

New WAWF / EDA / CORT Tool / BI Users

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This demonstration provides an overview of ECP0733, Expiring Support Contractor Access.
This presentation contains audio narrative. Please adjust your volume accordingly.

WAWF / EDA / CORT Tool / BI Tool User Registration

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New WAWF / EDA / CORT Tool / BI Users

Vendors Getting Started

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Government and Government Support Contractors Getting Started

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WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

To access the Registration page the user clicks the Registration link.

Help

Registration

User Authentication Type >> Data Capture >> User Agreement >> 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

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

- 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

Government Support Contractor is selected from user type. Select the system(s) and access method, then click the "Next" button.

Next

Help

Registration

User Authentication Type >> **Data Capture** >> User Agreement >> Registration Success

INFO: DoD has mandated that all Government users use CAC to access WAWF unless some work condition prohibits the use of CAC. The User ID, Location Code, or C/S/A (Commands/Services/Agencies) in your registration request must be on the CAC exemption table prior to registering with User ID/Password. If your User ID, Location Code, or C/S/A needs to be added to this table, please contact your Administrator (GAM, Site Administrator, EDA POC) for assistance. If you are unable to contact your Administrator, please contact your appropriate Service/ Agency Help Desk via the Government Customer Support link.

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

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

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

User ID

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

Security Question

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

WAWF Government User Roles * [\(Add\)](#)

WAWF Administrative User Roles * [\(Add\)](#)

CORT Tool User Roles * [\(Add\)](#)

EDA User Type * [\(Add\)](#)

Click the BI, WAWF, EDA and/or CORT Tool User Roles "Add" link in order to add roles.

[Next](#)[Previous](#)[Help](#)

Registration - Add Government Role

* Asterisk indicates required entry.

ERROR: Contract Number is mandatory.

Role *

Inspector

Location Code Type *

DoDAAC

Location Code *

FU4417

Extension

Contract Number is mandatory for each role when the user type is "Government Support Contractor".

The Contract Number Type will be defaulted to "DoD Contract (FAR)" when none is selected.

Contract Instrument Details

Contract Number Type

Contract Number *

Delivery Order



DoD Contract (FAR)

Save

Cancel

Help

Registration - Add Government Role

* Asterisk indicates required entry.

Role *

Pay Official

Location Code Type *

DoDAAC

Location Code *

N68688

Extension

Contract Instrument Details

Contract Number Type

DoD Contract (FAR)

Contract Number *

FU441712L4567

Delivery Order

WBT1

The user will have the option to manually enter a new contract instrument or select one that was previously entered with a different role.

Save

Cancel

Help

Registration - Add Business Intelligence Access Role

* Asterisk indicates required entry.

ERROR: When the Contract Number Type is 'DoD Contract (FAR)' and the 9th position of the Contract Number is A, D, or G, a Delivery Order is required.

Role

Business Intelligence Access

Location Code Type *

DoDAAC

Location Code *

FU4417

Contract Instrument Details

Contract Number Type

DoD Contract (FAR)

DoD Contract (FAR)

Contract Number *

FU441712L4567

FU441713G0530

Delivery Order

WBT1

If the user enters a Contract Number value where the Contract Number Type is "DoD Contract (FAR)" and the 9th position of the entered value is the letter A, D or G, then Delivery Order is mandatory.

Save

Cancel

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

ERROR: The 9th position in the Contract Number 'N6868812N0520' cannot be B, E, I, J, N, O, Q, R, T, U, or Y when the selected Contract Number Type is 'DoD Contract (FAR)'.

Role *

Group Administrator ▼

Group Name *

NAVY

Group Search:

equal to ▼

Group Lookup

By Group Name

By Location Code

Search

Group Name Selection:

Contract Instrument Details

Contract Number Type	Contract Number *	Delivery Order
<input type="radio"/> DoD Contract (FAR)	FU441712L4567	WBT1
<input type="radio"/> DoD Contract (FAR)	FU441713G0530	WBT2
<input type="radio"/> DoD Contract (FAR) ▼	N6868812N0520	WBT3

If the user enters a Contract Number value where the Contract Number Type is "DoD Contract (FAR)" and the 9th position of the entered value is the letter B, E, I, J, N, O, Q, R, T, U or Y then an error message will be displayed.

