

Upload Active Warrant

Reference Guide

Homepage

JAM

Warrants

Upload Active Warrant

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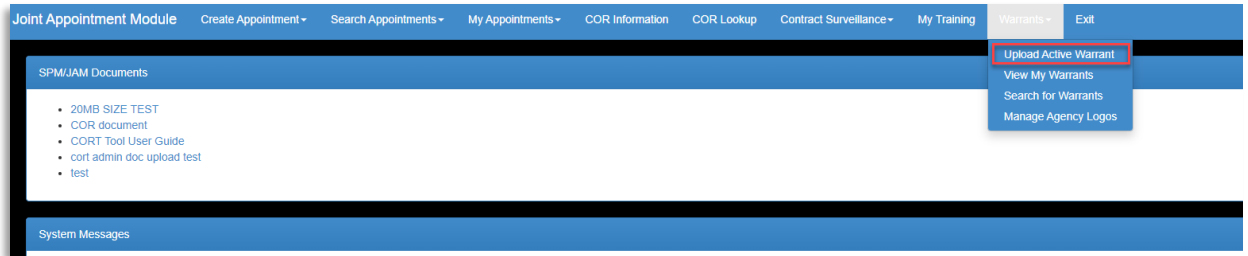
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Roles

Users with the ability to upload warrants into JAM:

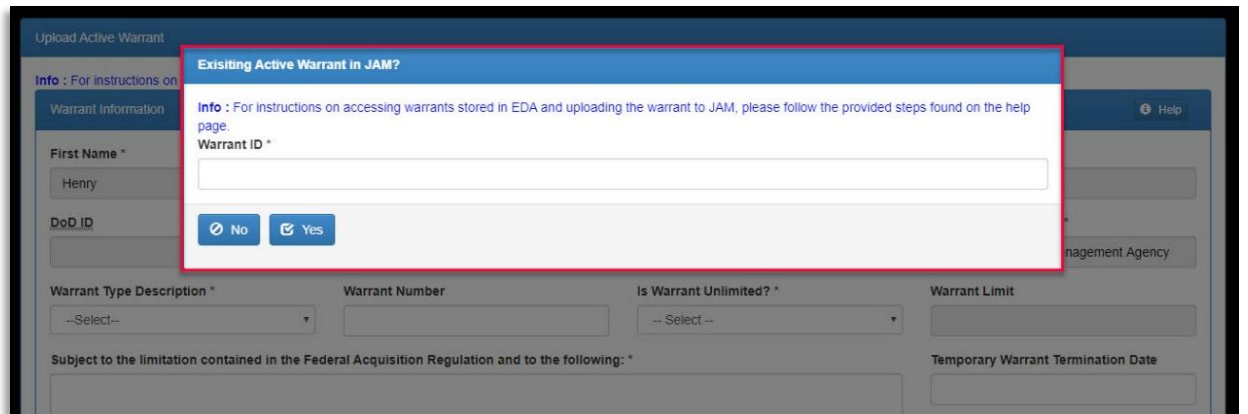
- Government

In the JAM application, locate the **Warrants** drop down at the top of the screen. From the dropdown options, select **Upload Active Warrant** to proceed.



Selecting the Upload Active Warrant option populates an **Existing Active Warrant in JAM?** popup. If there is an existing active warrant in JAM, enter the Warrant ID to associate it to the user, then select **Yes**. If the Warrant ID is unknown, select **No**.

Uploading a Warrant



NOTE: If a user uploads a warrant into JAM via a web service, an email is sent to the user with the Warrant ID.

Selecting either Yes or No on the previous screen populates the Warrant Information section. Within this section, several fields are auto populated with information from either the entered Warrant ID or the user's profile. Enter in any other required information and click **Add Active Warrant** to upload the warrant file.

The Add Active Warrant popup displays. Click **Browse** to select the applicable file. Select **Add** to upload and proceed.

Once added, the Warrant will appear in the File Name section. The file can be viewed or deleted at any time before submission.

Scroll down to the Warrant Approver section and enter in the applicable information.

ADD Active warrant

Warrant Approver Help

First Name * Last Name * Title *

Work Phone Number * Work Email Address *

Back Submit Help

After filling out the Warrant Approver fields, click **Submit** to upload the Warrant.

Warrant Approver Help

First Name * Last Name * Title *
Warrant Approver

Work Phone Number * Work Email Address *

Back **Submit** Help

A success message is displayed at the top of the page upon successfully submitting the warrant. The warrant information is now read-only.

Upload Active Warrant

Info : Warrant Uploaded successfully.

Warrant Information Help

First Name * Middle Name Last Name * Suffix

DoD ID Issue / Admin Office * Organization * Agency / Department *

Warrant Type Description * Warrant Number Is Warrant Unlimited? * Warrant Limit

Administrative Contracting Officer Y

Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *

Required information for uploading an active warrant.

Temporary Warrant Termination Date

Approval Date *
2019/10/04

Supplementary Warrant Indicator

File Name * Action