

New WAWF / EDA / CORT Tool / BI Users

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[Help - WAWF Vendor User Roles](#)
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Government and Government Support Contractors Getting Started

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This demonstration provides an overview of ECP0753, Group Structure Re-Design.
This presentation contains audio narrative. Please adjust your volume accordingly.

WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

[Help](#)

New WAWF / EDA / CORT Tool / BI Users

[WAWF - Getting Started Help](#)
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Government and Government Support Contractors Getting Started

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

The user selects the Registration link from the New User section.

WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

Help

Registration

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

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

The Government or Government Support Contractor User is able to sign up for the WAWF Role - Group View All.

How will you be accessing these systems? *

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

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Registration

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

* Asterisk indicates required entry.

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

The "Group View All" role is added by clicking on the WAWF Administrative User Roles -"Add" link.

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

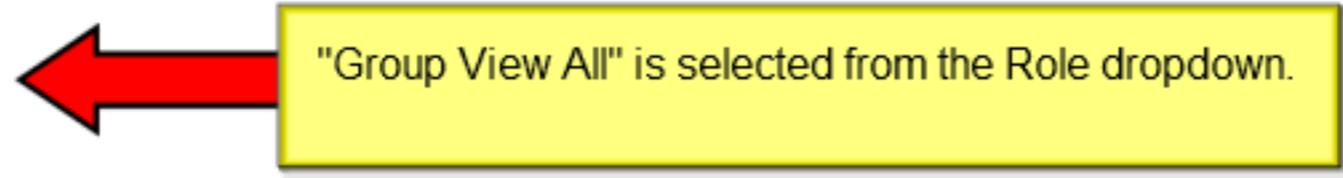
WAWF Administrative User Roles * [\(Add\)](#)

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

- Auditor
- DLA Energy Table Administrator
- Functional Auditor
- Group Administrator
- Group View All**
- Help Administrator
- System Administrator
- WAWF PMO



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

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

Group View All ▼

Group Name *

The user is able to type the exact name of the group and then click the "Save" button.

Group Search:

equal to ▼

Group Lookup

- By Group Name
 By Location Code

Search

Group Name Selection:

Save

Cancel

Help

Registration - Add Administrative Role

Role *

Group View All ▼

Group Name *

Group Search:

starts with ▼ HQ A

Group Lookup

By Group Name

By Location Code

Search

Group Name Selection:

- TOPIOSD\ARCHIVE DODAAC\HQ A 1 13 INF 1ST BCT W9056G
- TOPIOSD\ARCHIVE DODAAC\HQ A CO 3 BN 34 INF W91UXC
- TOPIOSD\ARCHIVE DODAAC\HQ A LIAISON REAR W91A4G
- TOPIOSD\ARCHIVE DODAAC\HQ A LIAISON REAR W91A4H
- TOPIOSD\AIR FORCE\HQ ACC
- TOPIOSD\ARMY\ARMY MACOM\HQ US ARMY ACCESSIONS COMMAND USA SUPPORT BRIGADE ASB W913HJ
- TOPIOSD\ARMY\ARMY MACOM\HQ TRADOC\HQ ACTIVITIES W26CJU
- TOPIOSD\AIR FORCE\HQ AFMC
- TOPIOSD\AIR FORCE\HQ AFRC
- TOPIOSD\AIR FORCE\HQ AFSPC

If the user does not know the group name, the user is then able to type a partial group name and click the "Search" button to display the "Group Name" search results.

The user can then select the radio button for the desired group to populate the "Group Name" field.

The search results will be limited to groups in the top 3 levels for the "Group View All" role. The search will bring back a maximum of 20 results and it will be a parameter based value that can be changed accordingly.

Save

Cancel

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

Group View All

Group Name *

HURLBURT

Group Search:

FU4417

Group Lookup

- By Group Name
 By Location Code

Search

If the user does not know the group name, they can search by Location Code by selecting the "By Location Code" radio button. The user then enters a Location Code and clicks the "Search" button which will populate the "Group Name" field.

The location code search will be limited to location codes in the top 3 levels for the "Group View All" role.

Save

Cancel

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

ERROR: The Group, NAVAL AIR WARFARE CENTER, does not reside in the top 3 levels.

Role *

Group View All

Group Name *

NAVAL AIR WARFARE CENTER

The "Group View All" role will be added by entering the "Group Name" the user would like to register for. If the "Group Name" does not reside in top level 1, 2 or 3 groups, then an error message is displayed.

Group Search:

equal to NAVAL AIR WARFARE CENTER

Group Lookup

By Group Name

By Location Code

Search

Group Name Selection:

TOPIOSD\NAVY\NAVAIR\NAVAL AIR WARFARE CENTER

Save

Cancel

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

Group Administrator

Group Name *

HQ AFMC

Group Search:

starts with

Group Lookup

By Group Name

By Location Code

Search

Group Name Selection:

The registration for Group Administrator has been updated to have the same search functionality as the "Group View All" role.

The user will be able to search for any group to register for and will not be limited to groups in the top 3 levels.

The user is able to type the exact name of the group and click the "Save" button.

Save

Cancel

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

Group Administrator

Group Name *

Group Search:

starts with HQ A

Group Lookup

By Group Name

By Location Code

Search

Group Name Selection:

- TOPIOSD\ARCHIVE DODAAC\HQ A 1 13 INF 1ST BCT W9056G
- TOPIOSD\ARCHIVE DODAAC\HQ A CO 3 BN 34 INF W91UXC
- TOPIOSD\ARCHIVE DODAAC\HQ A LIAISON REAR W91A4G
- TOPIOSD\ARCHIVE DODAAC\HQ A LIAISON REAR W91A4H
- TOPIOSD\AIR FORCE\HQ ACC
- TOPIOSD\ARMY\ARMY MACOM\HQ US ARMY ACCESSIONS COMMAND USA SUPPORT BRIGADE ASB W913HJ
- TOPIOSD\ARMY\ARMY MACOM\HQ TRADOC\HQ ACTIVITIES W26CJU
- TOPIOSD\AIR FORCE\HQ AFMC

If the user does not know the group name they can type a partial group name and click the "Search" button to display the "Group Name" search results.

The user can then select the radio button for the desired group to populate the "Group Name" field.

