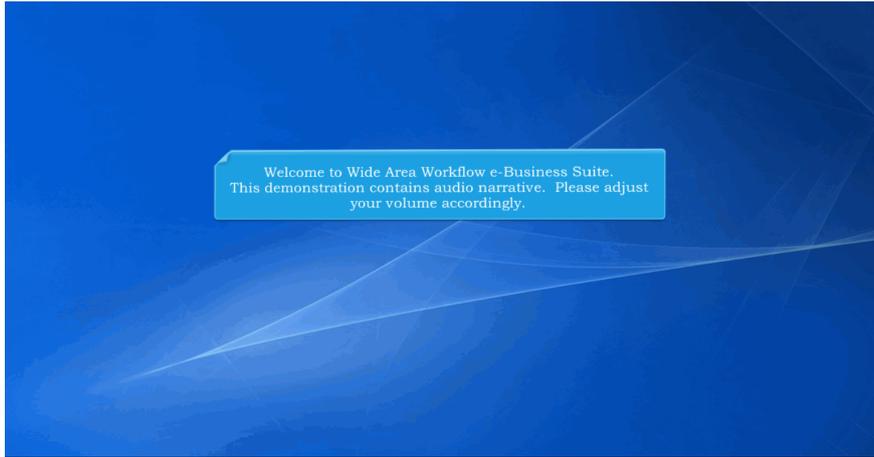
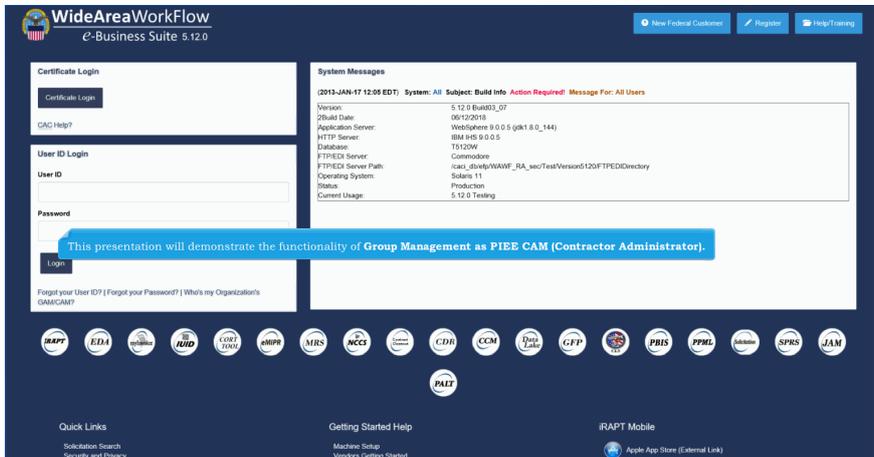


Intro



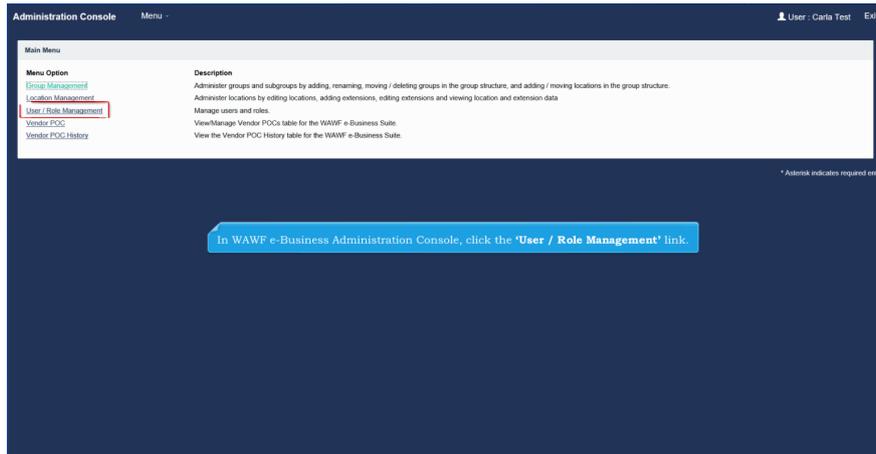
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