Save

Cancel

Help

Registration - Add CORT Role

* Asterisk indicates required entry.

ERROR: When the Contract Number Type is 'DoD Contract (FAR)' and the 9th position of the Contract Number is C, F, M, P, V, or W, a Delivery Order prohibited.

Role *

Administrator (Department) ▼

Location Code Type *

DoDAAC ▼

Home Organization *

N00187

Home Department *

NAVY ▼

Contract Instrument Details

Contract Number Type

Contract Number *

Delivery Order

DoD Contract (FAR)

FU441712L4567

WBT1

DoD Contract (FAR)

FU441713G0530

WBT2

DoD Contract (FAR) ▼

N0018713P0530

WBT3

If the user enters a Contract Number value where the Contract Number Type is "DoD Contract (FAR)" and the 9th position of the entered value is the letter C, F, M, P, V or W then a Delivery Order is prohibited.

Save

Cancel

Help

Registration - Add EDA User

* Asterisk indicates required entry.

ERROR: The Contract Number in the Contract Instrument Details section is mandatory.

User Type *

EDA Government Support Contrac

- Contract Instrument Details

This is your contract to access the system. Please enter your support contractor vehicle.

Contract Number Type	Contract Number *	Delivery Order
<input type="radio"/> DoD Contract (FAR)	FU441712L4567	WBT1
<input type="radio"/> DoD Contract (FAR)	FU441713G0530	WBT2
<input type="radio"/> DoD Contract (FAR)	N0018713P0530	
<input checked="" type="radio"/> DoD Contract (FAR)	<input type="text"/>	<input type="text"/>

Contract Instrument Details will be required for an EDA Government Support Contractor.

- Command / Service / Agency *

Start typing in your Command / Service / Agency and a selection dropdown will be given on the third character typed. You must select a Command / Service / Agency from the list.

New CSA Group for CACI\New CSA Group for CACI\Level - 1 CACI WAWF EDA

Save

Cancel

Help

Contract Instrument Details will be displayed on the Data Capture screen for each role.

Once the "Next" button is clicked, WAWF will attempt to pull the contract expiration date for each contract from the Procurement BI. If none is available, then the expiration date can be entered manually by the appropriate administrator.

[Home](#)

Registration

[User Authentication Type](#) >> [Data Capture](#) >> [User Agreement](#) >> [Registration Success](#)

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

Role	Group	DoDAAC	Contract Type	Contract Number	Delivery Order	Comments	Attachments	Comments/Attachments	Actions
Business Intelligence Access	HURLBURT	FU4417	DoD Contract (FAR)	FU441713G0530	WBT2	N	N	View / Add	Delete

WAWF Government User Roles [\(Add\)](#)

Role	Group	Location Code	Extension	Contract Type	Contract Number	Delivery Order	Comments	Attachments	Comments/Attachments	Actions
Inspector	HURLBURT	FU4417		DoD Contract (FAR)	FU441712L4567	WBT1	N	N	View / Add	Delete
Pay Official	SAN DIEGO	N68688		DoD Contract (FAR)	FU441712L4567	WBT1	N	N	View / Add	Delete

WAWF Administrative User Roles [\(Add\)](#)

Role	Group	Contract Type	Contract Number	Delivery Order	Comments	Attachments	Comments/Attachments	Actions
Group Administrator	NAVY	DoD Contract (FAR)	FU441712L4567	WBT1	N	N	View / Add	Delete

CORT Tool User Roles [\(Add\)](#)

Role	Home Organization	Home Department	Contract Type	Contract Number	Delivery Order	Comments	Attachments	Comments/Attachments	Actions
Administrator (Department)	N00187	NAVY	DoD Contract (FAR)	N0018713P0530		N	N	View / Add	Delete

EDA User Type [\(Edit\)](#)

Role	Command / Service / Agency	Government Point of Contact (POC)	Contract Type	Contract Number	Delivery Order
EDA Government Support Contractor	New CSA Group for CACI	New CSA Group for CACI	DoD Contract (FAR)	N0018713P0530	Level - 1 CACI WAWF EDA

[Next](#)

[Previous](#)

[Help](#)

WAWF Role Activation

Search For
Current Roles

UserId
equal to

First Name
equal to

Last Name
equal to

Group Name
equal to

Location Code
equal to

Extension
equal to

Role

Email
equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Contract Number

The SAM/HAM accesses the WAWF Role Activation section within the Admin Console.

