Intro



Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This presentation will demonstrate the functionality of Group Management as PIEE CAM (Contractor Administrator).

Administration Console	Menu -	LUser : Carla Test Exi
Main Menu		
Mens Option Group Management Location Management User / Role Management Vendor POC Vendor POC History	Description Administr groups and subgroups by adding, remaining, moving / deleting groups in the group structure, and adding / moving locations in the group structure. Administr tocations by eding locations, adding extensions, eding extensions and weining location and extension state Manage users and roles. Weinitudge Vietod / POC state for the WWWF e-Business Stute.	
		* Asterisk indicates required en
	In WAWF e-Business Administration Console, click the 'User / Role Management' link.	

In WAWF e-Business Administration Console, click the 'User / Role Management' link.

Step 3

Administration Console	Menu -				LUser : Carla Test Exit
User J Management	<u> </u>				
Search by User Search by Ro User ID Equal To v	e	First Name Equal To 🗸		Last Name Equal To 🗸	
E-Mail Equal To 🗸		DoD ID Equal To 🗸		X.509 Subject Name Equal To V	
Q Search CReturn	C Roset				
					* Asterisk indicates required entr
Í	The User / Role Management : User' tab should be used if sea email. The 'Search by Role' ta contract, and/or status.	screen allows searching arching for a specific use b should be used if sear	by user information and/or b r(s) using the information lik ching for a user or set of user	y roles. The 'Search by e the user's name, ID, or 's with a certain role,	
	NOTE: When searching users a Contractor Administrator will	as a Contractor Adminis be shown in the results.			
					-

The User / Role Management screen allows searching by user information and/or by roles. The 'Search by User' tab should be used if searching for a specific user(s) using the information like the user's name, ID, or email. The 'Search by Role' tab should be used if searching for a user or set of users with a certain role, contract, and/or status.

NOTE: When searching users as a Contractor Administrator, only users with roles accessible by the Contractor Administrator will be shown in the results.

CAMUserRoleManagment

Step 4

dministration Console Menu -		L User	: Carla Test
User / Role Management			
Search by User Search by Role User ID Equal To V	First Name Equal To 🗸	Last Name Equal To 🗸	
E-Mail Equal To ∨	DoD ID Equal To 🗸	X.509 Subject Name Equal To 🗸	
Q Search < Return Ø Reset			
		* Asterie	k indicates require
	earch' is clicked and no criteria has been entered in	, the result screen will show all users.	
ír s	earch' is clicked and no criteria has been entered in	, the result screen will show all users.	
	earch' is clicked and no criteria has been entered in	, the result screen will show all users.	
	earch [*] is clicked and no criteria has been entered in	, the result screen will show all users.	

If 'Search' is clicked and no criteria has been entered in, the result screen will show all users.

Step 5

Administration Console	Menu -			LUser : Carla Test Exit
User / Role Management				
Search by User Search by Role User ID Equal To v demobuildends]	First Name Equal To V	Last Name Equal To ∨	
E-Mail Equal To 💙		DoD ID Equal To 💙	X.509 Subject Name Equal To ↓	
Q. Search < Return Ø R	Reset			
				* Asterisk indicates required entry.
	To narrow the searc	h results, enter in criteria to help find the us	er[s] wanted. Click 'Search' .	

To narrow the search results, enter in criteria to help find the user(s) wanted. Click 'Search'.

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Step 6



Click on the user's User Id.

Step 7

Administration Console	Menu -						L User : Carla Test	t Exit
User : provend_01 Martin							Request Type : Modil	lication
Overview	Overview							
Profile	Pending Admin /	Approval						
Company	No roles were	found for Pending Admin Approval.						
Justification/Attachments Reset Password								
User Roles	Active Roles						Runt -	
Role History Profile History	Applic	entries					Additional Information	
GAM/CAM Letter	GFF The show	Overview page shows a sum m, as well as roles that are	mary of the user's currently active for	roles. The role: the user.				
🖨 Print	GFP	Contractor Property Shipper	RICE_3D135	3D135	NA	Unknown		
	GFP	Contractor Receiver	mytrivoice	1QU78	NA	Unknown	= b Q	
	GFP	Contractor Receiver	RICE_3D135	3D135	NA	Unknown	P 6 9	
	IRAPT	Vendor	myInvoice	1QU78	NA	Unknown	P B Q	
	IRAPT	Vendor	RICE_3D135	3D135	NA	Unknown	■ ■ Q	
	IUD	Contractor	mytrivoice	10078	NA	Unknown	■ ■ Q	
	1015	Compactor	NIGE_3D135	au 130	réA	oriknown	= b Q	

The Overview page shows a summary of the user's roles. The roles requiring approval are shown, as well as roles that are currently active for the user.