The search will bring back a maximum of 20 results and it will be a parameter based value that can be changed accordingly.

Save

Cancel

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

Group Administrator

Group Name *

HURLBURT

Group Search:

FU4417

Group Lookup

- By Group Name
 By Location Code

Search

If the user does not know the group name and wants to search the group by location code, the user can select the "By Location Code" radio button to do a group look up by location code.

The user can type the exact location code and click the "Search" button which will populate the "Group Name" field.

Save

Cancel

Help

Registration

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

* Asterisk indicates required entry.

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

"Group View All" is not an exclusive role and can be registered multiple times for different level 1, 2 or 3 groups.

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

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

Role	Group	Comments	Attachments	Comments/Attachments	Actions
Group View All	NAVAIR	N	N	View / Add	Delete
Group View All	NAVY	N	N	View / Add	Delete

Role Activation - Selection

Roles Found: 10 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	Actions
1	lwang_group_view_all	Linda	Wang	Group View All	OSD						2013/07/25		Y	Y	N	Stored In Another Location	<input type="text"/> Edit Review Forms
2	lwang_group_view_all_1	Linda	Wang	Group View All	OSD						2013/07/25		Y	Y	N	Review Required	<input type="text"/> Edit Review Forms
3	lwang_gva1	Linda	Wang	Group View All									Y	Y	N	Review Required	<input type="text"/> Edit Review Forms
4	lwang_gva2	Linda	Wang	Group View All									Y	Y	N	Review Required	<input type="text"/> Edit Review Forms
5	test_gva	Linda	Wang	Group View All							2013/08/15		N	N	N	Review Required	<input type="text"/> Edit Review Forms
6	lwang_gva3	Linda	Wang	Group View All	ARMY MACOM						2013/08/08		Y	Y	N	Review Required	<input type="text"/> Edit Review Forms
7	lwang_gva3	Linda	Wang	Group View All	DCAA REGION 1						2013/08/08		N	N	N		<input type="text"/> Edit
8	lwang_faudi	Linda	Wang	Functional Auditor	TOP						2013/08/08		N	N	N		<input type="text"/> Manage Edit
9	lwangfauditor1	Linda	Wang	Functional Auditor	TOP						2012/05/03		Y	N	N		<input type="text"/>

Level 1 "Group View All" users must be activated by the PMO.
 Level 2 "Group View All" users may be activated by the PMO or an appropriate (same group) level 2 GAM.
 A level 3 "Group View All" user may be activated by the respective level 2 GAM.

WAWF Role Information

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
Group View All

Email
equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Contract Number

The WAWF HAM/SAM/GAM will be able to search for the "Group View All" role on the Role Information page.

WAWF Role Information

Roles Found: 7 Role Status: CURRENT

Item	UserId	First Name	Last Name▲	Role	Group Name	Location Code	Extension	Contract Number	Delivery Order	Contract Expiration Date	Registered	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Government Employee	Actions
1	lwang_group_view_all	Linda	Wang	Group View All	OSD						2013/07/25	Y	Y	N	Stored In Another Location				View
2	lwang_group_view_all_1	Linda	Wang	Group View All	OSD						2013/07/25	Y	Y	N	Review Required				View
3	lwang_gva1	Linda	Wang	Group View All															View
4	lwang_gva2	Linda	Wang	Group View All	ARMY						2013/08/08	Y	Y	N	Review Required				View
5	test_gva	Linda	Wang	Group View All	HAFRM						2013/08/19	N	N	N	Review Required				View
6	lwang_gva3	Linda	Wang	Group View All	ARMY MACOM						2013/08/08	Y	Y	N	Review Required				View
7	lwang_gva3	Linda	Wang	Group View All	DCAA REGION 1						2013/08/08	N	N	N					View

The WAWF HAM/SAM/GAM will be able to view Attachments and Comments for the "Group View All" role by clicking the "View" link on the Role Information search results page.

10 [Resize](#)

7 items found, displaying 1 - 7.

Click the 'Add' link in the Actions column to add a new role.
 Click the 'View' link in the Actions column to view comments and attachments for the role.
 Click the 'Return' link to return to the previous page.

[Return](#)

Role Maintenance - Add Role

* Asterisk indicates required entry.

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

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

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

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

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

Existing Government role users are able to add the "Group View All" role from their Role Maintenance - Add Role page.

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

Submit

Help

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2013-JUL-25) System: *All* Subject: *Posting Docs Action Required! Critical! Message For: All Users*

[Open folder.](#)

(2013-JUL-24) System: *All* Subject: *Test Action Required! Critical! Message For: All Users*

Testing v5.5.0 System Messages

(2013-JAN-17) System: *All* Subject: *Message For: All Users*

Version:	5.5.0 Test BUILD02_3
Build Date:	08/27/2013
Application Server:	WebSphere 8.5.5.0
HTTP Server:	IBM IHS 8.5.5.0

When the "Group View All" user is logged into WAWF, the Administration Console menu link will be displayed.

Document Administration

- [View DOCUMENTS](#)
- [View Property DOCUMENTS](#)



The "Group View All" role will be able to view documents in the Admin Console using the Document Administration menu.

View DOCUMENTS

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

Search For	Active Documents	
Systems	WAWF	
Contract Number	equal to	<input type="text"/>
Delivery Order	equal to	<input type="text"/>
Reference Procurement Id	equal to	<input type="text"/>
Gaining Contract Number	equal to	<input type="text"/>
Gaining Delivery Order	equal to	<input type="text"/>
Shipment Number	equal to	<input type="text"/>
Invoice Number	equal to	<input type="text"/>
Location Code	<input type="text"/>	Extension <input type="text"/> Type <input type="text"/>
Location Code	<input type="text"/>	Extension <input type="text"/> Type <input type="text"/>
Location Code	<input type="text"/>	Extension <input type="text"/> Type <input type="text"/>
Type Document	<input type="text"/>	
Inspection Point	<input type="text"/>	
Acceptance Point	<input type="text"/>	
Is Part of a COMBO?	<input type="text"/>	

When the user clicks on the View DOCUMENTS link, the View Documents search screen will be displayed where search criteria may be entered.