First Name

equal to

Last Name

equal to

Group Name

equal to

Location Code

equal to

Extension

equal to

Role

Email

equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Contract Number

equal to

Delivery Order

equal to

Contract Expiration Date

YYYY/MM/DD - thru - YYYY/MM/DD

Active Status

The HAM/SAM will be able to search for roles based on the Contract Number, Delivery Order and/or Contract Expiration Date.

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](#)

Selection

Status: CURRENT

First Name	Last Name	Role	Group Name	Location Code	Extension	Contract Number	Delivery Order	Contract Expiration Date	Registered	Inactive	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Actions
A_1043	Rice	Auditor	TOP			N45924RYCE111		2013/10/31	2013/10/07		Y	Y	N				<input type="text"/> Edit Edit Contract
A_1016	Rice	WAWF PMO	TOP			N45924RYCE111			2013/10/07		N	N	N				<input type="text"/> Edit Edit Contract



The current Contract Number, Delivery Order and Contract Expiration Date will be displayed for each Government Support Contractor role.

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 'Edit' link to edit attachments and comments. Use update form status.

on for each role to be updated then click

[Change all Status](#) [Send all to Archive](#)

Selection

Status: CURRENT

First Name	Last Name	Role	Group Name	Location Code	Extension	Contract Number	Delivery Order	Contract Expiration Date	Registered	Inactive	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Actions
A_1043	Rice	Auditor	TOP			N45924RYCE111		2013/10/31	2013/10/07		Y	Y	N				<input type="text"/> Edit Edit Contract
A_1016	Rice	WAWF PMO	TOP			N45924RYCE111			2013/10/07		N	N	N				<input type="text"/> Edit Edit Contract

[Change all Status](#) [Send all to Archive](#)

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 'Edit' link to edit attachments and comments. Use the 'Update form status' link to update form status.

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

The HAM/SAM will be able to manage contract details by selecting the "Edit Contract" link for the following roles:
Group Administrator, PMO, HAM, SAM and Auditor

Role Activation - Selection

Roles Found: 2 Role Status: CURRENT

Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Contract Number	Delivery Order	Contract Expiration Date	Registered	Inactive	Active	Comment	Attach	DD 2875	DD 577	G Le
1	normagscaud	DLA_1043	Rice	Auditor	TOP			N45924RYCE111		2013/10/31	2013/10/07		Y	Y	N			
1	normagsc3	DLA									2013/10/07		N	N	N			

Contract Expiration Date will be required on activation of a Government Support Contractor role.

Comments:

[Change all Status](#) [Send all to Archive](#)

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 '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](#)

- The user, normagsc3, can not be activated for the WAWF PMO role until a Contract Expiration Date has been entered.

Role Activation - Edit Contract Instrument Details

UserId: normagscaud Name: DLA_1043 Rice Role: Auditor Group: TOP

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action Add
Other Agreement	N45924RYCE111		2013/10/31	Active	<input type="text" value="YYYY/MM/DD"/>	Retrieve Contract Expiration

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

Contract Expiration Date can be updated by entering a new date and clicking the "submit" link.



Role Activation - Edit Contract Instrument Details

UserId: normagscaud Name: DLA_1043 Rice Role: Auditor Group: TOP

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action Add
Other Agreement	N45924RYCE111		2013/10/31	Active	<input type="text" value="YYYY/MM/DD"/>	Retrieve Contract Expiration

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

A new contract instrument can be added by selecting the "Add" link for each role as long as there is not one currently set to "Awaiting Approval" status.

Th "Retrieve Contract Expiration" link will be used to populate the expiration date from the Procurement BI.

Role Activation - Edit Contract Instrument Details

UserId: normagscaud Name: DLA_1043 Rice Role: Auditor Group: TOP

Add New Contract Instrument

Contract Number Type

Contract Number *

Delivery Order

[Add](#) [Return](#)



The "Add New Contract Instrument" page is displayed. After entering contract instrument details, click the "Add" link.

If available, the Contract Expiration Date will be populated from the Procurement BI.

