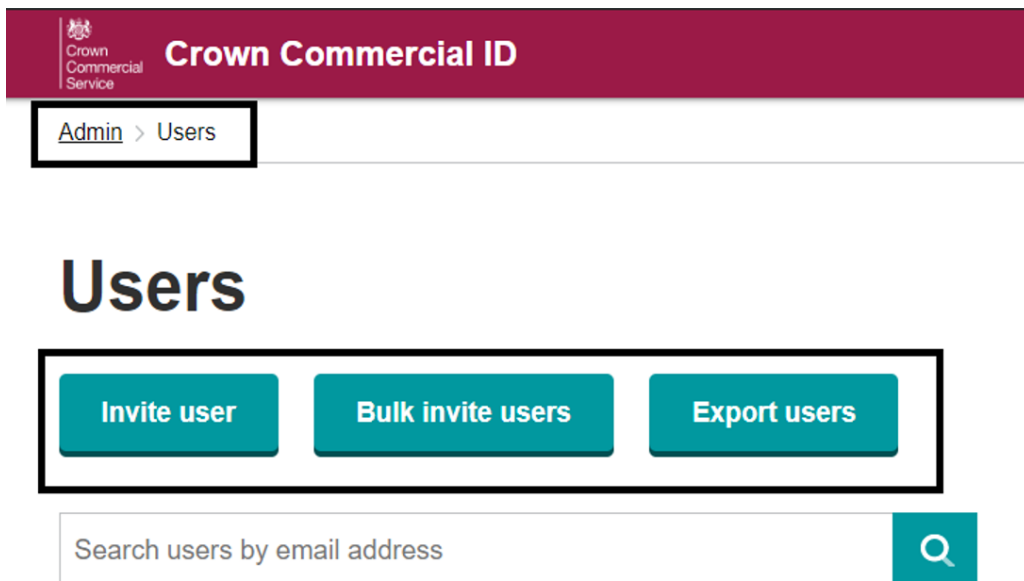
## Bulk upload for user registration invites

What is this? Admins now have the option to bulk invite users.

What will my DigiTS users see? Admin users will see a new “Bulk invite users” button on the ‘Users’ screen in Admin.

To bulk upload:

1. Download the CSV template and complete with all the required profile information.
2. Upload the completed CSV template.
3. You will then be notified if the invites have successfully been sent.



Crown Commercial ID

Admin > Users

# Users

Invite user Bulk invite users Export users

Search users by email address

## Bulk invite users

Invite multiple users by creating a CSV file containing the relevant details.

[Download the CSV template](#)

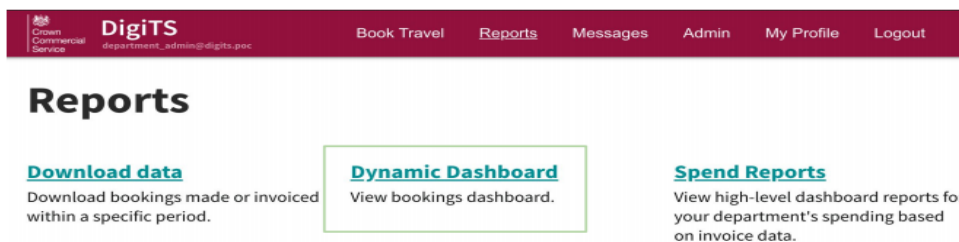
Upload a file

Choose File No file chosen

Cancel

# New Dynamic Dashboards

What is this? This is a new function so that Admin and MI View users can see a high level view of their organisations' spend in a useful visual format. This is updated monthly so that users can see an overview of the previous month's data (available after 8th of each month).  
What will my DigiTS users see? This will only be available to Admin & MI view users. They will have a new button 'Dynamic Dashboard' available in the 'Reports' section. There are several dashboards available, see below screenshots for some examples.

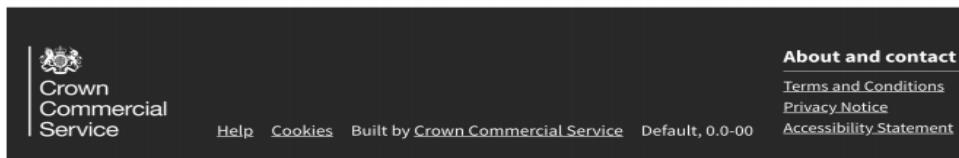


The screenshot shows the top navigation bar of the DigiTS system. The 'Reports' menu item is highlighted. Below the navigation bar, the 'Reports' section is displayed with three options: 'Download data', 'Dynamic Dashboard', and 'Spend Reports'. The 'Dynamic Dashboard' option is highlighted with a green box.