Der prend 31 Marin Derstein Sigenster Antrefactionsflachmerte Antrefactionsflachmerte Reich Passend Usen Reis Reich Holory Partier Holory Partier Holory	User Profile Time An Access Approxit modification request First Name* gmmed_01 Organization*	will be generated to your SupervisionSpare Middle Name Vendor	or when you make changes to	o your First Name, I	Last Name, Email, Organization or change n	ame of your CompanyiAgency.	Request Type : Modification
Overview Pode Sopervisor Company Authodato/Attachments Roder Pleasend User Roles Roder Vokany Podite Holary Podite Holary	User Profile First Name * proved_01 Organization *	will be generated to your SupervisonSpans Middle Name Vendor	or when you make changes to	o your First Name, I	Last Name, Email, Organization or change n	ame of your Company/Agency.	
Pada Sigerston Congany Juantication/Matchiments Reset Password User Roles Role Hotory Podde Hotory CAMACAM Letter	An Access Approval modification request First Name * provend_01 Organization *	will be generated to your Supervisor/Spons Middle Name Vendor	or when you make changes to	o your First Name, I	Last Name, Email, Organization or change n	ame of your Company/Agency.	
Supervisor Company Justification/Attachments Reset Password User Roles Role Hostory Profile Hostory CAMACAM Letter	First Name " provend_01 Organization "	Middle Name Vendor					
Company Justification/Attachments Reset Password User Roles Rote History Profile History GAMICAM Letter	pmvend_01 Organization *	Vendor		Last Name *		Suffix	
Justification/Attachments Reset Password User Roles Role History Profile History GAMICAM Letter	Organization *			Martin			
Reset Password User Roles Rote History Profile History GAM/CAM Letter		Job Title *	Grade/Rank				
Role History Profile History GAM/CAM Letter	CACI	JobUser					
Profile History GAM/CAM Letter	Email *	Confirm Email *					
GAM/CAM Letter	wawfuser5000@gmail.com	wawfuser5000@gmail.co	m				
GAM/GAM Letter	Commercial Telephone !	Extension Intl Cou	try Code and Phone !		Mobile Telephone	DSN Telephone	
	1234567890						
12000	Citizenship *	í.		Document W	forkflow Ecosistian Natification	Annual Pevalidation Da	te .
	US					ations.	
	EDI Attachment Location Path						
	Save						
	Additional Profile Information						

The Profile page shows the user's information and allows for modifications.

Step 9

Administration Console	Menu -				LUser : Carla Test Exit
User : pmvend_01 Martin					Request Type : Modification
Overview	Supervisor Information				
Profile	First Name	Last Name	Job Title		
Supervisor					
Company	Email		Confirm Email		
Justification/Attachments					
Hesel Password	DSN Telephone	Phone	Extension	Inti Country Code and Phone	
Role History					
Profile History	O Saw				
GAM/CAM Letter					
🖨 Print					
	_				
< Back	The	Supervisor page shows the supe		pervisor is not required	
	lor a	vendor, so this page may conta	un no information.		
					* Aslensk indicates required ent

The Supervisor page shows the supervisor's information. A supervisor is not required for a Vendor, so this page may contain no information.

CAMUserRoleManagment

Step 10

Iministration Console	Menu -				L User : Carla Test Exi
User : privend_01 Martin					Request Type : Modification
Overview	Company Information				
Profile	Name *	Address *			
Supervisor	CACI	50 S Laura St Ste 2100		0	
Company	City *	State "	Zip *	Country *	
Justification/Attachments	Jacksonville	Florida	32202	United States	
Reset Password					
User Roles					
Role History					
Profile History					
GAM/CAM Letter					
🖨 Print					
		The Company page disp		ormation.	
1 Dente					
Dukx					
					* Asterisk indicates required er

The Company page displays the user's Company information.

Step 11

nfol Justification was successfully added	d to the User.				
: provend_01 Martin				Request Typ	pe : Mod
erview	User Justifications		User Attents		
file	Show 10 v entries	Search:	schments		
pervisor	Justification By	Action Date	Browse		Upload
npany	Carla Test Justification	2018/06/14 15:52:09	Warningt Wide Area Workflow	e-Business Suite is designated for Sensitive Unclassified informa	tion
tification/Attachments	provend_01 Martin test	2018/05/07 14:05:46	UNLT: DU NOT enter classified	internation in this system.	
et Password er Roles e History	The Justification/Attachme To add a justification, type attachment to the user's pr	ents page shows past justification box an rofile, click 'Browse ' to select	ations for the user and th d then click 'Save Justif a file and then 'Upload'	ne user's attachments. Service ication'. To add an to upload the selected	
ert Password 11 Roles 12 History MiCAM Letter	The Justification/Attachme To add a justification, type attachment to the user's pr attachment.	ents page shows past justific into the Justification box an rofile, click 'Browse ' to select	ations for the user and th d then click 'Save Justif a file and then 'Upload'	e user's attachments. ew ¥Dekk Ication'. To add an to upload the selected	
eef Pasoword er Rolas He History MICAM Letter Print	The Justification/Attachm To add a justification, type attachment to the user's pr attachment	ents page shows past justific: into the Justification box an ofile, click 'Browse' to select	ations for the user and the d then click Save Justif a file and then 'Upload'	e user's attachments. Set South Institut, To add an to upload the selected	
er Roles er Roles Ne History MiCAM Letter Print	The Justification / Attachm To add a justification, type attachment to the user's pr attachment to the user's pr a	ents page shows past justific into the dustification box an rofile, click 'Browse' to select	ations for the user and the d then click 'Save Justi ' a file and then 'Upload'	e user's attachments	
er Roles er Roles le Hatory MiCAM Letter Print	The Justification Attachme To add a justification, type attachment to the user's pr attachments Justification	ents page shows past justific into the Justification box an onfile, click 'Browse' to select	ations for the user and the defendence of the state of th	er user's attachments	

