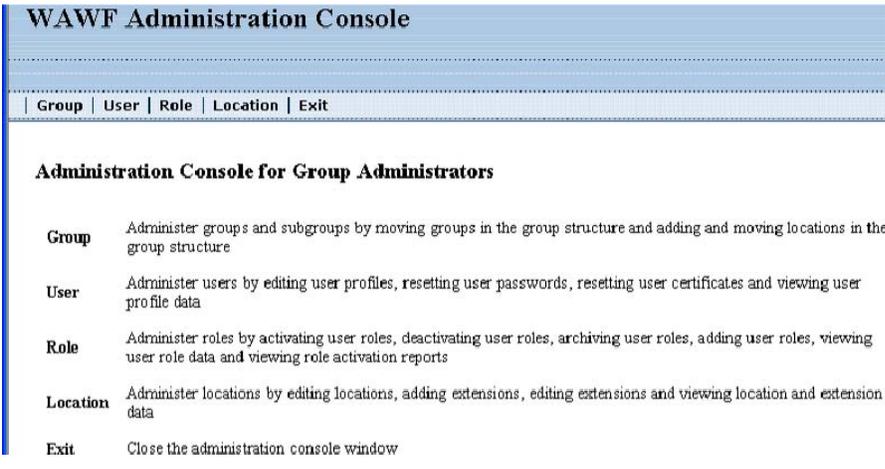
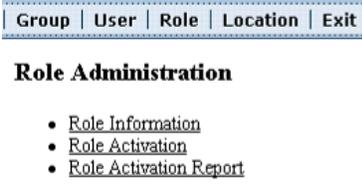


Role Information

Overview While individual users have the option of requesting additional roles for their User ID, the Group Administrator must take the final action by granting them access to each of the additional roles. This also places the responsibility on the GAM to verify that each user has a need to access the requested locations.