View WAWF Documents - Selection

Item	System Name	Contract Number ▲	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Invoice Number	COMBO Ind	Inspect Point	Accept Point	Document Type	Status	Actions
1	WAWF	F0300011F1123	D001			SER1220	INV1220				Invoice 2in1	Void	View DOCUMENTS
2	WAWF	F0300011F1124	D001			SER1220	INV1220				Invoice 2in1	Void	View DOCUMENTS
3	WAWF	HQ033708G1411	D001			SHP0319			D	D	Receiving Report	Submitted	View DOCUMENTS
4	WAWF	HQ033709F1221	D001			SHP1502	INV002				Invoice	Processed	View DOCUMENTS
5	WAWF	HQ033709F1233	D001			SHP1505	INV005				Invoice	Processed	View DOCUMENTS
6	WAWF	HQ033908F0925	D001			SHP3045			S	S	Receiving Report	Submitted	View DOCUMENTS
7	WAWF	HQ033908F0925	D001			SHP3045	SHP3045				Invoice	Processed	View DOCUMENTS
8	WAWF	HQ034808F8622	D001			SER1235	INV0411				Invoice 2in1	Submitted	View DOCUMENTS
9	WAWF	HQ034808F8622	D001			SER1234	INV0400				Invoice 2in1	Submitted	View DOCUMENTS
10	WAWF	HQ034808Z0529	D001			SHP0400	INV0400				Invoice 2in1	Submitted	View DOCUMENTS

10 [Resize](#)

39 items found, displaying 1 - 10.

[First](#) [Prev](#) [01](#) [02](#) [03](#) [04](#) [Next](#) [Last](#)

[Return](#)

The View Document search results page will be displayed with search results. It will have the business-related documents associated with all activities at and below the level of the registered group for the "Group View All" role.

View WAWF Documents - Selection

Item	System Name	Contract Number ▲	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Invoice Number	COMBO Ind	Inspect Point	Accept Point	Document Type	Status	Actions
1	WAWF	F0300011F1123	D001			SER1220	INV1220				Invoice 2in1	Void	View DOCUMENTS
2	WAWF	F0300011F1124	D001			SER1220	INV1220				Invoice 2in1	Void	View DOCUMENTS
3	WAWF	HQ033708G1411	D001			SHP0319			D	D	Receiving Report	Submitted	View DOCUMENTS
4	WAWF	HQ033709F1221	D001			SHP1502	INV002				Invoice	Processed	View DOCUMENTS
5	WAWF	HQ033709F1233	D001			SHP1505	INV005				Invoice	Processed	View DOCUMENTS
6	WAWF	HQ033908F0925	D001			SHP3045			S	S	Receiving Report	Submitted	View DOCUMENTS
7	WAWF	HQ033908F0925	D001			SHP3045	SHP3045				Invoice	Processed	View DOCUMENTS
8	WAWF	HQ034808F8622	D001								Invoice	Submitted	View DOCUMENTS
9	WAWF	HQ034808F8622	D001								Invoice	Submitted	View DOCUMENTS
10	WAWF	HQ034808Z0529	D001								Invoice	Submitted	View DOCUMENTS

The View Document search results page will include a COMBO indicator for documents that were created as part of a COMBO.

The Inspection/Acceptance points will be displayed for receiving report type documents:

Receiving Report, COMBO Receiving Report, Repairables Receiving Report, COMBO Repairables Receiving Report, Energy Receiving Report, COMBO Energy Receiving Report, Purchase Card Receiving Report, Micro Purchase Card Receiving Report and Corrected Receiving Report.

Document Administration

- [View DOCUMENTS](#)
- [View Property DOCUMENTS](#)



The View Property DOCUMENTS link is clicked.

View Property DOCUMENTS

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

Search For

Contract Number

Delivery Order

Reference Procurement Id

Gaining Contract Number

Gaining Delivery Order

Shipment Number

When the user clicks on the View Property DOCUMENTS link, the View Property DOCUMENTS search screen will be displayed where search criteria may be entered. Search results will be displayed on the next screen.

Location Code Extension Type

Location Code Extension Type

Location Code Extension Type

Status

Create Date - thru -

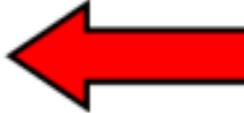
Acceptance Date - thru -

Invoice Received Date - thru -

Estimated Delivery Date - thru -

Table Administration

- [Agency Help Desk](#)
- [Contract Information](#)
- [Contract Number Type](#)
- [Contractor DoDAACs](#)
- [Cost Voucher Default Parameters](#)
- [Currency Codes](#)
- [DCAA Direct Bill Authorization Codes](#)
- [DCMA Direct Bill Authorization Codes](#)
- [DCMA Administration Location Codes](#)
- [DCMA Cost Voucher Processing Location Codes](#)
- [DFAS Pay Codes](#)
- [DoDAAC Prefix Suffix](#)
- [DSS Acceptor](#)
- [EDI Location Codes](#)
- [EDI Extracts](#)
- [Energy Commodities](#)
- [Energy Sub Commodities](#)
- [Energy Tests - Add/Edit/Delete](#)
- [Order Energy Tests](#)
- [Energy Test Categories](#)
- [Group Energy Tests](#)
- [Energy Test Types](#)
- [Energy Issue By DoDAACs](#)
- [Energy Signature NSNs](#)
- [Entitlement Status Update](#)
- [Extract Suppression](#)
- [File Extensions](#)
- [Foreign Military Sales Codes](#)
- [Group Role Id](#)
- [Legacy AAA Codes](#)
- [Matching DUNS/CAGE](#)
- [Misc. Fee Type Codes](#)



A new table link has been added that will allow the PMO to associate a Group to a Role that is not tied to a location code.

Group Role Id

Group ID	Group Name
equal to <input type="text"/>	equal to <input type="text"/>
Role ID	Role Description
equal to <input type="text"/>	equal to <input type="text"/>
User Id	
equal to <input type="text"/>	

Date/Time Stamp

Start **End**

The PMO will click the "Add" link to add a group id to a role.

Please enter search criteria and press filter.

[Filter](#) [Reset](#)

Item	Group ID	Group Name	Role ID	Role Description	User Id	Date/Time Stamp	Actions
10							Add

No items found.

Add Group Role Id (GROUP_ROLE_ID)

Item	Role Description *	Role ID *	Group Name *	Group ID *	Actions
	DLA Energy Table Administ				Add

*Asterisk indicates required field.