The Justification/Attachments page shows past justifications for the user and the user's attachments. To add a justification, type into the Justification box and then click 'Save Justification'. To add an attachment to the user's profile, click 'Browse' to select a file and then 'Upload' to upload the selected attachment.

ministration Console	Menu -				LUser : MoreAweson	ie Teste
ser : Renee Scott					Req	uest Type
Overview	Reset User Password					
Profile	First Name	Middle Name	Last Nam	e	Suffix	
Supervisor	Renee		Scott			
Agency	Home Organization	Organization	Job Serie	s Job Title	Grade/Rank	
Justification/Attachments	DoDAAC/FEDAAC	CACI	Plaa	so Soloct V Docume	ent Specialist a	
Reset Password		he Reset Password page is	s used to reset the use	er's password.		
User Roles	Email	Cyber Awareness Train	ng Date			
Role History	wawr-test@caci.com	2015/01/09				
Profile History	Commercial Telephone	Extension Intl Count	ry Code and Phone	Mobile Telephone	DSN Telephone	
Print	703-282-2188					
	Citizenship	Designation	Annual Re	evalidation Date		
	US	✓ CONTRACTOR	~ 2015/01/0	99		
	Question 1		Answer 1			
	Where is your high school located?		m			

The Reset Password page is used to reset the user's password.

Step 13

	US	~	CONTRACTOR	~	2015/01/09		
	Question 1			Answer 1			
	Where is your high school	located?		m			
	Question 2			Answer 2			
	What is your pet's name?			р			
	Question 3			Answer 3			
	What is your favorite color	?		r			
		•					
	Justification *						
	Justification						
	Submit						
			_	_		_	
< Back		To reset t resetting	the user's password the password and	l, at the botto then click on	m of the page enter in the just 'Submit'.	ification for	
						* Aste	erisk indicates required er

To reset the user's password, at the bottom of the page enter in the justification for resetting the password and then click on 'Submit'.

dministration Console	Menu -	User : MoreAwesome Tester
 INFO: The password has been and should ONLY be given AF 07/14/2018. 	reset. The new one time password is: @Fold8W7K9E377. This password should be transferred via phone and/or secure fax OMLY. The one to ERF the user has been authenticated. An email has been sent to conformater 1.0 inform them of the password change. The user will be able to be	ime password should NOT be emailed ogin with Userld/Password until
User : Renee Scott		Request Type : In
Overview	Overview	
Profile	Pending Supervisor/Sponsor Approval	
Agency Justification/Attachments	After clicking 'Submit', the top of the page will display the user's temporary password. When the user logs in with the given password, they will be prompted to enter a new password for their account.	
Reset Password	Pending Admin Approval	
User Roles Role History	Show 10 v entries	Search:
Profile History	Application 1 Role 11 Group Name 11 Location Code 11 Extension 11 Status	11 Additional Information 11
A Print	IRAPT Administrator PROGRAM OVERSIGHT Review Requ	ired 📮 🗈 🔍
	IUID IUID Help Administrator PROGRAM OVERSIGHT Review Requ	ired 📮 🖹 🔍
	Showing 1 to 2 of 2 entries	Previous 1 Next

After clicking 'Submit', the top of the page will display the user's temporary password. When the user logs in with the given password, they will be prompted to enter a new password for their account.

Step 15

Administration Console M	enu -	LUser : Carla Test Exit
User : pmvend_01 Martin		Request Type : Modification
Overview	User Roles	
Profile		
Supervisor	Change All Status: Filter Roles By Status: All O Adive O Inactive O Archived O Pending Approval O Rejected O Blocked	
Company	Show 10 🗸 entries S	Search:
Justification/Attachments	First Last Group Location Code / Access Approval Cr	reate Additional
Reset Password	Action User ID IA Name II Name II Role II Application II Name II Extension II Status II Status II D	ate Information
User Roles	provend_01 provend_01 Martin Contractor IUID mylinvoice 1QU78 Active Unknown 20	018/05/07 View
Role History	prrvend_01 prrvend_01 Martin Zamo Contractor PIEE RICE_3D135 Active Unknown 20 Administrator)18/03/27 View
Profile History	v prrvend_01 prrvend_01 Martin Contractor Receiver GFP RICE_3D135 3D135 Active Unknown 20	018/03/27 View
GAM/CAM Letter	v prevend_01 prevend_01 Martin Contractor Receiver GFP mylinvoice 1QU78 Active Unknown 20	018/03/27 View
A Drive	v prrvend_01 prrvend_01 Martin Contractor IUID RICE_3D135 3D135 Active Unknown 20	018/05/07 View
	v prevend_01 prevend_01 Martin Contractor Property GFP mylinvoice 1QU78 Active Unknown 20 Shipper)18/03/27 <u>View</u>
	v prevend_01 prevend_01 Martin Vendor IRAPT RICE_3D135 3D135 Active Unknown 20	018/03/27 View
	The User Roles page allows the user's roles to be Activated, Deactivated, Archive, Rejected, or Blocked. Only the that a Contractor Administrator has access to are displayed on this page.	roles w
	Showing 1 to 9 of 9 entries	Previous 1 Next
	للا المعالم المعالم المعالم المعالم المعالم (Carloson - Antibas) (Carl	

The User Roles page allows the user's roles to be Activated, Deactivated, Archive, Rejected, or Blocked. Only the roles that a Contractor Administrator has access to are displayed on this page.