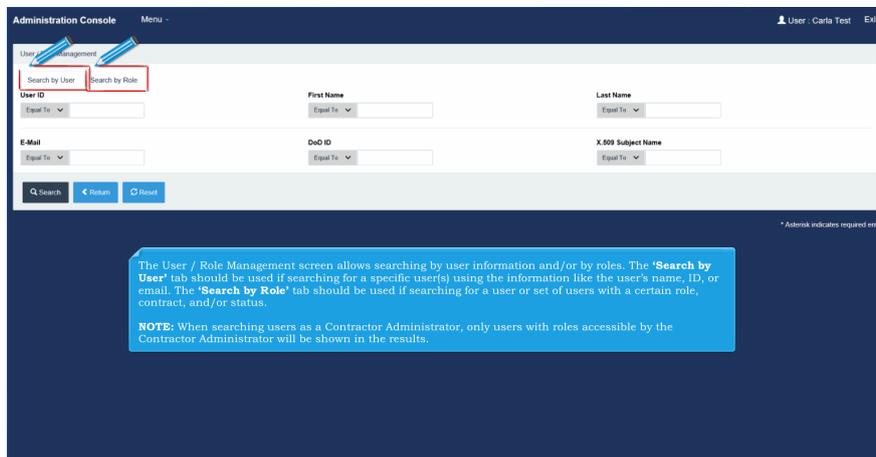
This presentation will demonstrate the functionality of Group Management as PIBE CAM (Contractor Administrator).

Step 2



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

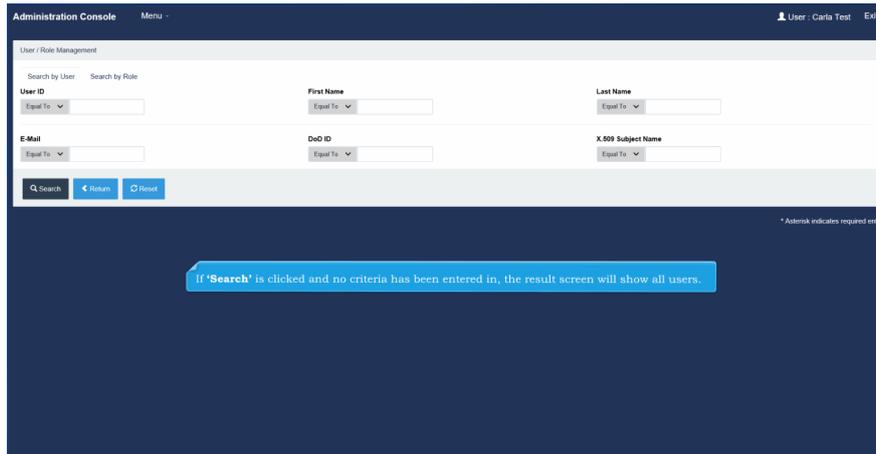
Step 3



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.

Step 4



Administration Console Menu - User: Carla Test Exit

User / Role Management

Search by User Search by Role

User ID First Name Last Name

E-Mail DoD ID X.509 Subject Name

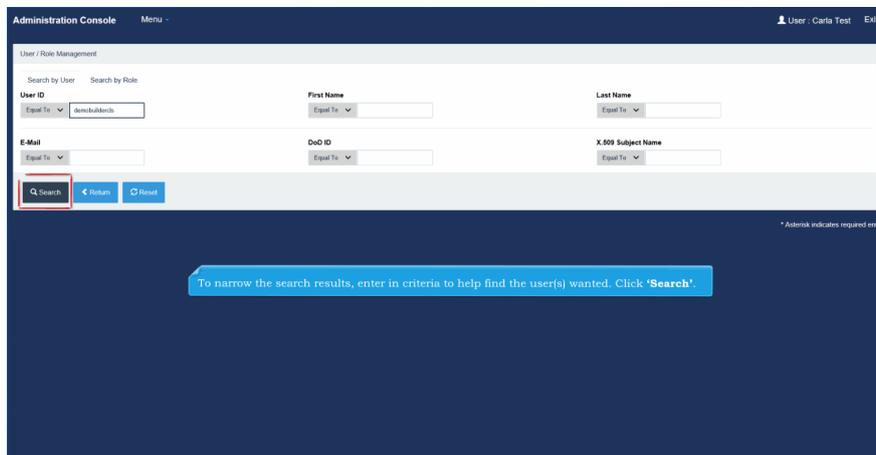
Q Search Return Reset

* Asterisk indicates required entry

If 'Search' 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 - User: Carla Test Exit

User / Role Management

Search by User Search by Role

User ID First Name Last Name

E-Mail DoD ID X.509 Subject Name

Q Search Return Reset

* Asterisk indicates required entry

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

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

Step 6

Administration Console Menu - User: Carla Test Exit

Search Result

Show 10 entries

| User Id | First Name | Last Name | E-Mail | CoD ID | X.509 Subject Name | Application(s) |
|----------------|------------|-----------|-----------------|--------|--------------------|----------------|
| demo@build.com | Demo | Builder | email@email.com | | | IRAPT MRS |

Showing 1 to 1 of 1 entries

Previous 1 Next

Back Download

* Asterisk indicates required entry

Click on the user's User Id.