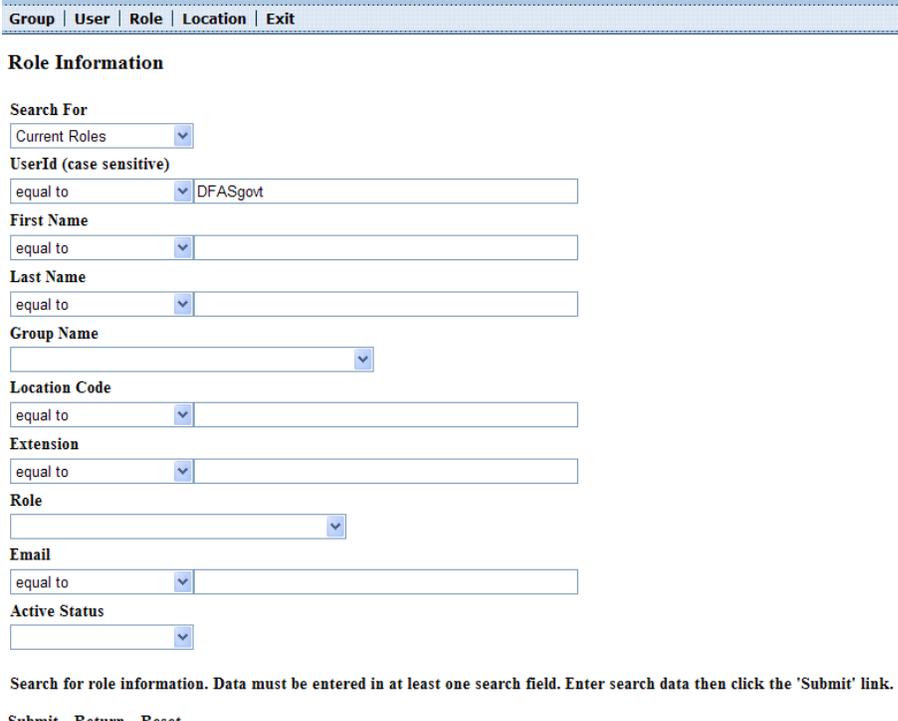
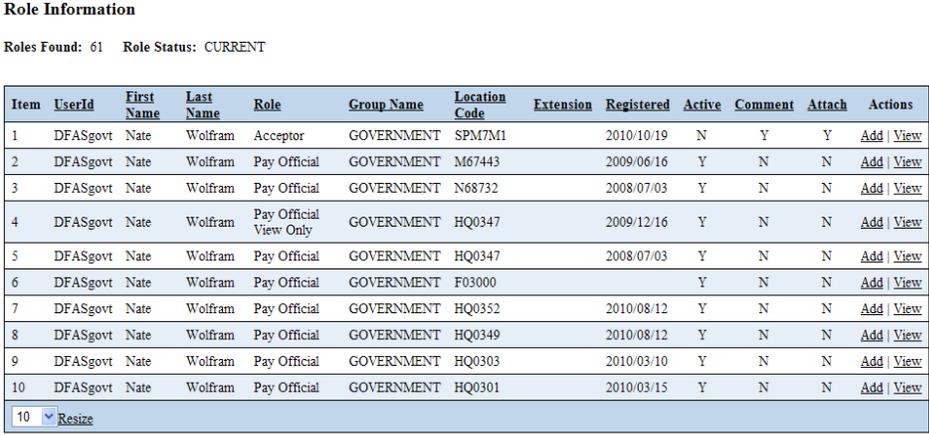
Procedure Follow the steps below to activate a User in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>The screenshot shows a blue navigation bar with the text 'Wide Area Workflow 5.0.0' on the left and a series of links: 'User', 'Administration Console', 'Government', 'Property Transfer', 'Documentation', 'Lookup', and 'Logout'.</p>
2	<p>Select the Role link at the top of the screen.</p>  <p>The screenshot shows the 'WAWF Administration Console' interface. At the top, there is a navigation bar with links: 'Group', 'User', 'Role', 'Location', and 'Exit'. Below this is a section titled 'Administration Console for Group Administrators' with a list of options: <ul style="list-style-type: none"> Group: Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure User: Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data Role: Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports Location: Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data Exit: Close the administration console window </p>
3	<p>Select the Role Information link.</p>  <p>The screenshot shows the 'Role Administration' section of the console. It features a navigation bar with links: 'Group', 'User', 'Role', 'Location', and 'Exit'. Below the navigation bar, there is a list of links: <ul style="list-style-type: none"> Role Information Role Activation Role Activation Report </p>