Administration Console	Menu -	L User : Carla Test Exit
User : prevend_01 Martin		Request Type : Modification
Overview	Role History	
Profile	Show 10 v entries	Search:
Supervisor	Audit Type 11 Application 11 Role 11 Group Name 11 Location Code 11 Extension 11 Status 11 Actio	n By 11 Action 11 Action Date 17 Justification 11
Company	Admin - Status Change IUID Contractor RICE_3D135 3D135 Active gova	Im510 Unknown 2018-05-07 14:09:04 PView
Justification/Attachments	Admin - Add Role IUID Contractor RICE_3D135 3D135 NA prove	nd_01 Unknown 2018-05-07 14:08:46
Reset Password	Admin - Status Change IUID Contractor my/invoice 1QU78 Active govar	Im510 Unknown 2018-05-07 14:04:53 PView
User Roles	Add Role IUID Contractor mylmvoice 1QU78 NA prove	nd_01 Unknown 2018-05-07 14:04:23
Role History	Admin - Status Change IRAPT Vendor RICE_3D135 3D136 Active pmgo	vt_01 Unknown 2018-03-28 10:46:24 PVIEW
Profile History	Admin - Status Change IRAPT Vendor mylinvoice 1QU78 Adive pmgo	vt_01 Unknown 2018-03-28 10:46:24 PView
CAMICANLINE	Admin - Status Change GFP Contractor Receiver mylmvoice 1QU78 Active pmgo	vt_01 Unknown 2018-03-28 10.46.24 PView
Change Change College	Admin - Status Change GFP Contractor Receiver RICE_3D135 3D135 Active pmgo	vt_01 Unknown 2018-03-28 10.46.24 PVsew
n Print	Admin - Status Change GFP Contractor Property Shipper mylmvoice 1QU78 Active pmgo	vt_01 Unknown 2018-03-28 10:46:24 PView
	Admin-Status C The Role History page displays the changes made on all of the user's roles.	xt_01 Unknown 2018-03-28 10:46:24 ■ <u>View</u>
	Showing 1 to 10 d	Previous 1 2 Next
	Anali Yuna Padailiana	
	Pacards created prior to version 5.9.0 may not contain all the necessary information. Some of the columns may display "Unknown" for data prior to version 5.9.0	0
_		
< Back		
		* Asterisk indicates required enti

The Role History page displays the changes made on all of the user's roles.

Step 17

Administration Console	Menu -	LUser : Carla Test Exit
User : pmvend_01 Martin		Request Type : Modification
Overview	Profile History	
Profile		
Supervisor	No profile history changes were found for the user.	
Company	Departic readed prior to service 5.9.7 may not contain all the secaratery information	
Justification/Attachments	посатае снавое рим но чезами изо отпутия солинт и вне последну полниции.	
Reset Password		
User Roles		
Role History		
Profile History		
GAM/CAM Letter		
🖨 Print		
	The Profile History page displays updates and changes made to the user's account profile.	
4 Back		
		* Asterisk indicates required ent

The Profile History page displays updates and changes made to the user's account profile.

are proved_01 klami Oversmeet Convox Convox Prode Trans the observation of a final conductational Laffor Trans the observation of the obser	ministration Console	Menu -					👤 User : Car	la Test
Owner Concentrate Contrated Contrated Contrates a Concentrate (Code) to the Wate Assessment (Code) on the Wate Assessment (Cod	iser : pmvend_01 Martin						Request Type	e : Modifica
Prode The development of a 5 rung Advancement (EdA) for the Nate As the Nate Advancement (EdA) for Advancement (Overview	Government/Contractor Adm	nin Appointment Letter					
Minist Action Type Role Groups Name Action Type Action Data Amin-Static Administrator RCEL_DD15 pmgmvL91 University 2016-023 198-024 Amin-Static Administrator RCEL_DD155 pmgmvL91 University 2016-023 198-024 Amin-Static Administrator LODS VEXODES pmgmvL91 University 2016-023 198-024 Registration Contractor Administrator RCE_DD155 pmmvL91 University 2016-023 198-024 When the GAM/CAM Letter link is clicked, the appointment letter for the GAM/CAM is displayed and the role history for the user's GAM/CAM roles are displayed. 0	Piolia Supervisor Company Justification/Attachments Reset Password User Roles Role Vision Profet Vision GAMCAM Letter	You are hereby spectra Bit 19952, 19952, 19952, 19952 Bit 19952, 19952, 19951 Bit 1995, 19952, 19951 Ala Hill, 1995, 19952 Ala Hill, 1995 Bit 1995	an a close development (MM) for the 14 MA Ana (BANC) [Severe) [Severe] (Severe) [Severe] [BANC] [Severe] [Severe] [BANC] [Severe] [Severe] [BANC] [Severe] (Severe Severe) (Severe) (Severe) as a transfer severe severe) (Severe) (Severe) as a transfer severe) (Severe) (Severe) (Severe) as a transfer severe) (Severe) (Severe) (Severe) as a transfer severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Severe) (Sev	Workfow (WAWF) releations: (cp)-Busia UAR4 [SWAR2[SWAR2B] SWAR2B], [DOID2] UAR4 (SWAR2B) [SWAR2B] SWAR2B (SWAR2B) with all agency policies regarding soc span of control. For the new GAM. I by veryfyng information the Vender h least privilegi (Control minimal acce approval process within the WAWF e.1	vess Suite. Your span of con 12208]. [SNH465]. [SNH377]. [C o users. unity functions performed in r as entered during the registr as for that which the user ne summers Suite. In addition, y	trol includes the follow H1611, [3G7Q9], [9R7 support of your agency ation process (i.e. sec reds). ou are responsible for	Ing CAGE codes [MMI22], [SEX02], [S 77] [SMF81], [SLA41, [12343], [SLA41 and the WAWF e-Business Program O and the WAWF e-Business Program O anthy questions and answers) emulting compliance with the WAWF	LA29]. A
Admin Statu Change Contractor Administrator RCE_20155 pmgmc_01 Unknown 2018-032-01-06/24 Admin Statu Change Contractor Administrator JJCO SMBOORS pmgmc_01 Unknown 2018-032-01-06/24 2018-032-0	🖨 Print	Audit Type	Role	Group Name	Action By	Action	Action Date	
Admin : Stata Change Contract: Administrativ JCCS VENCERS pmgrof_51 United to 2018-03.28 10 46 24 Regeneration Contract: Administrativ RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrativ RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrative RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrative RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrative RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrative RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrative RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regeneration Contract: Administrative RCE_20105 pmrend_01 United to 2018-03.27 11 19:30 Regenerative RCE_20105 Regenerative RCE_20105 Regenerative Regenerative Regenerative RCE_20105 Regenerative Regener		Admin - Status Change	Contractor Administrator	RICE_3D135	pmgovt_01	Unknown	2018-03-28 10:46:24	
Registration Contracter Administrator RCE_2013 provend_01 Unitered 2018-0327 1113:30 Registration When the GAM/CAM Letter link is eliciked, the appointment letter for the GAM/CAM is displayed and the role history for the user's GAM/CAM roles are displayed. 0		Admin - Status Change	Contractor Administrator	JCCS VENDORS	pmgovt_01	Unknown	2018-03-28 10:46:24	
Not When the GAM/CAM Letter link is clicked, the appointment letter for the GAM/CAM is displayed and the role history for the user's GAM/CAM roles are displayed.		Registration	Contractor Administrator	RICE 3D135	provend 01	Unknown	2018-03-27 11:19:30	
		Reg When the G	AM/CAM Letter link is clicked ory for the user's GAM/CAM ro	, the appointment lett les are displayed.	ter for the GAM/	CAM is displ	layed and ⁰	