Click on the user's User Id.

Step 7

Administration Console Menu - User: Carla Test Exit

User: pmvend_01 Martin Request Type: Modification

Overview

Pending Admin Approval

No files were found for Pending Admin Approval

Active Roles

Show 10 entries

Apply

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.

| Application | Role Name | Role ID | CoD ID | Role Type | Status | Additional Information |
|-------------|-----------------------------|------------|--------|-----------|---------|------------------------|
| GFP | Contractor Property Shipper | RICE_3D135 | 3D135 | NA | Unknown | |
| GFP | Contractor Receiver | myinvoice | 1Q178 | NA | Unknown | |
| GFP | Contractor Receiver | RICE_3D135 | 3D135 | NA | Unknown | |
| IRAPT | Vendor | myinvoice | 1Q178 | NA | Unknown | |
| IRAPT | Vendor | RICE_3D135 | 3D135 | NA | Unknown | |
| IJID | Contractor | myinvoice | 1Q178 | NA | Unknown | |
| IJID | Contractor | RICE_3D135 | 3D135 | NA | Unknown | |
| FREE | Contractor Administrator | RICE_3D135 | | | Unknown | |

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.

Step 8

The screenshot shows the 'User Profile' page in the Administration Console. The page is titled 'User Profile' and includes a navigation menu on the left with options like Overview, Profile, Supervisor, Company, Justification/Attachments, Reset Password, User Roles, Role History, Profile History, GAM/CAM Letter, and Print. The main content area contains a form for user information. A blue callout box highlights the form with the text: 'The Profile page shows the user's information and allows for modifications.' The form includes fields for First Name, Middle Name, Last Name, Suffix, Organization, Job Title, Grade/Rank, Email, Confirm Email, Commercial Telephone, Extension, Intl Country Code and Phone, Mobile Telephone, DSN Telephone, and Citizenship. There is also a section for 'Additional Profile Information' with fields for User Type and User Agreement Signed Date.

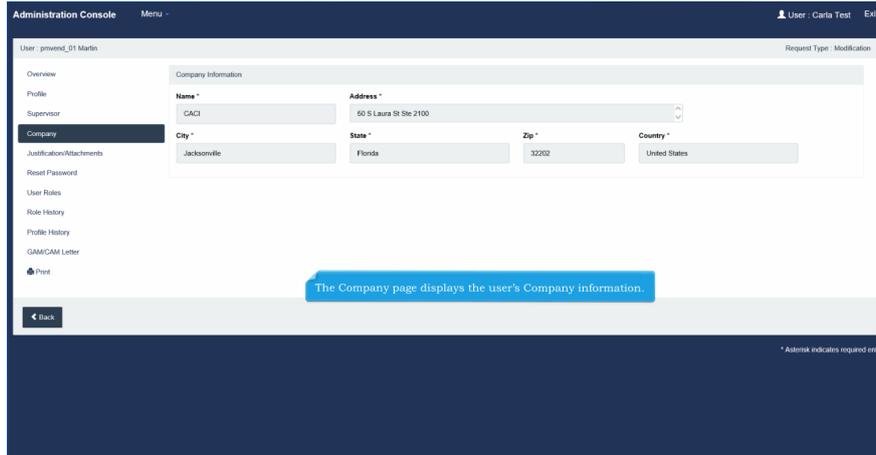
The Profile page shows the user's information and allows for modifications.

Step 9

The screenshot shows the 'Supervisor Information' page in the Administration Console. The page is titled 'Supervisor Information' and includes a navigation menu on the left with options like Overview, Profile, Supervisor, Company, Justification/Attachments, Reset Password, User Roles, Role History, Profile History, GAM/CAM Letter, and Print. The main content area contains a form for supervisor information. A blue callout box highlights the form with the text: 'The Supervisor page shows the supervisor's information. A supervisor is not required for a Vendor, so this page may contain no information.' The form includes fields for First Name, Last Name, Job Title, Email, Confirm Email, DSN Telephone, Phone, Extension, and Intl Country Code and Phone. There is also a 'Back' button and a 'Save' button. A small note at the bottom right states: '* Asterisk indicates required entry'.