Select the "Return" link to cancel and return to the previous screen.

Role Activation - Edit Contract Instrument Details

UserId: normagscaud Name: DLA_1043 Rice Role: Auditor Group: TOP

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
Other Agreement	N45924RYCE111		2013/10/31	Active	YYYY/MM/DD 	Retrieve Contract Expiration
DoD Contract (FAR)	HQ033912K0913	WBT1		Awaiting Approval	YYYY/MM/DD 	<input type="button" value="Approve"/> <input type="button" value="Delete"/>

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

New Contract Instrument Details will be set to "Awaiting Approval" status. An administrator will be permitted to "Approve" or "Delete" the request.

Role Activation - Edit Contract Instrument Details

UserId: normagscaud Name: DLA_1043 Rice Role: Auditor Group: TOP

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
Other Agreement	N45924RYCE111		2013/10/31	Active	<input type="text" value="YYYY/MM/DD"/> 	Retrieve Contract Expiration
DoD Contract (FAR)	HQ033912K0913	WBT1		Awaiting Approval	<input type="text" value="YYYY/MM/DD"/> 	<input type="text"/> 

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

• ERROR: The contract cannot be approved without an Expiration Date.

An error message will be displayed if the administrator attempts to approve a contract instrument without an expiration date.

Role Activation - Edit Contract Instrument Details

UserId: normagscaud Name: DLA_1043 Rice Role: Auditor Group: TOP

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
Other Agreement	N45924RYCE111		2013/10/31	Inactive		
DoD Contract (FAR)	HQ033912K0913	WBT1	2013/10/31	Active	<input type="text" value="YYYY/MM/DD"/> 	Retrieve Contract Expiration

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

- [INFO: The Contract Expiration Date has been updated for the associated role\(s\).](#)

On approval, the previous contract instrument will be set to inactive and treated as historical data.

Equal to

Group Name

Location Code
equal to

Extension
equal to

Role

Email
equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Contract Number
equal to

Delivery Order
equal to

Contract Expiration Date
YYYY/MM/DD - thru - YYYY/MM/DD

Active Status

The Group Administrator (GAM) will be able to search for roles based on the Contract Number, Delivery Order and/or Contract Expiration Date.

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](#)

Console

on Exit

ARENT

Last Name	Role	Group Name	Location Code	Extension	Contract Number	Delivery Order	Contract Expiration Date	Registered	Inactive	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Actions
Leung	Inspector	DCMA NORTHERN EUROPE UXBRIDGE	SUK12A		HQ033813W0815	CORA	2013/09/30	2013/08/08		Y	Y	N	Attached In WAWF			Edit Review Forms Edit Contract
Leung	Grant Approver View Only	DCMA NORTHERN EUROPE UXBRIDGE	SUK12A		HQ033813W0923		2013/10/05	2013/08/29		N	N	N				Edit Edit Contract

Change

roles selected. Use the 'Change all Status' or 'Send all to Archive' links to change the activation action for all roles. status.

Government GAMs can manage contract details for roles in their group and one level below by clicking the "Edit Contract" link.

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

WAWF Administration Console

[Group](#) [User](#) [Role](#) [Location](#) [Exit](#)

Role Activation - Edit Contract Instrument Details

UserId: ECP0733_support1 Name: Cora Leung Role: Inspector Location Code: SUK12A Group: DCMA NORTHERN EUROPE UXBRIDGE

Select Contract View: Current Role All Roles

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action Add
Micropurchase	HQ033813W0815	CORA	2013/09/30	Active	<input type="text" value="YYYY/MM/DD"/> 	Retrieve Contract Expiration

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

Group Administrators will have the following contract view options:

- 1) Current Role - View contract instruments for one single role
- 2) All Roles - View all users under the GAM with contracts matching the current role

Role Activation - Edit Contract Instrument Details

UserId: cora_support_3154 Name: Cora Leung Role: Group Administrator Group: HURLBURT

Select Contract View: Current Role All Roles

Contract Expiration Date:  [Retrieve Contract Expiration](#)

User Id	Role	Location Code	Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Update
cora_support_3154	Group Administrator	9999996331	DoD Contract (FAR)	FU441713L1234			<input type="checkbox"/>

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

After clicking the "All Roles" radio button, Group Administrators can enter a new Contract Expiration Date or click the "Retrieve Contract Expiration" link to attempt to populate from the Procurement BI.