When the GAM/CAM Letter link is clicked, the appointment letter for the GAM/CAM is displayed and the role history for the user's GAM/CAM roles are displayed.

Step 19

ninistration Console	Menu -					L User : Carla	Test
er : privend_01 Martin						Request Type	Modifi
Overview	Government/Contractor Admin Ap	ppointment Letter					
Profile	1.You are hereby appointed as	a Group Administrator (GAM) for the Wide Area	Workflow (WAWF) electronic (e)-Busir	ess Suite. Your span of cont	rol includes the follow	ing CAGE codes. [MM622], [SEK09], [SL	A29],
Supervisor	[3D135], [1HKQ6], [5D8V8], [SL [SLB16], [SNE12], [SNF18], [54	LA82], [SHN65], [SNG11], [SMN06], [SMV80], [S I1Y2], [06141], [SGK35], [SQJ11], [88HK2]	JA54], [SNK62], [SMQ88], [00062], [48	12Q8], [SNH85], [SNG37], [0	4161], [3G7Q9], [9RT	Y7], [SMF81], [SLA44], [12345], [SLA21],	Í
Company	 As a GAM, you are a critical p You accept the GAM role as 	part of maintaining system security because you a trusted agent for your agency. You will comply	have the ability to grant/deny access t with all agency policies regarding sect	o users. .rity functions performed in s	upport of your agency	and the WAWF e-Business Program Off	08.
ustification/Attachments	 You are responsible for the fo a. Establish and maintain 	ollowing activities: organizational e-mail for each CAGE under you	r span of control.				
Reset Password	 b. Activate/Inactivate user c. Establish the position of 	rs in your group. of trust for pon-CAC users.					
lser Roles	d. Any GAM activating an e. Any GAM activating a 1	other GAM must maintain an appointment letter Vendor as a GAM must validate Vendor's identiti	for the new GAM.	is entered during the registra	tion process (i.e. sec	urity questions and answers)	
ole History	E When determining minimum	and peofiles, you will samply with the minciple	Denst existence (Occurring minimal acco	on for that which the unor on	oute)		
nofile History	6. As a GAM you will verify the i	identity of an individual by validating the access	approval process within the WAWF e-E	ss for that which the user the susiness Suite. In addition, y	ous). ou are responsible for	ensuring compliance with the WAWF	
3AM/CAM Letter	GAM Roles History						
Drint .							
	Admin - State Clicking o	on 'Print' will save the "Syst				a pdf. 28 10/46/24	
	Admin - Status Change	Contractor Administrator	JCCS VENDORS	pmgovt_01	Unknown	2018-03-28 10:46:24	
	Registration	Contractor Administrator	RICE_3D135	provend_01	Unknown	2018-03-27 11:19:30	
	Registration	Contractor Administrator	JCCS VENDORS	provend_01	Unknown	2018-03-27 11:19:30	

Clicking on 'Print' will save the "System Authorization Access Request (SAAR)" form as a pdf.