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

Step 10



Administration Console Menu - User: Carla Test Exit

User: pmvend_01 Martin Request Type: Modification

Overview

Profile

Supervisor

Company

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

GAM/CAM Letter

Print

Company Information

Name * Address *

CACI 60 S Laura St Ste 2100

City * State * Zip * Country *

Jacksonville Florida 32202 United States

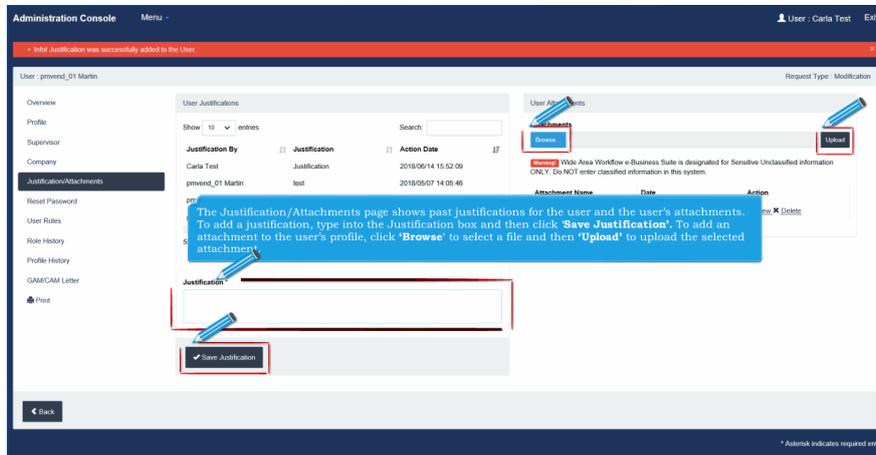
The Company page displays the user's Company information.

Back

* Asterisk indicates required entry

The Company page displays the user's Company information.

Step 11



Administration Console Menu - User: Carla Test Exit

Info: Justification was successfully added to the User

User: pmvend_01 Martin Request Type: Modification

Overview

Profile

Supervisor

Company

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

GAM/CAM Letter

Print

User Justifications

Show 10 entries Search:

| Justification By | Justification | Action Date |
|------------------|---------------|---------------------|
| Carla Test | Justification | 2018/06/14 15:52:00 |
| pmvend_01 Martin | test | 2018/05/07 14:05:46 |

User Attachments

Browse Upload

Warning: How Area Workflow e-Business Suite is designed for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Attachment Name Date Action

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.

Justification *

Save Justification

Back

* Asterisk indicates required entry

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.

Step 12

Administration Console Menu - User : MoreAwesome Tester Exit

User : Renee Scott Request Type : Initial

Overview

Profile

Supervisor

Agency

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

Reset User Password

| | | | |
|------------|-------------|-----------|--------|
| First Name | Middle Name | Last Name | Suffix |
| Renee | | Scott | |

| | | | | |
|-------------------|--------------|-------------------|---------------------|------------|
| Home Organization | Organization | Job Series | Job Title | Grade/Rank |
| DoDAAC/FEDAAC | CACI | Process Select, M | Document Specialist | a |

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

| | |
|--------------------|-------------------------------|
| Email | Cyber Awareness Training Date |
| waw4-test@caci.com | 2015/01/09 |

| | | | | |
|----------------------|-----------|-----------------------------|------------------|---------------|
| Commercial Telephone | Extension | Intl Country Code and Phone | Mobile Telephone | DSN Telephone |
| 703-282-2188 | | | | |

| | | |
|-------------|-------------|--------------------------|
| Citizenship | Designation | Annual Revalidation Date |
| 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? | p |
| Question 3 | Answer 3 |
| What is your favorite color? | r |

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? | p |
| Question 3 | Answer 3 |
| What is your favorite color? | r |

Justification *

Justification

Submit

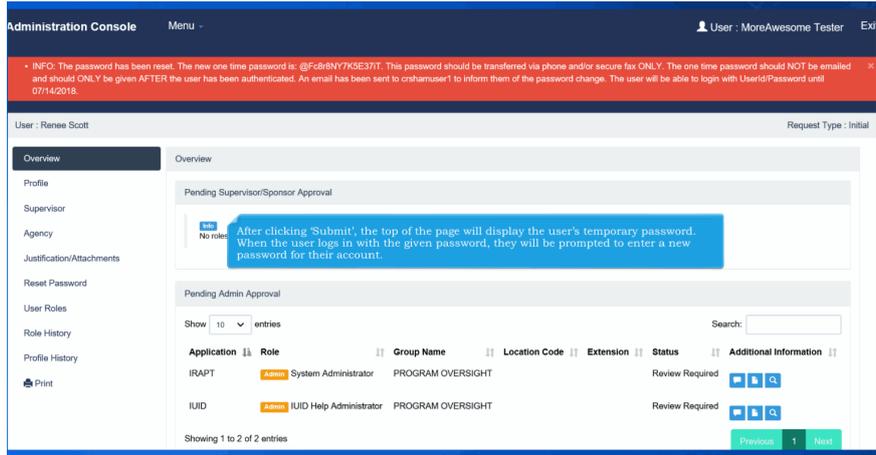
Back

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'.