Role Activation - Edit Contract Instrument Details

UserId: cora_support_3154 Name: Cora Leung Role: Group Administrator Group: HURLBURT

Select Contract View: Current Role All Roles

Contract Expiration Date:  [Retrieve Contract Expiration](#)

User Id	Role	Location Code	Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Update
cora_support_3154	Group Administrator	9999996331	DoD Contract (FAR)	FU441713L1234			<input type="checkbox"/>

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

Check the box next to each role that should be updated.

Click the "Submit" link to update the Contract Expiration Date for the selected role(s).

WAWF Role Activation

Search For

Current Roles

UserId

equal to

First Name

equal to

Last Name

equal to

Email

equal to

Contract Number

equal to

Delivery Order

equal to

Contract Expiration Date

YYYY/MM/DD - thru - YYYY/MM/DD

Active Status

The PMO will have the ability to search for roles based on the Contract Number, Delivery Order and/or Contract Expiration Date.

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](#)

Activation - Selection

Count: 2 Role Status: CURRENT

The PMO will be permitted to manage contract details for the Functional Auditor and Group View All roles.

<u>Role ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Role</u>	<u>Group Name</u>	<u>Location Code</u>	<u>Extension</u>	<u>Contract Number</u>	<u>Delivery Order</u>	<u>Contract Expiration Date</u>	<u>Registered</u>	<u>Inactive</u>	<u>Active</u>	<u>Comment</u>	<u>Attach</u>	<u>DD 2875</u>	<u>Actions</u>
_Group_ViewAll	Cora	Leung	Group View All	DITCO SCOTT			HC101313W1007	CORA	2013/10/31	2013/10/07		N	N	N		<input type="text"/> Edit Edit Contract
g_wgsc_gva	Linda	Wang	Group View All	DITCO SCOTT			HC101313W1007	CORA		2013/10/07		N	N	N		<input type="text"/> Edit Edit Contract

[Change all Status](#) [Send all to Archive](#)

Changes 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 'Edit' link to edit attachments and comments. Use the 'Forms' link to update form status.

Click 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.

[Return](#)

Role Information - Add

UserId*

cora_Group_ViewAll

Role*

Acceptor View Only

Registration Method*

Register by DoDAAC ▼

Location*

Extension

Contract Type

Contract Number*

Delivery Order

Contract Instrument Details will be mandatory when adding additional roles if the user type is Government Support Contractor.

*Asterisk indicates required field.

Enter the DoDAAC/MAPAC information then click 'Next' to continue or click 'Return' to cancel and return to the previous page.

[Next](#) [Return](#)

Role Maintenance - Add Government Role

* Asterisk indicates required entry.

Role *

Location Code Type *

Location Code *

Extension

Contract Instrument Details will be mandatory when a Government Support Contractor adds a new Government Role.

Contract Instrument Details

<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Number Type	Contract Number *	Delivery Order	

[Save](#) [Cancel](#) [Help](#)

Role Maintenance - Add Administrative Role

* Asterisk indicates required entry.

Role *

Contract Instrument Details will be mandatory when a Government Support Contractor adds a new Administrative Role.

Group Name *

Group Search:

Group Lookup
 By Group Name
 By Location Code

Group Name Selection:

Contract Instrument Details

<input type="radio"/>	<input type="text" value="Contract Number Type"/>	<input type="text" value="Contract Number *"/>	<input type="text" value="Delivery Order"/>
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Role Maintenance - Add Business Intelligence Access Role

* Asterisk indicates required entry.

Role
Business Intelligence Access

Location Code Type *

DoDAAC

Location Code *

Contract Instrument Details will be mandatory when a Government Support Contractor adds a new Business Intelligence Access Role.

Contract Instrument Details

Contract Number Type

Contract Number *

Delivery Order



Save

Cancel

Help

Role Maintenance - Add CORT Tool Role

* Asterisk indicates required entry.

Role *

Location Code Type *

Home Organization *

Home Department *

Contract Instrument Details will be mandatory when a Government Support Contractor adds a new CORT Role.