CAMUserRoleManagment

Step 20

dministration Console Menu -		L User : Carla Test
Jser / Role Management		
Search by User Search by Role		
Jser ID	First Name	Last Name
Equal To 👻	Equal Te 🗸	Equal To 👻
E-Mail	DoD ID	X.509 Subject Name
Equal To 🛛 🛩	Equal To 🛛 🛩	Equal To 💙
Job Series	Location Code	Group Name
Equal To 🐱	Equal To 🗸	Equal To 🐱
Application	Status	
iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer CDR - Contract Deficiency Reporting	Active	
CLOSEOUT - Contract Closeout CLS - Clau	Arrived	anosific actions against raise. This option allows the
CORT - The Search by Pole function		
DATAL The Search by Role function administrator to search for a	user based on User ID, First Name, Last Name, E	-mail, DoD ID, Job Series, Location Code, Role, Group Name,
ORTAL The Search by Role function administrator to search for a see Selec Application, Contract Expire	user based on User ID, First Name, Last Name, E ation Date, Status, Access Approval Status, and E	DEST Status. Partial searches are permitted.
CORT- DATA DATA Seec Seec by Role function administrator to search for a Application, Contract Expire Note: For Contractor Admin	user based on User ID, First Name, Last 10 Name, H ation Date, Status, Access Approval Status, and D istrators, only users in the Contractor Administra	preune actions against rores, ruis option anows the rmail, DoD ID, Job Series, Location Code, Role, Group Name, DD577 Status. Partial searches are permitted. ators span of control will be returned.
Contract The Search by Role function administrator to search for a sea See Application, Contract Expire Note: For Contractor Admin keess Application	user based on User ID, First Name, Last Name, E ation Date, Status, Access Approval Status, and E istrators, only users in the Contractor Administra	specific actions against roles. This population and/ors the mail, DoD ID, Jobb Series, Location Code, Role, Group Name, DDS77 Status. Partial searches are permitted. ators span of control will be returned.
CORT- DUAL administrator to search for al massee Note: For Contract Expire Note: For Contractor Admin Keess Approval Request	user based on User ID, First Name, Las Name, E stion Date, Status, Access Approval Status, and I istrators, only users in the Contractor Administra References	specific actions against roles. This option anows were ranil, bol Di Job Series, Location Code, Role, Group Name, DDS77 Status. Partial searches are permitted. ators span of control will be returned.
Corrison The Search by Role function and ministrator to search for a search of a search for a Note: For Contract Expire Note: For Contractor Admin Reven Regard Approx Regard Amm Regard	unor based on User ID, First Name, Last Name, a ation Date, Status, Access Approval Status, and I istrators, only users in the Contractor Administr Reconstruction Another Users State Architecture Amount of Contractors	premi, antiporto again encores, runs openni anoso un esperimente de la serie d
Coff The Search by Role function and ministrator to search for a search of a search for a Note: For Contract Expire Note: For Contractor Admin Reversition Agronal Regard Arma Residation Agronal Regard	unor based on User ID, First Name, Last Kame, a atton Date, Status, Access Approval Status, and I istrators, only users in the Contractor Administr Recently and the Contractor Administr Based Academ Mached a Wave	piecini: actionis ogainast roles: runs opinun anova une mail, pool Du Job Series, Jocation Code, Role, Group Name, DDS77 Status. Partial searches are permitted. ators span of control will be returned.
Control The Search by Role function administrator to search for a search of a search for a search of the search of the search of the search of the search of the search of the Amount Search of the search of the Search of the search of the search of the Search of the search of the search of the Search of the search of the search of the search of the Search of the search of the search of the search of the search of the Search of the search of the se	A constraint of the constraint	premie actions against toese. This oppoint anows uter mail, bol Di Job Series, Location Code, Role, Group Name, DDS77 Status. Partial searches are permitted. ators span of control will be returned.

The Search by Role functionality will allow an administrator to take non-user specific actions against roles. This option allows the administrator to search for a user based on User ID, First Name, Last Name, E-mail, DoD ID, Job Series, Location Code, Role, Group Name, Application, Contract Expiration Date, Status, Access Approval Status, and DD577 Status. Partial searches are permitted.

Note: For Contractor Administrators, only users in the Contractor Administrators span of control will be returned.