* Asterisk indicates required ent

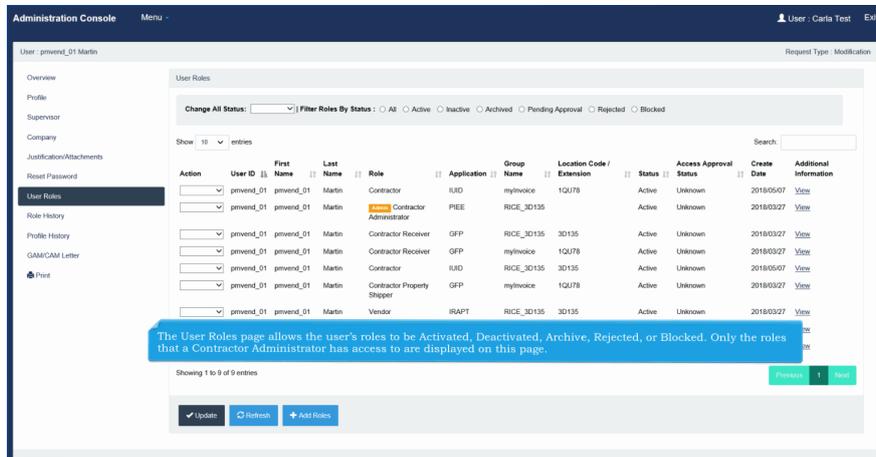
To reset the user's password, at the bottom of the page enter in the justification for resetting the password and then click on 'Submit'.

Step 14



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



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.

Step 16

The screenshot shows the 'Role History' page for user 'pmvend_01 Martin'. The page displays a table of audit entries with columns: Audit Type, Application, Role, Group Name, Location Code, Extension, Status, Action By, Action, Action Date, and Justification. A blue callout box highlights the text: 'The Role History page displays the changes made on all of the user's roles.'

| Audit Type | Application | Role | Group Name | Location Code | Extension | Status | Action By | Action | Action Date | Justification |
|-----------------------|-------------|-----------------------------|------------|---------------|-----------|--------|-----------|---------|---------------------|----------------------|
| Admin - Status Change | IJSD | Contractor | RICE_ID135 | 3D135 | | Active | gvoand010 | Unknown | 2018-05-07 14:09:04 | View |
| Admin - Add Role | IJSD | Contractor | RICE_ID135 | 3D135 | | NA | pmvend_01 | Unknown | 2018-05-07 14:08:46 | |
| Admin - Status Change | IJSD | Contractor | myinvoic | 1QU78 | | Active | gvoand010 | Unknown | 2018-05-07 14:04:53 | View |
| Add Role | IJSD | Contractor | myinvoic | 1QU78 | | NA | pmvend_01 | Unknown | 2018-05-07 14:04:23 | |
| Admin - Status Change | IRAPT | Vendor | RICE_ID135 | 3D135 | | Active | pmgovt_01 | Unknown | 2018-03-28 10:46:24 | View |
| Admin - Status Change | IRAPT | Vendor | myinvoic | 1QU78 | | Active | pmgovt_01 | Unknown | 2018-03-28 10:46:24 | View |
| Admin - Status Change | GFP | Contractor Receiver | myinvoic | 1QU78 | | Active | pmgovt_01 | Unknown | 2018-03-28 10:46:24 | View |
| Admin - Status Change | GFP | Contractor Receiver | RICE_ID135 | 3D135 | | Active | pmgovt_01 | Unknown | 2018-03-28 10:46:24 | View |
| Admin - Status Change | GFP | Contractor Property Shipper | myinvoic | 1QU78 | | Active | pmgovt_01 | Unknown | 2018-03-28 10:46:24 | View |
| Admin - Status Change | GFP | Contractor Property Shipper | myinvoic | 1QU78 | | Active | pmgovt_01 | Unknown | 2018-03-28 10:46:24 | View |