Contract Instrument Details

<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Number Type	Contract Number *	Delivery Order	

Role Maintenance - Add EDA Role

Contract Instrument Details will be mandatory for EDA Government Support Contractors.

* Asterisk indicates required entry.

User Type *

EDA Government Support Contrac

- Contract Instrument Details

This is your contract to access the system. Please enter your support contractor vehicle.

Contract Number Type



Contract Number *

Delivery Order

- Command / Service / Agency *

Start typing in your Command / Service / Agency and a selection dropdown will be given on the third character typed. You must select a Command / Service / Agency from the list.

Company *

- Government Point of Contact (POC) *

Wide Area Workflow

User EDA CORT Tool Documentation Lookup Logout

Role Maintenance - View \ Edit Roles

Contract Instrument Details will be displayed in the table for each role on the "Role Maintenance - View/Edit Roles" page.

WAWF Administrative User Roles

(sorted by Role Ascending)

Role▲	Group	Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Active Status	Comments	Attachments	Contract Instruments	Comments / Attachments
Group Administrator	HURLBURT	DoD Contract (FAR)	12345678A1234	0002	2013/10/25	N	N	N	Edit	View / Add

EDA User Roles

Role	Command / Service / Agency	Supervisor	Contract Number	Delivery Order	Contract Expiration Date	Comments	Attachments	Contract Instruments	Comments / Attachments	Contract
EDA Government Support Contractor	Level - 1 CACI WAWF EDA		12345678A1223	0001		Y	N	Edit	View / Add	Req

Help

Logon Date : 2013/09/30 12:53:39 EDT Last Accessed Date : 2013/09/30 12:53:57 EDT

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Wide Area Workflow

User EDA CORT Tool Documentation Lookup Logout

Role Maintenance - View \ Edit Roles

Role	Command / Service / Agency	Super User	Contract Number	Delivery Order	Expiration Date	Comments	Attachments	Instruments	Attachments	Comments
EDA Government Support Contractor	Level - 1 CACI WAWF EDA		12345678A1223	0001		Y	N	Edit	View / Add	Req

Government Support Contractors can manage contract instrument details for each role by selecting the "Edit" link in the Contract Instruments column.

- CORT Tool User Roles

(sorted by Role Ascending)

Role▲	Location Code	Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Active Status	Comments	Attachments	Contract Instruments	Comments / Attachments
Administrator (DPAP)	FU4417	DoD Contract (FAR)	12345678A1223	0001		Y	Y	N	Edit	View / Add

Help

Logon Date : 2013/09/30 12:53:39 EDT Last Accessed Date : 2013/09/30 12:53:57 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Role Activation - Edit Contract Instrument Details

UserId: carla_Support_Contractor Name: Carla McGarva Role: Group Administrator Location Code: 9999996331 Group: HURLBURT

Select Contract View: Current Role All Roles

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action Add
DoD Contract (FAR)	12345678A1223	0001	2013/10/30	Inactive		
DoD Contract (FAR)	12345678A1234	0002	2013/10/25	Active	<input type="text" value="YYYY/MM/DD"/>	Retrieve Contract Expiration

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

Government Support Contractors can add a new contract instrument by clicking the "Add" button in the Actions column.

NOTE: This functionality will only be available if there are no contract instruments in "Awaiting Approval" status.

The "Retrieve Contract Expiration" link will be used to populate the expiration date from the Procurement BI.

Role Maintenance - Edit Contract Instrument Details

* Asterisk indicates required entry.

Userid: carla_Support_Contractor Role: EDA Government Support Contractor

Contract Type	Contract Number	Delivery Order	Expiration Date	Status	Actions
DoD Contract (FAR)	12345678A1223	0001		Awaiting Approval	Retrieve Expiration Date

Contract Instruments

Newly added Contract Instrument Details must be approved by an administrator.

Role Activation (ADMIN)

Search Criteria				
Search For <input type="text" value="Current Roles"/>	UserId <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>	Department <input type="text" value="- Select -"/>
Location Code <input type="text"/>	Role <input type="text" value="- Select -"/>	Email <input type="text"/>	DD 2875 Status <input type="text" value="- Select -"/>	Status <input type="text" value="Inactive"/>
Contract Number <input type="text"/>	Delivery Order <input type="text"/>	Contract Expiration - Start Date <input type="text" value=""/>	Contract Expiration - End Date <input type="text" value=""/>	

CORT Administrators will be able to search for roles based on Contract Number, Delivery Order and/or Contract Expiration Date.

