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

Step 1

This presentation will demonstrate the functionality of Group Management as PIEE GAM (Government Administrator).
Step 2

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

Step 3

The User / Role Management screen allows searching by user information and/or by roles. The 'Search by User' tab should be used if searching for a specific user(s) using the information like the user's name, ID, or email. The 'Search by Role' tab should be used if searching for a user or set of users with a certain role, contract, and/or status.

NOTE: When searching users as a Government Administrator, only users with roles accessible by the Government Administrator will be shown in the results.
**Step 4**

If ‘Search’ is clicked and no criteria has been entered in, the result screen will show all users.

![Image of administrative console with search results]

**Step 5**

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

![Image of administrative console with search results]

Built with Tanida Demo Builder
www.demo-builder.com
Step 6

Click on the user’s User Id.

Step 7

The Overview page shows a summary of the user’s roles. The roles requiring activation and approval are shown, as well as roles that are currently active for the user.
Step 8

The Profile page shows the user’s information. If the user’s information is changed, the user’s Supervisor will need to approve the change before it takes effect.

Step 9

The Supervisor page shows the supervisor’s information. Changing the user’s supervisor information does not require Supervisor approval for the change.
Step 10

The Agency page displays the user’s Agency Information.

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Step 11

The Justification/Attachments page shows past justifications for the user and the user’s attachments. To add a justification, type into the Justification box and then click ‘Save Justification’. To add an attachment to the user’s profile, click ‘Browse’ to select a file and then ‘Upload’ to upload the selected attachment.
Step 12

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

Step 13

To reset the user’s password, at the bottom of the page enter in the justification for resetting the password and then click on ‘Submit’.
Step 14

After clicking 'Submit', the top of the page will display the user’s temporary password. When the user logs in with the given password, they will be prompted to enter a new password for their account.

Step 15

The User Roles page allows the user’s roles to be Activated, Deactivated, Archive, Rejected, or Blocked. Only the roles that a Government Administrator has access to are displayed on this page.
### Step 16

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

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Application</th>
<th>Role</th>
<th>Group Name</th>
<th>Login Code</th>
<th>Status</th>
<th>Role Id</th>
<th>Action</th>
<th>Author</th>
<th>Role Date</th>
<th>Time</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>LATIN</td>
<td>SAW</td>
<td>ADMINISTRATOR</td>
<td>SAW-ADMS</td>
<td>active</td>
<td>SAW-ADMS</td>
<td>update</td>
<td>user</td>
<td>2018-01-28</td>
<td>14:28</td>
<td>yes</td>
</tr>
<tr>
<td>Admin</td>
<td>LATIN</td>
<td>SAW</td>
<td>ADMINISTRATOR</td>
<td>SAW-ADMS</td>
<td>active</td>
<td>SAW-ADMS</td>
<td>update</td>
<td>user</td>
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<td>active</td>
<td>SAW-ADMS</td>
<td>update</td>
<td>user</td>
<td>2018-01-28</td>
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<td>Admin</td>
<td>LATIN</td>
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<td>active</td>
<td>SAW-ADMS</td>
<td>update</td>
<td>user</td>
<td>2018-01-28</td>
<td>14:28</td>
<td>yes</td>
</tr>
</tbody>
</table>

### Step 17

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

<table>
<thead>
<tr>
<th>Profile History</th>
<th>Action</th>
<th>Author</th>
<th>Role</th>
<th>Role Date</th>
<th>Time</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Information</td>
<td>update</td>
<td>user</td>
<td>SAW</td>
<td>2018-01-28</td>
<td>14:28</td>
<td>yes</td>
</tr>
<tr>
<td>User Details</td>
<td>update</td>
<td>user</td>
<td>SAW</td>
<td>2018-01-28</td>
<td>14:28</td>
<td>yes</td>
</tr>
<tr>
<td>User Information</td>
<td>update</td>
<td>user</td>
<td>SAW</td>
<td>2018-01-28</td>
<td>14:28</td>
<td>yes</td>
</tr>
<tr>
<td>User Details</td>
<td>update</td>
<td>user</td>
<td>SAW</td>
<td>2018-01-28</td>
<td>14:28</td>
<td>yes</td>
</tr>
</tbody>
</table>

* Indicates actions required. *
Step 18

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

Step 19

The Search by Role functionality will allow an administrator to take non-user specific actions against roles. This option allows the administrator to search for a user based on User ID, First Name, Last Name, E-mail, DoD ID, Job Series, Location Code, Role, Group Name, Application, Contract Expiration Date, Status, Access Approval Status, and DD577 Status. Partial searches are permitted.

Note: For Government Administrators, only users in the Government Administrators span of control will be returned.
Step 20

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

Step 21

A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.
Step 22

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

Step 23

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

This concludes our demonstration.