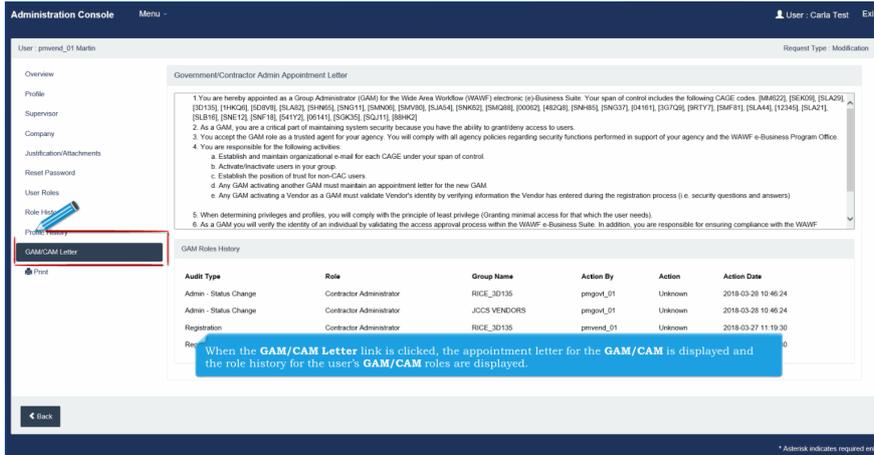
The Role History page displays the changes made on all of the user's roles.

Step 17

The screenshot shows the 'Profile History' page for user 'pmvend_01 Martin'. The page displays a message: 'No profile history changes were found for the user.' A blue callout box highlights the text: 'The Profile History page displays updates and changes made to the user's account profile.'

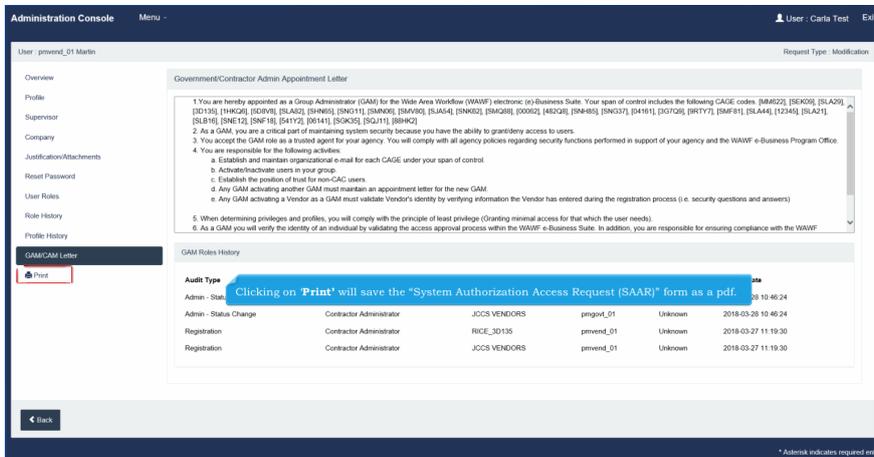
The Profile History page displays updates and changes made to the user's account profile.

Step 18



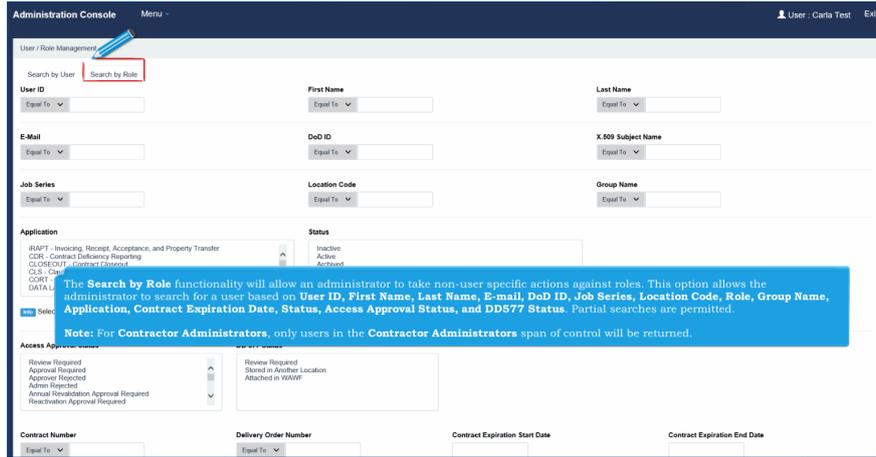
When the GAM/CAM Letter link is clicked, the appointment letter for the GAM/CAM is displayed and the role history for the user's GAM/CAM roles are displayed.