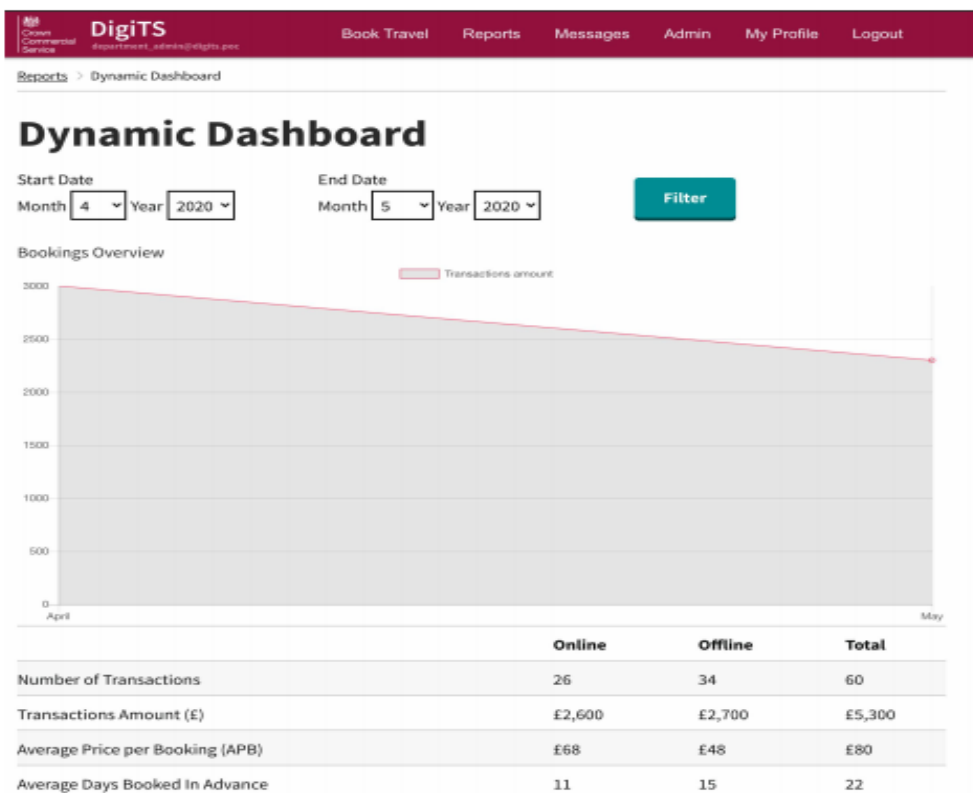
**Download data**  
Download bookings made or invoiced within a specific period.

**Dynamic Dashboard**  
View bookings dashboard.

**Spend Reports**  
View high-level dashboard reports for your department's spending based on invoice data.



The screenshot shows the footer of the Crown Commercial Service website. It includes the logo, navigation links for 'Help', 'Cookies', and 'Built by Crown Commercial Service', and a section for 'About and contact' with links to 'Terms and Conditions', 'Privacy Notice', and 'Accessibility Statement'.



The screenshot shows the 'Dynamic Dashboard' interface. It features a navigation bar, a breadcrumb trail, and a main content area. The main content area includes a 'Bookings Overview' section with a line chart and a table of summary statistics.

**Dynamic Dashboard**

Start Date: Month 4, Year 2020  
End Date: Month 5, Year 2020  
[Filter](#)

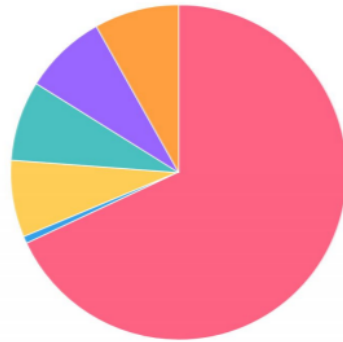
**Bookings Overview**

Transactions amount

	Online	Offline	Total
Number of Transactions	26	34	60
Transactions Amount (£)	£2,600	£2,700	£5,300
Average Price per Booking (APB)	£68	£48	£80
Average Days Booked In Advance	11	15	22

### Service Type Breakdown

Accommodation Rail Air (including Eurostar) Meetings and Events Vehicle Hire Other



	Online	Offline	Total
Accommodation	£160	£140	£3,000
Rail	£120	£120	£30
Air (including Eurostar)	£130	£130	£330
Meetings and Events	£140	£140	£340
Vehicle Hire	£150	£150	£350
Others	£160	£160	£360
<b>Total</b>	<b>£860</b>	<b>£840</b>	<b>£4410</b>

## MI Dashboard - Top Travellers

### Top Travellers

	Number of Bookings	Transactions Amount (£)
Roger	509	£734
John	309	£534
Freddie	109	£634
Brian	89	£134