WAWF Administration Console

Group | User | Role | Location | Exit

Administration Console for Group Administrators

Group	Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure
User	Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data
Role	Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports
Location	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data
Exit	Close the administration console window

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

This is an overview of the changes made to the WAWF application for ECP0696, Electronic SAAR and DD577 .

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

WAWF Administration Console

Group | User | Role | Location | Exit

Administration Console for Group Administrators

Group	Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure
User	Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data
Role	Administer roles by act activation reports
Location	Administer locations b
Exit	Close the administrati

Select an option from the

The application has been modified to incorporate a GAM validation to ensure that a DD Form 577, DD Form 2875 and GAM letter are attached in WAWF or on file in another location.

GAMs will be provided indicators to reflect whether a DD Form 577, DD Form 2875 and GAM letter are:

- -Attached in WAWF,
- -On file in another location
- -Review Required

When the indicator is other than Attached in WAWF, the system will require comments.

All users will have the 2875 indicator set to "Review Required." There will be a system established comment inserted for each user to record this action.

All GAMs activating a government user for the following roles: Acceptor, Cost Voucher Approver, Grant Approver and LPO will be required to indicate the GAM has verified the user is a government employee. This verification will be visible in the user's profile for each role they are assigned and available for MRS reporting.

WAWF Administration Console

Group | User | Role | Location | Exit

Administration Console for Group Administrators

Group	Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure
User	Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data
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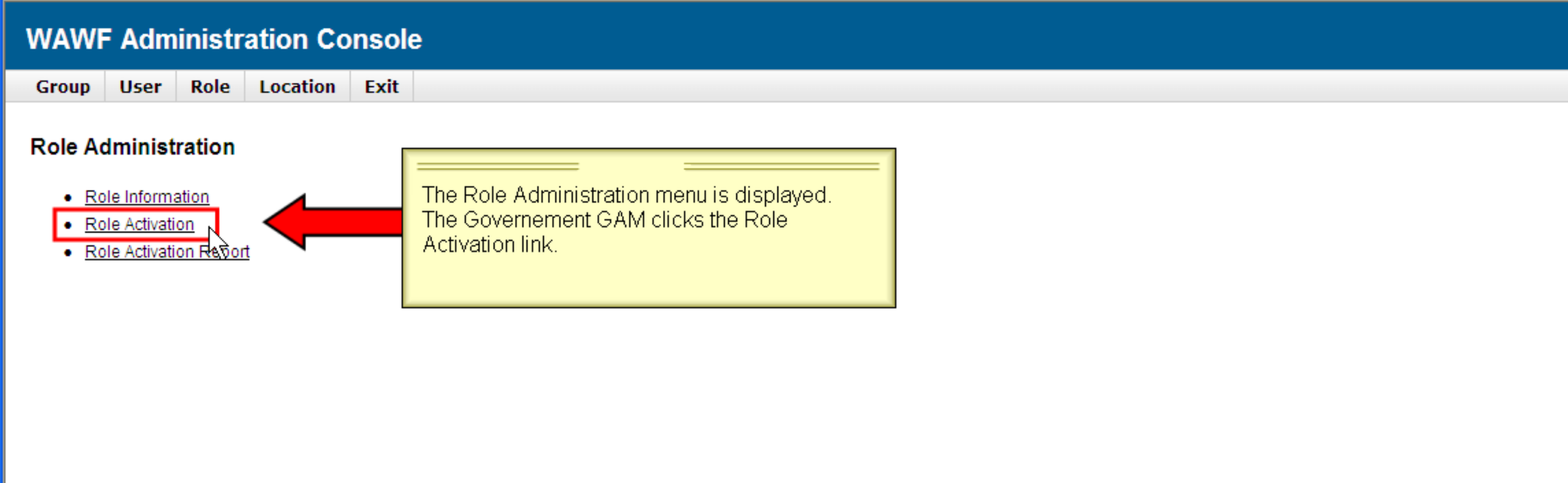
Location	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data
Exit	Close the administration console window

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

A Government GAM accesses the Administration Console and selects the Role menu link.


WAWF Administration Console
Group
User
Role
Location
Exit
Role Administration
Role Information
Role Activation
Role Activation Report
The Role Administration menu is displayed. The Governement GAM clicks the Role Activation link.

