

## New WAWF / EDA / CORT Tool / BI Users

---

### Setup

[WAWF Machine Setup](#)

### Vendors Getting Started

[WAWF - Getting Started Help](#)

### Government and Government Support Contractors Getting Started

[WAWF - Government Getting Started Help](#)

[WAWF - Support Contractor Getting Started Help](#)

[CORT Tool - Getting Started Help](#)

### WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

This presentation provides an overview of DR\_996, Modifications to WAWF for MRS.

This presentation contains audio narrative. Please adjust your volume accordingly.

---

[Help](#)

## New WAWF / EDA / CORT Tool / BI Users

### Setup

[WAWF Machine Setup](#)

### Vendors Getting Started

[WAWF - Getting Started Help](#)

### Government and Government Support Contractors Getting Started

[WAWF - Government Getting Started Help](#)

[WAWF - Support Contractor Getting Started Help](#)

[CORT Tool - Getting Started Help](#)

### WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

All Government users will be permitted to request access to the BI Tool via WAWF by DoDAAC. The GAM will approve the users for this role.

Click the "Registration" link found under the New User section.

## Registration

User Authentication Type >> Data Capture >> Registration Success

\* Asterisk indicates required entry.

Note: A security clearance is NOT required to access Wide Area Workflow, Electronic Document Access, Business Intelligence Tool, or Contract Officer Representative Tracking Tool.

What is your user type? \*

- Government
- Government Support Contractor
- Vendor

To register for the Business Intelligence Tool, the user selects user type of Government or Government Support Contractor, checks the Business Intelligence Tool checkbox, selects their access type and clicks the "Next" button.

What systems will you be using? \* (You must check at least one) true

- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- CORT Tool (Contracting Officer Representative Tracking Tool)
- Business Intelligence Tool

How will you be accessing these systems? \*

- User ID \ Password
- Common Access Card
- Software Certificate

Next

Help

Next (access key N)

## Registration

User Authentication Type >> Data Capture >> Registration Success

\* Asterisk indicates required entry.

INFO: The UserId, Location Code, or C/S/A you are registering for must be added to the CAC exemption table prior registering with UserId/Password.  
If not within the CAC Exemption Table you will not be able to register using a User Id and Password."

User Profile \* [\(Edit\)](#)

First Name	Middle Name	Last Name	Organization	Title	Email Address	Mobile Telephone	Commercial Telephone	DSN Telephone	Rank/Grade	AKO Email
------------	-------------	-----------	--------------	-------	---------------	------------------	----------------------	---------------	------------	-----------

User Authentication \* [\(Edit\)](#)

User ID

User Security Questions \* [\(Edit\)](#)

Security Question

Business Intelligence Access User Roles \* [\(Add\)](#)



The user then clicks the "Add" link next to Business Intelligence Access User Roles.

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

Register

Previous

Help

## Registration - Add Business Intelligence Access Role

\* Asterisk indicates required entry.

### Role

Business Intelligence Access

### Location Code Type \*

DoDAAC

### Location Code \*

FU4417

The user will then select a Location Code Type, enter a Location Code and click the "Save" button.

Save

Cancel

Help

Save (access key S)

## Registration

User Authentication Type >> Data Capture >> Registration Success

\* Asterisk indicates required entry.

INFO: The UserId, Location Code, or C/S/A you are registering for must be added to the CAC exemption table prior registering with UserId/Password.  
If not within the CAC Exemption Table you will not be able to register using a User Id and Password."

### User Profile \* [\(Edit\)](#)

First Name	Middle Name	Last Name	Organization	Title	Email Address	Mobile Telephone	Commercial Telephone	DSN Telephone	Rank/Grade	AKO Email
------------	-------------	-----------	--------------	-------	---------------	------------------	----------------------	---------------	------------	-----------

### User Authentication \* [\(Edit\)](#)

User ID

### User Security Questions \* [\(Edit\)](#)

Security Question

The Business Intelligence Access role will be displayed.

### Business Intelligence Access User Roles \* [\(Add\)](#)

Role	Group	DoDAAC	Comments	Attachments	Comments/Attachments	Actions
Business Intelligence Access	TESTPACK	FU4417	N	N	<a href="#">View / Add</a>	<a href="#">Delete</a>

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

[Register](#) [Previous](#) [Help](#)

## Role Information - Add

Userld\*

carlagov

Role\*

Business Intelligence Access

AKO E-Mail\*

jane.smith.ctr@us.army.mil

Registration Method\*

Register By DoDAAC

Location\*

FU4417

Extension

NA

Comments

Attachments

\*Asterisk indicates required field.

A Government GAM can add the new "Business Intelligence Access" role to existing Government users.

The AKO E-Mail is mandatory and will be populated from the User Profile if it is there, otherwise it will have to be entered manually.

Group User Role Location Exit

## Role Activation - Selection

Roles Found: 2 Role Status: CURRENT

\*\* By checking the check box next to the corresponding User ID and Role, I verify that the user is an employee of the United States Government.

