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

**Step 1**

This presentation provides an overview of the NCCS Group Administrator Role (GAM) for the User Management menu.
Step 2

After logging into the WAWF e-Business Suite, the NCCS GAM clicks the Administration dropdown and then selects the WAWF e-Business Administration link.

Step 3

The Administration Console for Group Administrators will display. Click on the links to Administer to the Groups, Locations, Roles and Users.
Step 4

Select User /Role Management.

Step 5

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.
Step 6

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

Step 7

To narrow the search results, enter in criteria to help find the user(s) wanted. Click ‘Search’.
Step 8

Search Results page is displayed.

Step 9

All User ID’s will display as links. In order to manage a particular user, click the User ID.
Step 10

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

Step 11

The Profile page shows the user’s information and allows for modifications.
Step 12

The Supervisor page shows the supervisor’s information.

Step 13

User’s Agency or Company information will also be available to view, by clicking the Agency link.
Step 14

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 15

The Reset Password page is used to reset the user's password.
Step 16

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 17

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 18

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

Step 19

The Role History page displays the changes made on all of the user's roles.
Step 20

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

Step 21

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 Contractor Administrators, only users in the Contractor Administrators span of control will be returned.
Step 22

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

Step 23

A “Change All” dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.
Step 24

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 25

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.
Step 26

Enter new contract expiration date and click the Save button.

End

This concludes our demonstration.