WAWF Administration Console

Group | User | Role | Location | Exit

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

Email

equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Active Status

Form Status has been added to the search criteria for the Role Activation page to include:

-DD 2875 Status
-DD 577 Status
-GAM Letter Status

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

Submit Return Reset

Role Activation

Search For

Current Roles

UserId (case sensitive)

starts with | li

First Name

equal to

Last Name

equal to

Group Name

Location Code

equal to

Extension

equal to

Role

Email

equal to

DD 2875 Status

Review Required
Attached in WAWF
Stored in Another Location

Active Status

GAMs will be provided indicators to reflect whether a DD Form 577, DD Form 2875 and GAM letter are:

- -Review Required
- -Attached in WAWF
- -Stored in Another Location

Enter search data then click the Submit link.

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

Submit Return Reset

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Selection

Roles Found: 5 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	lingwanggovernment	Ling	Wang	Inspector	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
2	lingwanggovernment	Ling	Wang							N	N	Review Required			☐	Edit | Review Forms
3	lingwanggovernment	Ling	Wang							N	N	Review Required	Review Required		☐	Edit | Review Forms
4	lingwanggovernment	Ling	Wang	Property Shipper	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
5	lingwanggovernment	Ling	Wang	Government Property Receiver	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms

The Role Activation - Selection page is displayed.

The GAM, HAM and SAM will be able to view the status of the forms on this page.

Comments: Change all Status | Send all to Archive | Verify All Govt. Employees

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 updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit Return

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Selection

Roles Found: 5 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	lingwanggovernment	Ling	Wang	Inspector	TESTPACK	FU4417		20								Edit | Review Forms
2	lingwanggovernment	Ling	Wang	Acceptor	TESTPACK	FU4417		20							☐	Edit | Review Forms
3	lingwanggovernment	Ling	Wang	Local Processing Office	TESTPACK	FU4417		20				Required	Required		☐	Edit | Review Forms
4	lingwanggovernment	Ling	Wang	Government Property Shipper	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
5	lingwanggovernment	Ling	Wang	Government Property Receiver	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms

The GAM will be able to update the form status for an individual role by selecting the Review Forms link under the Action column.

The HAM and SAM are permitted to update only the GAM Letter status.

Comments:

Change all Status | Send all to Archive | Verify All Govt. Employees

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 updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit | Return

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Forms

UserId basicgam **Name** P Basic **Role** Group Administrator **Group** TESTPACK

DD 2875 (SAAR) Status

Review Required

GAM Letter Status

Review Required

Comments

Comments are required when 'Stored in Another Location' or 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.

Select a form status then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit Return

Upon clicking the review Forms link, the Role Activation - Forms page is displayed.

Administrators will be able to update the DD 2875 and GAM letter status for Government Group Administrator roles.

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Forms

UserId lingwanggovernment **Name** Ling Wang **Role** Local Processing Office **Group** TESTPACK

DD 2875 (SAAR) Status

Review Required

DD 577 Status

Review Required

Comments

Comments are required when 'Stored in Another Location' or 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.

Select a form status then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit Return

Administrators will be able to update the DD 2875 and DD 577 status for LPO roles.

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Forms

UserId lingwanggovernment **Name** Ling Wang **Role** Inspector **Group** TESTPACK

DD 2875 (SAAR) Status

Review Required

Comments

Comments are required when 'Stored in Another Location' or 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.

Select a form status then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit Return

Administrators will only have the option to update the DD 2875 status for Government roles other than LPO and GAM.

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Selection

Roles Found: 5 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	lingwanggovernment	Ling	Wang	Inspector	TESTPACK	FU4417										Edit | Review Forms
2	lingwanggovernment	Ling	Wang	Acceptor	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required			☐	Edit | Review Forms
3	lingwanggovernment	Ling	Wang	Local Processing Office	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required	Review Required		☐	Edit | Review Forms
4	lingwanggovernment	Ling	Wang	Government Property Shipper	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
5	lingwanggovernment	Ling	Wang	Government Property Receiver	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms

Click the Edit link to add comments and attachments.