Enter new record data then click 'Submit' to add the new record.

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

The list of Roles available for selection will be limited to Roles that have the LEVEL_TWO_GAM_ACTIVATION_IN set to "Y" in the Roles table.

- 0753 GOV LEVEL 2 :: 1000002224
- 493R2 :: 10000002412
- 493R2 :: 10000002416
- 493R2 :: 10000002432
- AFEMS :: 10000002352
- AIMEE1 :: 10000002352
- AIMEE2 :: 10000002352
- AIR FORCE :: 999999999
- ARCHIVE :: 10000002352
- ARCHIVE :: 10000002352
- ARCHIVE DODA :: 10000002352
- ARMY :: 10000002352
- CDC :: 100003222
- DARPA :: 99946
- DCAA :: 999999239
- DCMA :: 9999993
- DECA :: 10000089966
- DFAS :: 999999117
- DHS :: 9991001765
- DISA :: 9999991
- DLA :: 9999998
- DMEA :: 10000030984
- DOD EDUCATION ACTIVITY :: 10000082528
- DOJ :: 10000081170
- DPAP :: 10000124434
- DTRA :: 10000022264
- INTERNAL DODAACS :: 10000002146
- MACASUC :: 10000094664
- MDA :: 99912013

This list of GAMs will be limited to the Level 2 groups. For now, DLA Energy Table Administrator will be the only role with the LEVEL_TWO_GAM_ACTIVATION_IN set to "Y" in the Roles tables. However, this new PMO functionality allows for future roles to be set the same way.

Add Group Role Id (GROUP_ROLE_ID)

Item	Role Description *	Role ID *	Group Name *	Group ID *	Actions
	<input type="text"/>		<input type="text"/>		Add
1	DLA Energy Table Administrator	80	DCAA	999999239	Delete

*Asterisk indicates required field.

Enter new record data then click 'Submit' to add the new data, or 'Return' to cancel and return to the previous screen.

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

The Role Id and Group Id will be automatically populated.



Group Role Id

Group ID	Group Name
equal to <input type="text"/>	equal to <input type="text"/>
Role ID	Role Description
equal to <input type="text"/>	equal to <input type="text"/>
User Id	
equal to <input type="text"/>	

Date/Time Stamp

Start

End

After a record is inserted into the GROUP_ROLE_IDS table, it will be listed in the search results. There is now a Level 2 GAM group id tied to the role. The Group Name and Role Description are not saved in this table but they will be listed to make the associations between ids easier to administer.

Please enter search criteria and press filter.

[Filter](#) [Reset](#)

Item	Group ID	Group Name	Role ID	Role Description	User Id	Date/Time Stamp	Actions
1	999999239	DCAA	80	DLA Energy Table Administrator	carlapmo		Delete

10 [Resize](#)

1 items found, displaying 1 - 1.

WAWF 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

DLA Energy Table Administrator

Email

equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Contract Number

After a user registers for the DLA Energy Table Administrator role, the DLA GAM will be able to search for that user to activate.

The search will return the user for activation by the DLA GAM because an association has been made between the DLA Level 2 GAM group id and the role.

Group Administration

- [Group Information](#)
- [Group Lookup](#)
- [Group Structure Audit](#)
- [Awaiting WAWF Location Codes](#)

A new option called "Awaiting WAWF Location Codes" has been added to the Group Administration menu.

The SAM/HAM will be able to view all of the location codes, by Service/Agency, that are Awaiting WAWF.

The SAM/HAM will have the ability to assign a location code that is Awaiting WAWF to a specific Service/Agency's list of Awaiting WAWF location codes.

The SAM/HAM can move a location code from Awaiting WAWF into a group by clicking the Group Information link and then navigating to the appropriate group and adding the location code.

Awaiting WAWF Location Codes

Awaiting WAWF		
<input type="checkbox"/>	Location Code <input type="text"/>	Service / Agency <input type="text"/>
<input type="checkbox"/>	HC0228	DISA
<input type="checkbox"/>	S0519A	DCMA
<input type="checkbox"/>	S0529A	DCMA
<input type="checkbox"/>	S0547A	DCMA
<input type="checkbox"/>	S0603A	DCMA
<input type="checkbox"/>	S0604A	
<input type="checkbox"/>	S0606A	
<input type="checkbox"/>	S0607A	
<input type="checkbox"/>	S0609A	
<input type="checkbox"/>	S0610A	DCMA

A table will be displayed listing all location codes that are "Awaiting WAWF" as well as the Service/Agency for each Location Code.

If the Location Code has not been assigned to a Service/Agency, it will be marked as "Not Assigned."

(1 of 7161)

[Return](#)

Awaiting WAWF Location Codes

		Awaiting WAWF	
<input type="checkbox"/>	Location Code		Service / Agency
<input type="checkbox"/>	HC0228		DISA
<input type="checkbox"/>	S0519A		DCMA
<input type="checkbox"/>	S0529A		DCMA
<input type="checkbox"/>	S0547A		DCMA
<input type="checkbox"/>	S0603A		DCMA
<input type="checkbox"/>	S0604A		DCMA
<input type="checkbox"/>	S0606A		DCMA
<input type="checkbox"/>	S0607A		DCMA
<input type="checkbox"/>	S0609A		DCMA
<input type="checkbox"/>	S0610A		DCMA

The user may search for a specific location code by typing partial content in the text box.

The user may select a specific Service/Agency to display only the results for that Service/Agency.

Paging functionality is also provided.

10 (1 of 7161)

Assign Service / Agency

Awaiting WAWF Location Codes

Awaiting WAWF		
<input type="checkbox"/>	Location Code	Service / Agency
<input checked="" type="checkbox"/>	HC0228	DISA
<input checked="" type="checkbox"/>	S0519A	DCMA
<input type="checkbox"/>	S0529A	DCMA
<input type="checkbox"/>	S0547A	DCMA
<input type="checkbox"/>	S0603A	DCMA
<input type="checkbox"/>	S0604A	DCMA
<input type="checkbox"/>	S0606A	
<input type="checkbox"/>	S0607A	
<input type="checkbox"/>	S0609A	DCMA
<input type="checkbox"/>	S0610A	DCMA

10 (1 of 7161)

Assign Service / Agency

After selecting one or more location codes, the user may assign a Service/Agency to the code by clicking the "Assign Service/Agency" button.