Step 19



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

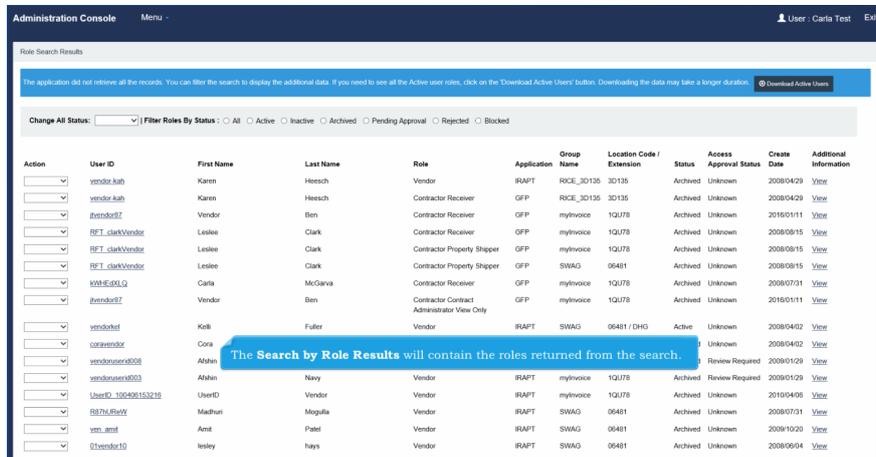
Step 20



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.

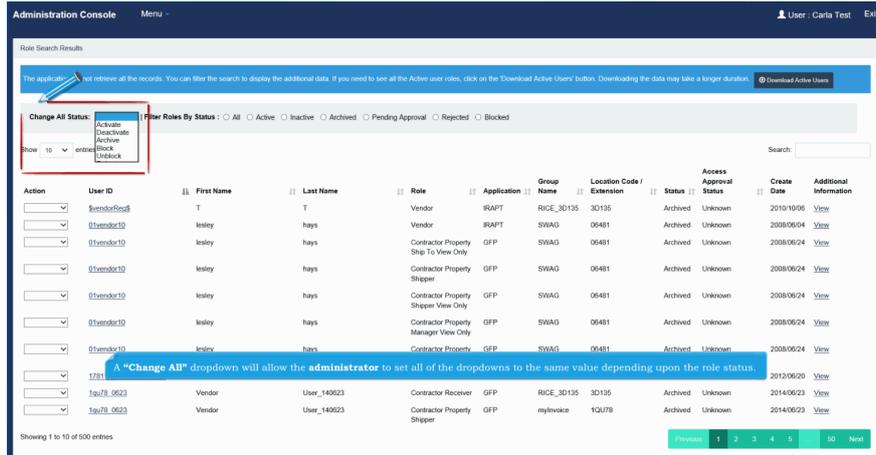
Note: For Contractor Administrators, only users in the Contractor Administrators span of control will be returned.

Step 21



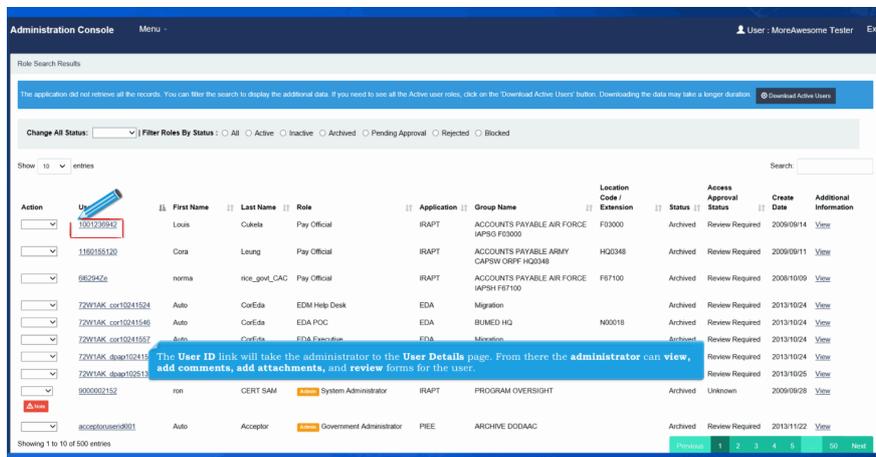
The Search by Role Results will contain the roles returned from the search.