Comments:

Change all Status Send all to Archive Verify All Govt. Employees

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 updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit Return

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Edit

UserId: lingwanggovernment **Name:** Ling Wang **Role:** Inspector **Group:** TESTPACK

Comments:

Item	Date	Comment By	Comments

Add Comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.

Attachments:

Item	Date	Attachments	Actions

Browse... Add Attachment

Note: Attachments can only be deleted by a SAM or HAM. Select an attachment then click the 'Add Attachment' link to save the attachment.

Add comments and attachments, or click the 'Return' link to cancel and return to the previous page.

Return

The Role Activation - Edit page is displayed.

Add Comments and Attachments or click the Return link to go back to the previous page.

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Selection

Roles Found: 5 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	lingwanggovernment	Ling	Wang	Inspector	TESTPACK	FU4417		2008/04/02	N	N	N	Review Required				Change Status Edit | Review Forms
2	lingwanggovernment	Ling	Wang	Acceptor	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required			☐	Edit | Review Forms
3	lingwanggovernment	Ling	Wang	Local Processing Office	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required	Review Required		☐	Edit | Review Forms
4	lingwanggovernment	Ling	Wang	Government Property Shipper	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
5	lingwanggovernment	Ling	Wang	Government Property Receiver	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms

Comments: Change all Status Send all to Archive Verify All Govt. Employees

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.

Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and re

Submit Return

- ERROR: Comments are mandatory when activating roles where form status is set to Review Required.

When an administrator attempts to activate any role in which required forms are set to Review Required status, an error message will be received when Comments have not been entered.

Group | User | Role | Location | Exit

Role Activation - Selection

Roles Found: 5 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	lingwanggovernment	Ling	Wang	Inspector	TESTPACK	FU4417		2008/04/02	Y	Y	N	Review				Edit | Review Forms
1	lingwanggovernment	Ling	Wang	Acceptor											☐	Change Status Edit | Review Forms
3	lingwanggovernment	Ling	Wang	Local Processing Office	TESTPACK	FU4417		2008/04/02	Y	N	N	Required	Required		☐	Edit | Review Forms
4	lingwanggovernment	Ling	Wang	Government Property Shipper	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
5	lingwanggovernment	Ling	Wang	Government Property Receiver	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms

When a GAM activates a user with the role of Acceptor, Cost Voucher Approver, Grant Approver or LPO, they must check the checkbox under the Government employee column verifying that the user being activated is a government employee.

Comments: :hive Verify All Govt. Employees

Note: Comments will be applied to all roles selected. Use the 'C ees' link to check all boxes in the Government Employee column indicating that those users are all employees status.

An error message will be received when a GAM attempts to activate a role that requires verification and the checkbox has not been checked.

Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and return to previous page.

Submit Return

- ERROR: Comments are mandatory when activating roles where form status is set to Review Required.
- ERROR: The user, lingwanggovernment, can not be activated for the Acceptor role, FU4417, without verifying that they are an employee of the United States Government.

WAWF Administration Console

Group | User | Role | Location | Exit

Role Activation - Selection

Roles Found: 5 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	lingwanggovernment	Ling	Wang	Inspector	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
2	lingwanggovernment	Ling	Wang	Acceptor	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required			☐	Edit | Review Forms
3	lingwanggovernment	Ling	Wang	Local Processing Office	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required	Review Required		☐	Edit | Review Forms
4	lingwanggovernment	Ling	Wang	Government Property Shipper	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms
5	lingwanggovernment	Ling	Wang	Government Property Receiver	TESTPACK	FU4417		2008/04/02	Y	N	N	Review Required				Edit | Review Forms

Comments:

GAMs will also have the option to check all boxes in the Government Employee column by clicking the Verify All Govt. Employees link.

ive | Verify All Govt. Employees

Note: Comments will be applied to all roles selected. Use the ... All Govt. Employees' link to check all boxes in the Government Employee column indicating that those users are all employe... k to update form status.

Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

Submit Return

WAWF Administration Console

Group | User | Role | Location | Exit

Administration Console for Group Administrators

Group	Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure
User	Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data
Role	Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports
Location	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data
Exit	Close the administration console window

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

This concludes the overview of the changes made to the WAWF application for ECP0696, Electronic SAAR and DD577 .