Awaiting WAWF Location Codes

<input type="checkbox"/>	Location Code
<input checked="" type="checkbox"/>	HC0228
<input type="checkbox"/>	S0607A
<input type="checkbox"/>	S0609A
<input type="checkbox"/>	S0610A

A new window will display with a list of the available Service/Agency options.

The user may search for a specific Service/Agency by typing partial content in the text box.

Paging functionality is also provided.

Service / Agency

Select the Service / Agency to assign the location code(s) to that Service / Agency.

Service/Agency

- AIR FORCE
- ARCHIVE DODAAC
- ARMY
- CDC
- DARPA
- DCAA
- DCMA
- DECA
- DFAS
- DHS

10 (1 of 7)

Save Cancel

Awaiting WAWF Location Codes

	Location Code
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	HC0228
<input checked="" type="checkbox"/>	S0519A
<input type="checkbox"/>	S0529A
<input type="checkbox"/>	S0547A
<input type="checkbox"/>	S0603A
<input type="checkbox"/>	S0604A
<input type="checkbox"/>	S0606A
<input type="checkbox"/>	S0607A
<input type="checkbox"/>	S0609A
<input type="checkbox"/>	S0610A

Service / Agency

Select the Service / Agency to assign the location code(s) to that Service / Agency.

Service/Agency

AIR FORCE

ARCHIVE DODAAC

ARMY

DC

DARPA

DCAA

DCMA

DECA

DFAS

DHS

10 (1 of 7)

After selecting a single Service/Agency, the user should click the Save button.

Awaiting WAWF Location Codes

Awaiting WAWF		
<input type="checkbox"/>	Location Code	Service / Agency
<input type="checkbox"/>	HC0	
<input type="checkbox"/>	TTHC00	DLA
<input type="checkbox"/>	DTHC00	AIR FORCE
<input type="checkbox"/>	HC0228	ARMY
<input type="checkbox"/>	BTHC00	ARMY
<input type="checkbox"/>	BLHC00	ARMY

10 (1 of 1)

Assign Service / Agency

[Return](#)

The location codes will be updated with the selected Service/Agency.

Awaiting WAWF Location Codes

Awaiting WAWF		
<input type="checkbox"/>	Location Code	Service / Agency
<input type="checkbox"/>	S05	
<input type="checkbox"/>	S0547A	DCMA
<input type="checkbox"/>	S0529A	DCMA
<input type="checkbox"/>	S0505A	DCMA
<input type="checkbox"/>	S05251	DLA
<input type="checkbox"/>	W90S05	ARMY
<input type="checkbox"/>	S0519A	ARMY

10 (1 of 1)

Assign Service / Agency

[Return](#)

Group Information

Current Group: TOP

Current Group Path: [TOP](#)

Group Actions: [Current Users](#) | [Archived Users](#)

Item	Subgroups
1	OGDEN VENDORS
2	OSD

There will only be two groups under TOP.
OSD will be the root of the government group structure.
OGDEN VENDORS will be the root of the vendor group structure.
There will not be an option to add additional groups at this level.

Group Information

Current Group: OSD

Current Group Path: [TOP](#) [OSD](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Group](#) | [Rename Group](#)



Item	Subgroups
1	0753 GOV LEVEL 2
2	
3	
4	AIR FORCE
5	ARCHIVE DODAAC
6	ARMY
7	CDC
8	DARPA
9	DCAA
10	DCMA
11	DECA
12	DFAS
13	DHS

The SAM/HAM will have options to add a new subgroup to the OSD group or rename the OSD group.

Group User Role Location

Group Information

Current Group: OSD
Current Group Path: [TOP](#) [OSD](#)
Group Actions: Current Users

Item	
1	0753 GOV LE
2	AIMEE1
3	AIMEE2
4	AIR FORCE
5	ARCHIVE DC
6	ARMY
7	CDC
8	DARPA
9	DCAA
10	DCMA
11	DECA
12	DFAS
13	DHS

Add Service / Agency

Current Group: OSD
New Group:*

	Prefix	Suffix	Description
<input type="checkbox"/>	83		Export Import Bank
<input type="checkbox"/>	84		A
<input type="checkbox"/>	86		D
<input type="checkbox"/>	88		N
<input type="checkbox"/>	89		Department of Energy
<input type="checkbox"/>	90		Selective Service System
<input type="checkbox"/>	91		Department of Education
<input type="checkbox"/>	93		Federal Mediation and Conciliation Service
<input type="checkbox"/>	95		Independent U.S. Government Agencies
<input type="checkbox"/>	96		6 Corps of Engineers, Civil

10 (1 of 6)

Save Cancel

After selecting the "Add Group" action at the OSD level, the SAM/HAM will receive a dialog box.
The SAM/HAM will be required to enter a name for the new group.

Group User Role Location

Add Service / Agency

Portal Exit

Group Information

Current Group: OSD
Current Group Path: [TOP](#) [OSD](#)
Current Users
Group Actions:

Current Group: OSD
New Group:*

<input type="checkbox"/>	Prefix	Suffix	Description
<input type="checkbox"/>	83		Export Import Bank
<input type="checkbox"/>	84		Armed Forces Retirement Home
<input type="checkbox"/>	86		Department of H
<input type="checkbox"/>	88		National Archive
<input type="checkbox"/>	89		Department of E
<input type="checkbox"/>	90		Selective Servic
<input type="checkbox"/>	91		Department of E
<input type="checkbox"/>			Federal Mediat
<input type="checkbox"/>			Independent U.S. Government Agencies
<input type="checkbox"/>			6 Corps of Engineers, Civil

The SAM/HAM will have the option to select the format of the location codes for the new group.
Only formats not previously assigned to a Service/Agency will be displayed.
If selected, the format will be used to assign new location codes as Awaiting WAWF for this Service/Agency.

Once the information is entered, the user clicks the "Save" button to create the new Service/Agency group.