Item	Userid	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Government Employee**	Actions
1	mwakagov	Mwaka	Mahanga	Business Intelligence Access	M67001	M67001		2013/01/28	N	N	N	Review Required				<div style="border: 1px solid red; padding: 2px;"> <a href="#">Change Status</a> </div> <a href="#">Edit</a>   <a href="#">Review Forms</a>
2	madhugov1	Madhuri	Mogulla	Acceptor	M93058	M93058		2012/01/19	Y	N	N	Review Required			<input type="checkbox"/>	<div style="border: 1px solid blue; padding: 2px;"> <span style="background-color: white; border: 1px solid blue; display: inline-block; width: 50px; height: 15px;"></span> </div> <a href="#">Edit</a>   <a href="#">Review Forms</a>

Comments:

[Employees](#) [Change all Status](#) [Send all to Archive](#) [Verify All Govt.](#)

Note: Comments will be applied to all roles selected. Use the 'Change all Status' or 'Send all to Archive' links to change the activation action for all roles. Use the 'Verify All Govt. Employees' link to check all boxes in the Government Employee column indicating that those users are all employees of the U.S. Government. Use the 'Edit' link to edit attachments and comments. Use the 'Review Forms' link to update form status.

Select the activation action for each role to be used

[Submit](#) [Return](#)

Government GAMs will be permitted to manage the new "Business Intelligence Access" role.

NOTE: The HAM/SAM will be prohibited from managing this new role.

## Role Information

Search For  
Current Roles

UserId (case sensitive)  
equal to

First Name  
equal to

Last Name  
equal to

Group Name

Location Code  
equal to

Extension  
equal to

Role  
Business Intelligence Access

Email  
equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Active Status

Government GAMs will be able to search for the new "Business Intelligence Access" role.

NOTE: The HAM/SAM will be permitted to view Role Information for this new role.

## Role Activation

Search For  
Current Roles

UserId (case sensitive)  
equal to

First Name  
equal to

Last Name  
equal to

Group Name

Location Code  
equal to

Extension  
equal to

Role  
Business Intelligence Access

Email  
equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Active Status

Government GAMs will be able to search for the new "Business Intelligence Access" role.

NOTE: The HAM/SAM will be permitted to view Role Information for this new role.

## Administration Console for Program Managers

User	Administer users by updating MRS Access.
Role	Administer Functional Auditor roles by activating, deactivating, archiving, and viewing user role data
Document	Administer documents by viewing document data and approving or denying requests for document deletion
Feedback	Administer feedback by editing and viewing user feedback data
Tables	Administer database tables by adding, editing, deleting and viewing table data
History	View changes to database tables
Standard	Administer standard extracts by registering extracts, activating extracts, registering pay offices and viewing pay office data
<b>Reports</b>	Activate GAM MRS Report Requests
Misc.	Edit system properties and add/edit system messages
Portal	Administer ERP Systems
Exit	Close the administration console window

The Vendor subscription reports can still be managed by the PMO but Government subscription reports are being replaced in favor of scheduled enterprise reports within the Business Intelligence Tool.

Select an option from the console administration menu at the top of the page to begin

## User Administration

- [User Business Intelligence Unlimited Access](#)

The PMO is permitted to manage user requests for BI Unlimited Access.

## User Business Intelligence Unlimited Access

UserId (case sensitive)

equal to

First Name

equal to

Last Name

equal to

Agency

The PMO is able to search user requests for BI Unlimited Access by UserId, First and Last Names and Agency.

Search for user information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.

[Submit](#) [Return](#) [Reset](#)

## User Business Intelligence Unlimited Access

Users Found: 2

Item	UserId	First Name	Last Name	Business Intelligence Unlimited Access	Actions	Agency
1	mwakagam	Mwaka	Mahanga	N	Change Status <input type="button" value="v"/>	<input type="text"/>
2	mwakagov	Mwaka	Mahanga	Y	<input type="button" value="v"/>	TEST

10  [Resize](#) [Comments](#) [Change All Status](#)

Note: Use the 'Change all Status' link to change the action for all users.

[Submit](#) [Return](#)

On the search results page for User BI Unlimited Access, a flag indicator of "Y" or "N" is shown.

The users are activated by the Change Status Action.

The Agency field is an editable field but will be mandatory when granting BI Unlimited access.

## New WAWF / EDA / CORT Tool / BI Users

---

### Setup

[WAWF Machine Setup](#)

### Vendors Getting Started

[WAWF - Getting Started Help](#)

### Government and Government Support Contractors Getting Started

[WAWF - Government Getting Started Help](#)

[WAWF - Support Contractor Getting Started Help](#)

[CORT Tool - Getting Started Help](#)

### WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

This concludes the demonstration of DR\_996, Modifications to WAWF for MRS.

---

[Help](#)