Step 21

Administration (Console Menu -									👤 User	: Carla Test	Exil
											<u> </u>	
Role Search Results												
The application did	net retrieve all the records. You can	filter the search to divolve the addit	ional data. If was need to see all the	Active user roles, click on the To-	unload Action	least button D	ownloading the data r			0		
The appreciation and	recreation receives. Fourcain	mentine search to display the total	onar data. Il you noto to oce al ale	Pearle date roles, click of the Co		Sans outar o	ownedding are data r	nay take o		Unimical Adh	e Users	
Change All State	un LEiter Poler Bu	Status : O All O Antine O Inc	stine O Archived O Bredies An	eroual O Rejected O Blocked								
Change An June		Janua - O All O Adate O Ila	une O Alchived O Pending Ap	proval O Rejectes O biotxes								
						Group	Location Code /		Access	Create	Additional	
Action	User ID	First Name	Last Name	Role	Application	Name	Extension	Status	Approval Status	Date	Information	
~	vendor-kah	Karen	Heesch	Vendor	IRAPT	RICE_3D135	3D135	Archived	Unknown	2008/04/29	View	
~	vendor-kah	Karen	Heesch	Contractor Receiver	GFP	RICE_3D135	3D135	Archived	Unknown	2008/04/29	View	
~	itvendor87	Vendor	Ben	Contractor Receiver	GFP	mylnvoice	1QU78	Archived	Unknown	2016/01/11	View	
~	RFT_clarkVendor	Leslee	Clark	Contractor Receiver	GFP	mylnvoice	1QU78	Archived	Unknown	2008/08/15	View	
~	RFT_clarkVendor	Leslee	Clark	Contractor Property Shipper	GFP	mylnvoice	1QU78	Archived	Unknown	2008/08/15	View	
~	RFT_clarkVendor	Leslee	Clark	Contractor Property Shipper	GFP	SWAG	06481	Archived	Unknown	2008/08/15	View	
~ ~	<u>KWHEdXLQ</u>	Carla	McGarva	Contractor Receiver	GFP	mylnvoice	1QU78	Archived	Unknown	2008/07/31	View	
×	jtvendor87	Vendor	Ben	Contractor Contract Administrator View Only	GFP	mylnvoice	1QU78	Archived	Unknown	2016/01/11	View	
×	vendorkel	Kelli	Fuller	Vendor	IRAPT	SWAG	06481 / DHG	Active	Unknown	2008/04/02	View	
×	coravendor	Cora						,	Unknown	2008/04/02	View	
~	vendoruserid008	Afshin The Search	by Role Results v	vill contain the ro	les retu	rned froi	m the searc	h.	Review Required	2009/01/29	View	
~	vendoruserid003	Afshin	Navy	Vendor	IRAPT	mylnvoice	1QU78	Archived	Review Required	2009/01/29	View	
~ ~	UserID 100406153216	UserID	Vendor	Vendor	IRAPT	mylnvoice	1QU78	Archived	Unknown	2010/04/06	View	
~	R87hUReW	Madhuri	Mogulia	Vendor	IRAPT	SWAG	06481	Archived	Unknown	2008/07/31	View	
~	ven amit	Amit	Patel	Vendor	IRAPT	SWAG	06481	Archived	Unknown	2009/10/20	View	
~ ~	01vendor10	lesley	hays	Vendor	IRAPT	SWAG	06481	Archived	Unknown	2008/06/04	View	

The Search by Role Results will contain the roles returned from the search.

ninistration Co	nsole Meni										L User :	: Carla Tes
e Search Results												
e applicativ / not	t retrieve all the record	s. You can filter the search to disp	lay the additional data. If you nee	d to see all th	e Active user roles, click	on the 'Download	Active Users' bu	tton. Downloading the	data may take	a longer duration	O Doemload Activ	e Users
	_											_
Change All Status:	Activate Filter	Roles By Status : O All O Ar	tive O Inactive O Archived	 Pending A 	pproval O Rejected	Blocked						
w 10 v entrie	Archive Block										Search:	
	Unblock									Access		
ction L	Jser ID	11 First Name	11 Last Name	11	Role 1	Application 1	Group Name 11	Location Code / Extension	1 Status	Approval Status	Create	Additionati
× 1	svendorReg\$	т	т		Vendor	IRAPT	RICE_3D135	3D135	Archived	Unknown	2010/10/06	View
× (01vendor10	lesley	hays		Vendor	IRAPT	SWAG	06481	Archived	Unknown	2008/06/04	View
~ <u>(</u>	11vendor10	lesley	hays		Contractor Property Ship To View Only	GFP	SWAG	06481	Archived	Unknown	2008/06/24	View
× (11vendor10	lesley	hays		Contractor Property Shipper	GFP	SWAG	06481	Archived	Unknown	2008/06/24	View
× (11vendor10	lesley	hays		Contractor Property Shipper View Only	GFP	SWAG	06481	Archived	Unknown	2008/06/24	View
~ (01vendor10	lesley	hays		Contractor Property Manager View Only	GFP	SWAG	06481	Archived	Unknown	2008/06/24	View
× (1vendor10	lesley	havs		Contractor Property	GFP	SWAG	06481	Archived	Unknown	2008/06/24	View
~ 1	A "Chang	e All" dropdown will	allow the administra	tor to se	t all of the drop	downs to th	ne same va	lue depending	upon the	e role statu	8. 2012/06/20	View
× 1	Igu78_0623	Vendor	User_140623		Contractor Receiver	GFP	RICE_3D135	3D135	Archived	Unknown	2014/06/23	View
× 1	Igu78 0623	Vendor	User_140623		Contractor Property	GFP	mytrivoice	1QU78	Archived	Unknown	2014/06/23	View

A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.