10 (1 of 6)

Save Cancel

Item	
1	0753 GOV LE
2	AIMEE1
3	AIMEE2
4	AIR FORCE
5	ARCHIVE DC
6	
7	
8	
9	DCAA
10	DCMA
11	DECA
12	DFAS
13	DHS

Group Information

Current Group: DCAA

Current Group Path: [TOP](#) [OSD](#) [DCAA](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

When a new Level 2 group is created, an Archive group will automatically be created under the Level 2 group. Initially, the archive group will not have any location codes.

To archive a location code, the user should navigate to the Archive group and use the "Add Location" function to add the location code.

20 (1 of 1)

[Return](#)

Group Information

Current Group: DCAA

Current Group Path: [TOP](#) [OSD](#) [DCAA](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

20 (1 of 1)

When the SAM/HAM has navigated to a Service/Agency Level (Level 2), there will be an option to edit the Location Code Format. This format is used by WAWF to assign new location codes as Awaiting WAWF for the Service/Agency.

[Return](#)

Group User Role Location

Group Information

Current Group: DCAA
Current Group Path: [TOP](#) [OSD](#)
Group Actions: Current Users

Item	
1	DCAA ARCHIVED
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUR

[Return](#)

Service / Agency Location Code Format

Current Location Code Format

<input checked="" type="checkbox"/>	Prefix	Suffix	Description
<input checked="" type="checkbox"/>	HAA		DCAA

Location Code Format

<input type="checkbox"/>	Prefix	Suffix	Description
<input type="checkbox"/>	83		Export Import Bank
<input type="checkbox"/>	84		Armed Forces Retirement Home
<input type="checkbox"/>	86		Department of Housing and Urban Development
<input type="checkbox"/>	88		National Archives and Records Administration
<input type="checkbox"/>	89		Department of Energy
<input type="checkbox"/>	90		Selective Service System
<input type="checkbox"/>	91		Department of Education
<input type="checkbox"/>	93		Federal Mediation and Conciliation Service
<input type="checkbox"/>	95		Independent U.S. Government Agencies
<input type="checkbox"/>	96		6 Corps of Engineers, Civil

The HAM/SAM will receive a dialog box after selecting the "Location Code Format" link.

The current Location Code format(s) will be displayed and initially checked.

Only formats currently assigned to this Service/Agency and formats not previously assigned to a Service/Agency will be displayed.

The SAM/HAM may remove the current formats by unchecking them and select one or more new formats by checking them.

Once the appropriate selections have been made, the "Save" button is clicked.

Group Information

Current Group: DCAA

Current Group Path: [TOP](#) | [OSD](#) | [DCAA](#)

Group Actions:

[Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

The SAM/HAM will receive a dialog box after selecting the "Add Group" link.

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

20 | << | < | (1 of 1) | > | >>

[Return](#)

Group User Role

Group Information

Current Group:

Current Group Path:

Group Actions:

Item
1
2
3
4
5
6
7
8

[Return](#)

Current Group: DCAA

New Group:*

Select from Awaiting WAWF | Manually Enter Location Codes

	Location Code	Service / Agency
No records found.		

10 | < << (1 of 1) >> >

Save Cancel

The SAM/HAM should enter the group name.

On the "Select from Awaiting WAWF" tab, the SAM/HAM will be able to select from all Awaiting WAWF location codes, regardless of the Service/Agency.

Once the appropriate location code(s) have been selected, the user should click the "Save" button to add the group.

Group User Role

Group Information

Current Group:

Current Group Path:

Group Actions:

Item
1
2
3
4
5
6
7
8

[Return](#)

Current Group: DCAA

New Group:*

Select from Awaiting WAWF

Manually Enter Location Codes

Location Codes

DoDAAC / MAPAC *

Reset

Add

DoDAAC / MAPAC	Message	Verify	Operation
No records found.			

Save

Cancel

On the "Manually Enter Location Codes" tab, the SAM/HAM will be able to enter one or more location codes.

Once the appropriate location code(s) have been added, the user should click the "Save" button to add the group.

Group Information

Current Group: DCAA
Current Group Path: [TOP](#) | [OSD](#) | [DCAA](#)

The SAM/HAM will receive a dialog box after selecting the "Add Location" link.

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

20 | < << (1 of 1) >> >

[Return](#)

Group User Role

Add Location Code

xit

Group Information

Current Group:

Current Group Path:

Group Actions:

Item
1
2
3
4
5
6
7
8

Select from Awaiting WAWF

Manually Enter Location Codes

	Location Code	Service / Agency
No records found.		
	10	(1 of 1)

Save Cancel

On the "Select from Awaiting WAWF" tab, the SAM/HAM will be able to select from all Awaiting WAWF location codes, regardless of the Service/Agency.

Once the appropriate location code(s) have been selected, the user should click the "Save" button to add the location codes to the group.

[Return](#)

Group Information

Current Group:

Current Group Path:

Group Actions:

Item
1
2
3
4
5
6
7
8

Select from Awaiting WAWF

Manually Enter Location Codes

Location Codes

DoDAAC / MAPAC *

Reset

Add

DoDAAC / MAPAC

Message

Verify

Operation

No records found.

Save

Cancel

On the "Manually Enter Location Codes" tab, the SAM/HAM will be able to enter one or more location codes.

Once the appropriate location code(s) have been added, the user should click the "Save" button to add the group.

Group Information

Current Group: DCAA
Current Group Path: [TOP](#) [OSD](#) [DCAA](#)

The SAM/HAM will receive a dialog box after selecting the "Rename Group" link.

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

20 (1 of 1)

[Return](#)

Group Information

Current Group: DCAA

Current Group Path: [TOP](#) [OSD](#) [DCAA](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Rename Group

Current Group Name: DCAA

New Group Name:*

A new group name is entered in the "New Group Name" field and the "Save" button is clicked.

5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

20 (1 of 1)

[Return](#)

Group Information

Current Group: DCAA REGION 4

Current Group Path: [TOP](#) [OSD](#) [DCAA](#) [DCAA REGION 4](#)

Group Actions:

[Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#)

[Move Group](#)

The SAM/HAM will receive a dialog box after selecting the "Move Group" link.

Item	Subgroups
1	REGION 4 FIELD AUDIT OFFICES

20 (1 of 1)

[Return](#)

Group Information

Current Group: DCAA REGION 4

A new group destination is entered in the "Group Destination" field for the location codes and the "Save" button is clicked to relocate the group. Any subgroups will be moved with the parent.