Role	Department	Location Code	Contract Number	Delivery Order	Contract Expiration Date	Registered	DD2875	Status	Actions
Supervisor / Commander	WHS	72W1AK				2013/01/04	Review Required	Inactive	- Select - Edit Add
Administrating Contracting Officer	WHS	72W1AK				2013/01/04	Stored in Another Location	Inactive	- Select - Edit Add
Contract Specialist	WHS	72W1AK				2013/01/04	Review Required	Inactive	- Select - Edit Add
Administrator (Department)	DECA	W25G1U				2013/01/25	Review Required	Inactive	- Select - Edit Add
Administrator (Department)	NAVY	M67001				2013/01/14	Review		- Select - Edit Add
Supervisor / Commander	NAVY	M67001				2013/01/14	Review		- Select - Edit Add
Administrator (DPAP)	NAVY	M67001				2013/01/14	Review		- Select - Edit Add
Contracting Officer Representative	NAVY	M67001				2013/01/14	Review Required	Inactive	- Select - Edit Add
Contracting Officer	NAVY	M67001				2013/01/14	Review Required	Inactive	- Select - Edit Add
Administrator (DPAP)	AIR FORCE	FU4417	S0512A13W1014	CORA	2013/10/22	2013/01/14	Review Required	Inactive	- Select - Edit Add Edit Contract
Contracting Officer Representative	NAVY	M67001				2012/11/16	Review Required	Inactive	- Select - Edit Add
Supervisor / Commander	NAVY	M67001				2012/11/06	Attached in WAWF	Inactive	- Select - Edit Add
Contracting Officer Representative	NAVY	M67001				2012/11/06	Review Required	Inactive	- Select - Edit Add
Administrating Contracting Officer	NAVY	M67001				2012/11/06	Stored in Another Location	Inactive	- Select - Edit Add
Quality Assurance Point of Contact	NAVY	M67001				2012/11/06	Attached in WAWF	Inactive	- Select - Edit Add
Administrator (DPAP)	NAVY	M67001				2012/11/06	Review Required	Inactive	- Select - Edit Add

Contract Instrument Details will be displayed in the Search Results table.

Contract Instrument Details can be managed by selecting the "Edit Contract" link in the Actions column.



[Edit](#) | [Add](#) | [Edit Contract](#)

Role Activation (ADMIN)

Contract Instrument Details

UserId: HK_EDA_Admin Name: CORA CORT Role: Administrator (DPAP)

Select Contract View: Current Role All Roles

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
International Agreement	S0512A13W1014	CORA	2013/10/22	Soon to Expire	<input type="text"/> 	Retrieve Contract Expiration
Grant/Cooperative Agreement	SUK12A13W1014	CORA666666666666666666		Awaiting Approval	<input type="text"/> 	<input type="text"/> 

Submit

Return

Enter a new Contract Expiration Date and click the "Submit" button to save the changes.

Select the "Retrieve Contract Expiration" link to populate the expiration date from the Procurement Bl.

Role Activation (ADMIN)

Contract Instrument Details

UserId: normagsc2 Name: DLA_1027 RICE Role: Administrator (Department)

Select Contract View: Current Role All Roles

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
No records found.						<input type="button" value="Add"/>

Select the "Add" button to add a new Contract Instrument.

Role Activation (ADMIN)

Contract Instrument Details

UserId: normagsc2 Name: DLA_1027 RICE Role: Administrator (Department)

Add New Contract Instrument

Contract Number Type

- Select -

Contract Number *

Delivery Order

Add

Return

Contract Number is mandatory.

Contract Number Type will be defaulted to "DoD Contract (FAR)" if one is not selected.

Enter Contract Instrument Details and Submit.

User ID : carla Support Contractor
Error: The contract cannot be approved without an Expiration Date.

Role Activation (ADMIN)

Contract Instrument Details

UserId: normagsc2 Name: DLA_1027 RICE Role: Administrator (Department)

Select Contract View: Current Role All Roles

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033913F1234			Awaiting Approval	<input type="text"/>	<input type="text"/>

The Contract Expiration Date is mandatory on approval.