Step 23

nistratio	n Console Menu								👤 User	: MoreAwes	ome Teste
Search Res	ults										
	6 d t trian		and the develop Review	lation of states. If your moved to move of the		international Anton Harry India	. Development and the st				
appecation	an not repreve an are records	. You can mer ble se	arch to display the ac	calional cala. Il you need to see all me	Prove user roles, o	ick of the Download Active Osers build	r. Downloading the d	ata may take i	longer duration.	Download Activ	e Users
unge All S	tatus:	Roles By Status : (Inactive O Archived O Pending Ar	aproval O Rejected	I O Blocked					
					and the second second						
10 🗸	entries									Search:	
							Location		Access		
.on	Uy .	1. First Name	Last Name	Role	Application 1	Group Name	Code / Extension	† Status I†	Approval Status	Create Date	Additional
~	1001236942	Louis	Cukela	Pay Official	IRAPT	ACCOUNTS PAYABLE AIR FORCE IAPSG F03000	F03000	Archived	Review Required	2009/09/14	View
Y	1160155120	Cora	Leung	Pay Official	IRAPT	ACCOUNTS PAYABLE ARMY CAPSW ORPF HQ0348	HQ0348	Archived	Review Required	2009/09/11	View
~	<u>616294Ze</u>	norma	rice_govt_CAC	Pay Official	IRAPT	ACCOUNTS PAYABLE AIR FORCE IAPSH F67100	F67100	Archived	Review Required	2008/10/09	View
~	72W1AK_cor10241524	Auto	CorEda	EDM Help Desk	EDA	Migration		Archived	Review Required	2013/10/24	View
~	72W1AK_cor10241546	Auto	CorEda	EDA POC	EDA	BUMED HQ	N00018	Archived	Review Required	2013/10/24	View
~	72W1AK_cor10241557	A sto	CorEda	FDA Executive	FDA	Micration		Archived	Review Required	2013/10/24	View
~	72W1AK dpap102415	The User ID li	nk will take t	he administrator to the I	User Details	page. From there the adm	inistrator car	ı view,	Review Required	2013/10/24	View
~	72W1AK_dpap102513	aud comment	s, autrattach	ments, and review form	is for the use	1.			Review Required	2013/10/25	View
~	9000002152	ron	CERT SAM	Attain System Administrator	IRAPT	PROGRAM OVERSIGHT		Archived	Unknown	2009/09/28	View
Note											

The User ID link will take the administrator to the User Details page. From there the administrator can view, add comments, add attachments, and review forms for the user.

ninistration	Console Menu -									L Use	r : Test Te
e Search Result	5										
ne application did	not retrieve all the records. Yo	u can filter the search to disp	lay the additional data. If you nee	ed to see all the Active	user roles, click	on the 'Download' button. Dow	loading the data may ta	ke a longer	duration. Opwriload		
Change All Stat	us: 💽 V Filter Ro	les By Status : O All O Ar	tive O Inactive O Archived	O Pending Approval	O Rejected	Blocked					
ction	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional
Y	amberAPI	Gov	USER_180125	Admin IUID Help Administrator	IUID	PROGRAM OVERSIGHT		Active	Attached in WAWF	2018/01/25	View
↓ A Note	adm0918b	Govt	SContractor_140918	Admin IUID Help Administrator	IUID	PROGRAM OVERSIGHT		Inactive	Review Required	2014/09/18	Edit Contra Vittw
↓ A Note	hamtest02	ham02	smith	Administrator	IUID	PROGRAM OVERSIGHT		Archived	Review Required	2015/01/08	Edit Contr View
~	donkeylraptSAM	Sam	Miller	Admin IUID Help	IUID	PROGRAM OVERSIGHT		Archived	Attached in WAWF	2016/09/27	View
	If the role is for a the Edit Contract	Support Contracto link will appear. 0	or and the administ Clicking Edit Contra	rator has auth act will presen	norization t a screen	to edit contract ins to edit contract ins	trument details trument detail		as the expiratio	n date,	Edit Contr View
↓ A Note	ks DCgsc	Kyle	DataCorrection_GSC	Administrator	IUID	PROGRAM OVERSIGHT		Archived	Attached in WAWF	2016/09/29	Edit Contr View
✓ A Note	gsogatorHAM	Corey	Smith	Administrator	IUID	PROGRAM OVERSIGHT		Archived	Attached in WAWF	2016/08/17	Edit Contr View
~	cora IUID HAM	Cora	IUID	Administrator	IUID	PROGRAM OVERSIGHT		Archived	Attached in WAWF	2016/01/26	View
~	donkeyHAM!	Reggie	Smith	Administrator	IUID	PROGRAM OVERSIGHT		Archived	Expired	2016/09/27	View

If the role is for a Support Contractor and the administrator has authorization to edit contract instrument details such as the expiration date, the Edit Contract link will appear. Clicking Edit Contract will present a screen to edit contract instrument details.

Step 25

User ID: 2NOR NCCS PI	102015					
Group Name: PROGRAM	OVERSIGHT					
Contract Number	Type Contract Number	Delivery Order Number	Contract Expiration Date	Status	New Contract Expiration Date	Action
Other Agreement	7011AM20PBY0001	555555	2017/01/31	Expired	2019/10/17	
No when the Contract	Expiration Date is updated, any or the second secon	Contract Instrument with a Statu:	s of 'Expired' or 'Soon to Expire' w	ill be updated	to 'Active'.	
No when the Contract	Expiration Date is updated, any i ract Number Sack	Contract Instrument with a Statu	s of 'Expired' or 'Soon to Expire' w	il be updated	to 'Active'. * Asterisk in	dicates required
No when the Contract	Expiration Date is updated, any i ract Number ABack	Contract Instrument with a Statu	s of "Expired" or "Soon to Expire' w expiration date and click	ill be updated	to 'Active'. * Asterisk in putton.	dicates required
No when the Contract	Expiration Date is updated, any i ract Number & Back	Contract Instrument with a Statu	s of 'Expired' or 'Soon to Expire' w expiration date and click	II be updated	to 'Active'. • Acterisk in Dutton.	dicates required

Enter new contract expiration date and click the Save button.

End



This concludes our demonstration.