Move Group

Group Name: DCAA REGION 4
Group Path: TOPI\OSD\DCAA\DCAA REGION 4

Group Destination: *

Select the correct Group Destination.

Group Path	Message
No records found.	
10 (1 of 1)	

Cancel

Group Information

Current Group: REGION 4 FIELD AUDIT OFFICES

Current Group Path: [TOP](#) [OSD](#) [DCAA](#) [DCAA REGION 4](#) [REGION 4 FIELD AUDIT OFFICES](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Move Group](#)

[Delete Group](#)

The SAM/HAM will receive a dialog box after selecting the "Delete Group" link.

Item	Subgroups
No records found.	
20 ◻ ◀ << (1 of 1) >> ▶	

[Return](#)

Group Information

Current Group: REGION 4 FIELD AUDIT OFFICES

A new group destination is entered in the "Group Destination" field for the location codes and the "Save" button is clicked to delete the group.

Delete Group

Group Name: REGION 4 FIELD AUDIT OFFICES
Group Path: TOPI\OSD\DCAA\DCAA REGION 4\REGION 4 FIELD AUDIT OFFICES

Group Destination: *

Select the correct Group Destination for the Location Codes.

Group Path	Message
No records found.	
10 (1 of 1)	

Cancel

Group Information

Group Root:

Current Group: DCAA

Current Group Path: [▶ TOP](#) [▶ OSD](#) [▶ DCAA](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

10 (1 of 1)

The Service/Agency (Level 2) GAM will have options to Add a New Subgroup, Rename a Level 2 Group and Add Location Codes to a Level 2 group (although location codes are not required at this level).

The Service/Agency GAM will be able to navigate the entire group structure under the Service/Agency.

Group Information

Group Root:

Current Group: DCAA REGION 1

Current Group Path: [TOP](#) [OSD](#) [DCAA](#) [DCAA REGION 1](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Move Group](#)

Item	Subgroups
1	REGION 1 FIELD AUDIT OFFICES

10 (1 of 1)

Return

For Levels 3-6, the Service/Agency (Level 2) GAM will have options to Add Location Codes, Add Groups, Rename Groups and Move Groups.

If a group does not have any subgroups, the Service/Agency GAM will have the option to delete the group.

For Level 7, the Service/Agency GAM will have options to Add Location Codes, Rename Groups, Move Groups and Delete Groups.

Group Information

Group Root:

Current Group: DCAA

Current Group Path: [TOP](#) > [OSD](#) > [DCAA](#)

The Service/Agency (Level 2) GAM will receive a dialog box after selecting the "Add Group" action.

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)

Item	Subgroups
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

10 (1 of 1)

[Return](#)

Group Information

Group Root: TOPIOSD

Current Group: DCAA

Current Group Path: > TOP >

Group Actions: Current U

Item	
1	DCAA ARC
2	DCAA REG
3	DCAA REG
4	DCAA REG
5	DCAA REG
6	DCAA REG
7	DCAA REG
8	HQTRS PR

Add Group

Current Group: DCAA

New Group:*

Select from Awaiting WAWF

Manually Enter Location Codes

<input type="checkbox"/>	Location Code	Service / Agency
No records found.		
10 (1 of 1)		

Save

Cancel

The Service/Agency GAM should enter the Group Name.

On the "Select from Awaiting WAWF" tab, the GAM will be able to select from the Awaiting WAWF location codes for the Service/Agency.

Once the appropriate location code(s) have been selected, the user should click the "Save" button to add the group.

Group Information

Group Root:

Current Group: DCAA

Current Group Path:

Group Actions: Current U

Item	
1	DCAA ARC
2	DCAA REG
3	DCAA REG
4	DCAA REG
5	DCAA REG
6	DCAA REG
7	DCAA REG
8	HQTRS PR

[Return](#)

Add Group

Current Group: DCAA

New Group:*

Select from Awaiting WAWF

Manually Enter Location Codes

Location Codes

DoDAAC / MAPAC *

DoDAAC / MAPAC

Message

Verify

Operation

No records found.

On the "Manually Enter Location Codes" tab, the Service/Agency (Level 2) GAM will be able to enter one or more location codes.

A location code that is not already in the group structure for the Service/Agency or that is not an awaiting WAWF location code for the Service/Agency may not be added to a group.

This may only be done by the SAM/HAM.

Once the appropriate location code(s) have been selected, the user should click the "Save" button to add the group.

Group Information

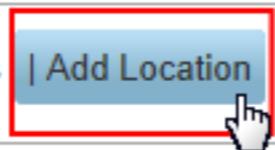
Group Root:

Current Group: DCAA

Current Group Path: [TOP](#) | [OSD](#) | [DCAA](#)

The Service/Agency (Level 2) GAM will receive a dialog box after selecting the "Add Location" action.

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Location Code Format](#) | [Rename Group](#)



Subgroups

Item	
1	DCAA ARCHIVED DODAACS
2	DCAA REGION 1
3	DCAA REGION 2
4	DCAA REGION 3
5	DCAA REGION 4
6	DCAA REGION 6
7	DCAA REGION 9
8	HQTRS PROCUREMENT ACTIVITY

Group Information

Group Root: TOPI\OSD\DCAA

Current Group: DCAA

Current Group Path: > TOP >

Group Actions: Current U

Item	
1	DCAA ARC
2	DCAA REG
3	DCAA REG
4	DCAA REG
5	DCAA REG
6	DCAA REG
7	DCAA REG
8	HQTRS PR

[Return](#)

Add Location Code

Select from Awaiting WAWF

Manually Enter Location Codes

<input type="checkbox"/>	Location Code	Service / Agency
No records found.		
10 (1 of 1)		

Save

Cancel

On the "Select from Awaiting WAWF" tab, the GAM will be able to select from the Awaiting WAWF location codes for the Service/Agency.

Once the appropriate location code(s) have been selected, the user should click the "Save" button to add the group.

Group Information

Group Root:

Current Group: DCAA

Current Group Path: > TOP >

Group Actions: Current U

Item	
1	DCAA ARC
2	DCAA REG
3	DCAA REG
4	DCAA REG
5	DCAA REG
6	DCAA REG
7	DCAA REG
8	HQTRS PR

[Return](#)

Add Location Code

Select from Awaiting WAWF

Manually Enter Location Codes

Location Codes

DoDAAC / MAPAC *

Reset

Add

DoDAAC / MAPAC

Message

Verify

Operation

No records found.