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Account Information / Activation

Search Criteria

User ID equal to <input type="text"/>	First Name equal to <input type="text"/>	Last Name equal to <input type="text"/>
User Type - Select -	Command / Service / Agency <input type="text"/>	E-Mail equal to <input type="text"/>
DD 2875 Status - Select -	Certificate User - Select -	Active Status - Select -
Contract Number equal to <input type="text"/>	Delivery Order equal to <input type="text"/>	Contract Expiration Date (Start Date / End Date) <input type="text"/> <input type="text"/>

Enter any combination of search criteria into the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Within EDA, Contract Information has been added to the Search Criteria section.

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- Exit

Active Status

- Select -

Contract Expiration Date (Start Date / End Date)

Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate
 rch' button.

The Executive and EDA POC will be able to view and edit Contract Instrument Details.

Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
FA4521	2013/09/11	YES	NO	Review Required	YES	HQ033913L0911	TEST	2013/11/30	<input type="button" value="🗨️"/> <input type="button" value="👤"/> <input type="button" value="A"/> <input type="button" value="🔒"/>

(1 of 1)

Comments:

le row.
 n for all roles.
 n DD2875 status is in 'Review Required'.

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- Exit

Edit Contract Instrument Details

Info: The Contract Expiration Date has been updated for the associated role(s).

User Name: a a User ID: nvrEDA733Test1 User Type: EDA Government Support Contractor CSA: FA4521

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033913L0911	TEST	2013/11/30	Inactive		Add
DoD Contract (FAR)	HQ033913K0930	TEST	2013/10/31	Active	<input type="text"/>	Retrieve Contract Expiration

Submit Return

Enter a new Contract Expiration Date and click the "Submit" button to save.

Use the "Add" button in the Action header to add a new contract instrument.

Select the "Retrieve Contract Expiration" link to populate the data from the Procurement BI.

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- Exit

Edit Contract Instrument Details

User Name: a a User ID: nvrEDA733Test1 User Type: EDA Government Support Contractor CSA: FA4521

Contract Number Type

Contract Number *

Delivery Order

Add Contract

Return

Contract Number is mandatory.
Contract Number Type will be defaulted to "DoD Contract (FAR)" if one is not selected.
Enter Contract Instrument Details and select the "Add Contract" button to save.

EDA Administration Console

EDA Administration Menu

- 🏠 EDA Administration Home
- 👤 Account Information / Activation
- 👤 Government Support Contractor Request
- 🔄 Reset Password
- 🔄 Reset Certificate
- 👤 EDA POC Assignments
- 👤 Account Activation History
- 🚪 Exit

Edit Contract Instrument Details



Error: The contract cannot be approved without an Expiration Date.

User Name: a a User ID: nvrEDA733Test1 User Type: EDA Government Support Contractor CSA: FA4521

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033913L0911	TEST	2013/11/30	Inactive		
DoD Contract (FAR)	HQ033913K0930	TEST	2013/10/31	Active	<input type="text"/>	Retrieve Contract Expiration
Cooperative Agreement	HQ033812L1234			Awaiting Approval	<input type="text"/>	- Select -

Submit

Return

New Contract Instrument Details can be approved or deleted.

The Contract Expiration Date is required on approval.

New WAWF / EDA / CORT Tool / BI Users

Vendors Getting Started

- [WAWF - Getting Started Help](#)
- [Help - WAWF Vendor User Roles](#)
- [Help - EDA User Vendor Role](#)

Government and Government Support Contractors Getting Started

- [WAWF - Government Getting Started Help](#)
- [WAWF - Support Contractor Getting Started Help](#)
- [CORT Tool - Getting Started Help](#)
- [EDA - Government Getting Started Help](#)
- [EDA - Support Contractor Getting Started Help](#)
- [Help - WAWF Government User Roles](#)
- [Help - CORT Tool Government User Roles](#)
- [Help - EDA Government User Roles](#)
- [Help - Administration User Roles](#)

This concludes the overview of ECP0733, Expiring Support Contractor Access.

WAWF / EDA / CORT Tool / BI Tool User Registration

- [Registration](#)

[Help](#)