Step 22



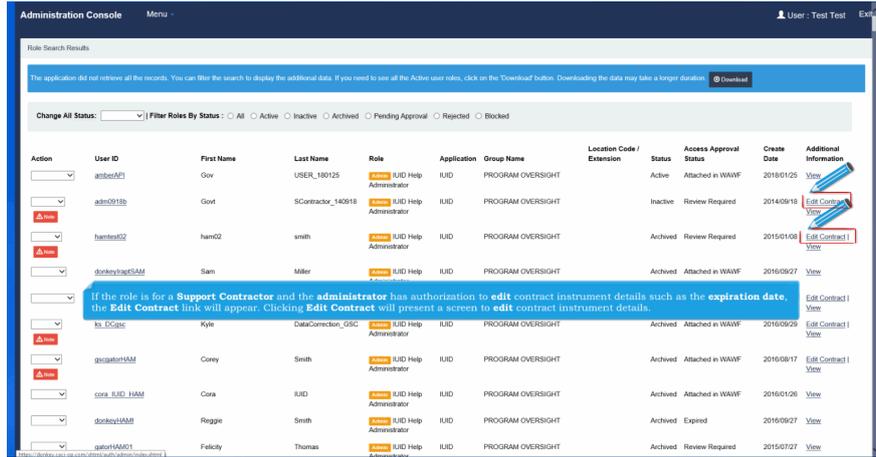
A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.

Step 23



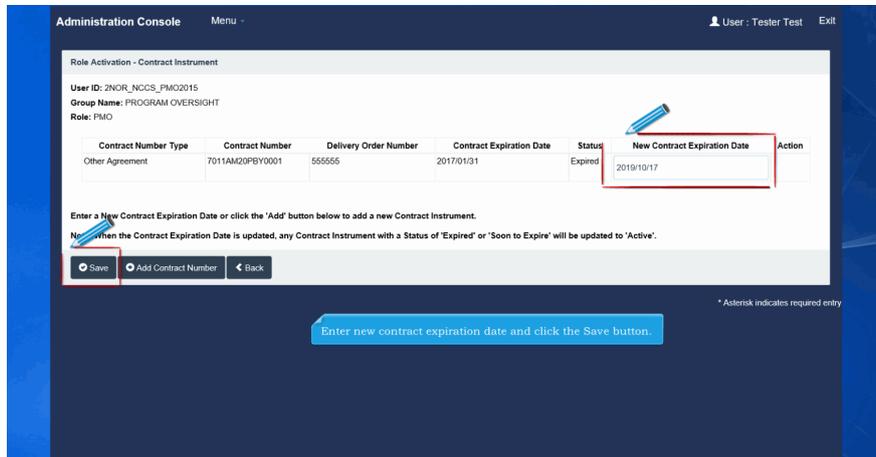
The User ID link will take the administrator to the User Details page. From there the administrator can view, add comments, add attachments, and review forms for the user.

Step 24



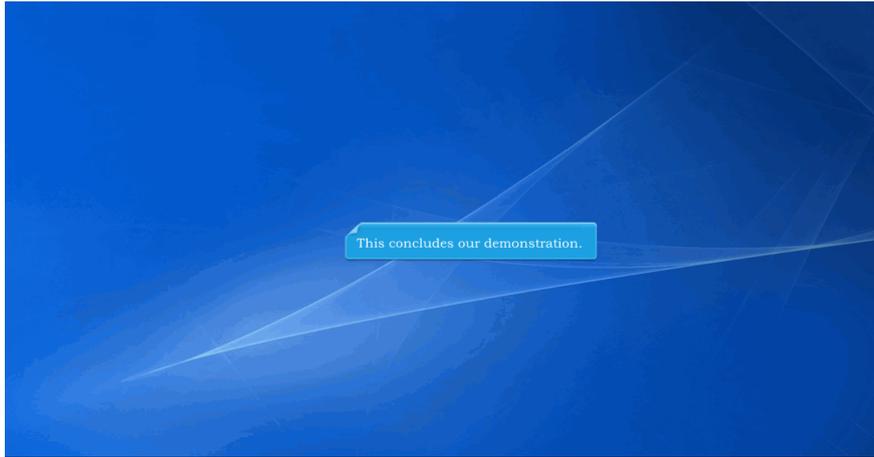
If the role is for a Support Contractor and the administrator has authorization to edit contract instrument details such as the expiration date, the Edit Contract link will appear. Clicking Edit Contract will present a screen to edit contract instrument details.

Step 25



Enter new contract expiration date and click the Save button.

End



This concludes our demonstration.