Save

Cancel

On the "Manually Enter Location Codes" tab, the Service/Agency (Level 2) GAM will be able to enter one or more location codes.

A location code that is not already in the group structure for the Service/Agency or that is not an awaiting WAWF location code for the Service/Agency may not be added to a group.

This may only be done by the SAM/HAM.

Once the appropriate location code(s) have been selected, the user should click the "Save" button to add the group.

Group Information

Group Root: ▼

Current Group: GOODFELLOW

Current Group Path: [▶ TOP](#) [▶ OSD](#) [▶ DECA](#) [▶ GOODFELLOW](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#)

GAMs at Levels 3-7 will have the ability to navigate the entire structure under their group. These GAMs will not be able to add new groups, delete groups or add/move location codes.

Item	Subgroups
No records found.	
10 ▼ ◀ ◁ (1 of 1) ▷ ▶	

[Return](#)

Group Information

Current Group: OGDEN VENDORS
Current Group Path: [TOP](#) [OGDEN VENDORS](#)

The SAM/HAM will have options to add a new subgroup to the OGDEN VENDORS group or rename the OGDEN VENDORS group.

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Group](#) | [Rename Group](#)

Item	Subgroups
1	1UGX4
2	1VM69
3	3NVC9
4	5P3L6
5	60447
6	00014
7	0001U
8	00048
9	00060
10	00062

10 (1 of 14022)

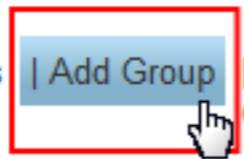
Group Information

Current Group: OGDEN VENDORS

Current Group Path: [TOP](#) [OGDEN VENDORS](#)

The SAM/HAM will receive a dialog box after selecting the "Add Group" link.

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Group](#) | [Rename Group](#)



Item	Subgroups
1	1UGX4
2	1VM69
3	3NVC9
4	5P3L6
5	60447
6	00014
7	0001U
8	00048
9	00060
10	00062

10 (1 of 14022)

Group User Role

Group Information

Current Group:

Current Group Path:

Group Actions:

Item
1
2
3
4
5
6
7
8
9
10

Current Group: OGDEN VENDORS

New Group:*

Manually Enter Location Codes

Location Codes

CAGE Code / Contractor DoDAAC: *

CAGE Code / Contractor DoDAAC:	Message	Verify	Operation
No records found.			

The SAM/HAM should enter the "Group Name" and one or more Location Codes.

Once the appropriate location code(s) have been added, the user should click the "Save" button to add the group.

Group Information

The SAM/HAM will receive a dialog box after selecting the "Add Location" link.

Current Group: 1VM69

Current Group Path: [TOP](#) [OGDEN VENDORS](#) [1VM69](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Delete Group](#)

Item	Subgroups
No records found.	
<p>10 ▼ ◀ ◀◀ (1 of 1) ▶▶ ▶</p>	

[Return](#)

Group Information

Current Group:

Current Group Path:

Group Actions:

Item

No records found.

[Return](#)

Add Location Code

Manually Enter Location Codes

Location Codes			
CAGE Code / Contractor DoDAAC: *	<input type="text"/>	<input type="button" value="Reset"/>	<input type="button" value="Add"/>
CAGE Code / Contractor DoDAAC:	Message	Verify	Operation
No records found.			

The SAM/HAM will be required to enter one or more Location Codes.

Once the appropriate location code(s) have been added, the user should click the "Save" button to add the location codes to the group.

Group Information

Current Group: ARCHIVE

Current Group Path: [TOP](#) [TEST1](#) [TEST3](#) [ARCHIVE](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Move Group](#) | [Delete Group](#)

The SAM/HAM will receive a dialog box after selecting the "Move Group" link.

Item	Subgroups
No records found.	
100 < << (1 of 1) >> > 	

[Return](#)

Group Information

Current Group: ARCHIVE

Move Group

Group Name: ARCHIVE
Group Path: TOP\TEST1\TEST3\ARCHIVE

Group Destination: * Select One Search

Select the correct Group Destination.

Group Path	Message
No records found.	

10

(1 of 1)

Cancel

The SAM/HAM should enter a new destination for the Location Codes and click the "Save" button to relocate the group.

Any subgroups will be moved with the parent.

Group Information

Current Group: 1QJ31

Current Group Path: [TOP](#) [OGDEN VENDORS](#) [1QJ31](#)

Group Actions:

[Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Delete Group](#)

The SAM/HAM will receive a dialog box after selecting the "Rename Group" link.

Item	Subgroups
No records found.	
<p>20 ◻ ◀ ◀◀ (1 of 1) ▶▶ ▶</p>	

[Return](#)

Group Information

Current Group: 1QJ31

Current Group Path: [TOP](#) [OGDEN VENDORS](#) [1QJ31](#)

Group Actions: [Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Delete Group](#)

Rename Group

Current Group Name: 1QJ31

New Group Name:*

Save

Cancel

The SAM/HAM should enter a new group name in the "New Group Name" field and click the "Save" button to update the name.

Group Information

Current Group: 1QJ31

Current Group Path: [TOP](#) [OGDEN VENDORS](#) [1QJ31](#)

Group Actions:

[Current Users](#) | [Archived Users](#) | [Location Codes](#) | [Add Location](#) | [Add Group](#) | [Rename Group](#) | [Delete Group](#)

[Delete Group](#)

The SAM/HAM will receive a dialog box after selecting the "Delete Group" link.

Item	Subgroups
No records found.	
20 ◻ ◀ ◀◀ (1 of 1) ▶▶ ▶	

[Return](#)

Group Information

Current Group: 1QJ31

Delete Group

Group Name: 1QJ31
Group Path: TOPI\OGDEN VENDORS\1QJ31

The SAM/HAM should enter a new destination for the Location Codes and click the "Save" button to delete the group.

Group Destination: *

Select the correct Group Destination for the Location Codes.

Group Path	Message
No records found.	

10 (1 of 1)

Cancel

New WAWF / EDA / CORT Tool / BI Users

[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 ECP0753, Group Structure Re-Design.

WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

[Help](#)