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Role Information

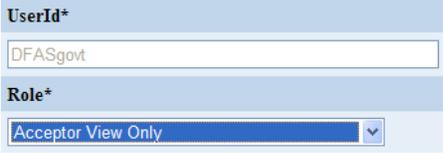
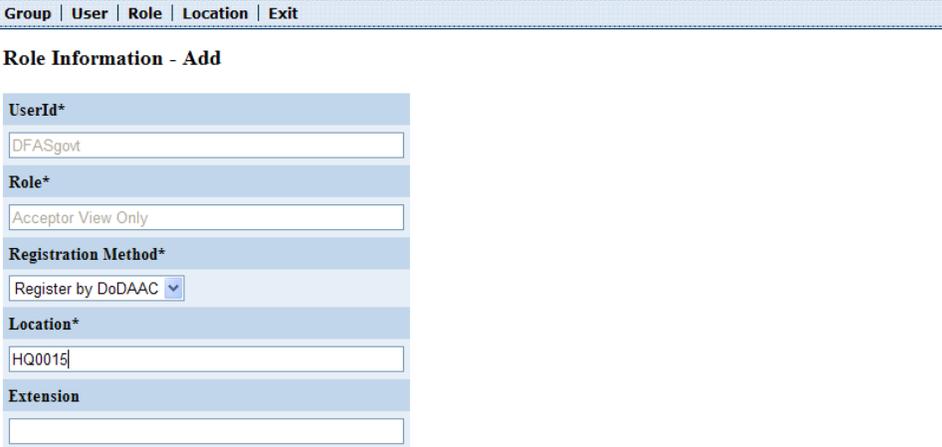
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																																																															
4	<p>Enter at least one field to run the search then click the submit link. Adding multiple fields will limit the results displayed.</p>  <p>Role Information</p> <p>Search For Current Roles</p> <p>UserId (case sensitive) equal to DFASgovt</p> <p>First Name equal to</p> <p>Last Name equal to</p> <p>Group Name</p> <p>Location Code equal to</p> <p>Extension equal to</p> <p>Role</p> <p>Email equal to</p> <p>Active Status</p> <p>Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>																																																																																																																																															
5	<p>On the search results screen, select the Add link.</p>  <p>Role Information</p> <p>Roles Found: 61 Role Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Role</th> <th>Group Name</th> <th>Location Code</th> <th>Extension</th> <th>Registered</th> <th>Active</th> <th>Comment</th> <th>Attach</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>2010/10/19</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Add View</td> </tr> <tr> <td>2</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>M67443</td> <td></td> <td>2009/06/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>3</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>N68732</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>4</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official View Only</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2009/12/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>5</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>6</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>F03000</td> <td></td> <td></td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0352</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>8</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0349</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>9</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0303</td> <td></td> <td>2010/03/10</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>10</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0301</td> <td></td> <td>2010/03/15</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> </tbody> </table> <p>10 Resize</p> <p>61 items found, displaying 1 - 10.</p>	Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions	1	DFASgovt	Nate	Wolfram	Acceptor	GOVERNMENT	SPM7M1		2010/10/19	N	Y	Y	Add View	2	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	M67443		2009/06/16	Y	N	N	Add View	3	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	N68732		2008/07/03	Y	N	N	Add View	4	DFASgovt	Nate	Wolfram	Pay Official View Only	GOVERNMENT	HQ0347		2009/12/16	Y	N	N	Add View	5	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0347		2008/07/03	Y	N	N	Add View	6	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	F03000			Y	N	N	Add View	7	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0352		2010/08/12	Y	N	N	Add View	8	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0349		2010/08/12	Y	N	N	Add View	9	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0303		2010/03/10	Y	N	N	Add View	10	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0301		2010/03/15	Y	N	N	Add View
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Role Information

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
6	<p>Select the Role to be added and click the Next link.</p> <p>Role Information - Add</p>  <p>*Asterisk indicates required field.</p> <p>Select a role and click 'Next' to continue or click 'Return' to cancel and return to the previous page.</p> <p>Next Return</p>
7	<p>Enter the Location Code (and extension if necessary) and click the Next link.</p>  <p>*Asterisk indicates required field.</p> <p>Enter the DoDAAC/MAPAC information then click 'Next' to continue or click 'Return' to cancel and return to the previous page.</p> <p>Next Return</p>

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Role Information

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																																																															
8	<p>Add any comments and attachments, then click the Submit button</p> <p>Role Information - Add</p> <p>UserId* <input type="text" value="DFASgovt"/></p> <p>Role* <input type="text" value="Acceptor View Only"/></p> <p>Registration Method* <input type="text" value="Register By DoDAAC"/></p> <p>Location* <input type="text" value="HQ0015"/></p> <p>Extension <input type="text" value="NA"/></p> <p>Comments <input type="text"/></p> <p>Attachments <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/></p> <p>*Asterisk indicates required field.</p> <p>Enter the comment and attachment information then click 'Submit' to add the role or click 'Return' to cancel and return to the previous page.</p> <p>Submit Return</p>																																																																																																																																															
9	<p>Select the View link to display the comments and attachments that were added to a specific role.</p> <p>Role Information</p> <p>Roles Found: 61 Role Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Role</th> <th>Group Name</th> <th>Location Code</th> <th>Extension</th> <th>Registered</th> <th>Active</th> <th>Comment</th> <th>Attach</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>2010/10/19</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Add View</td> </tr> <tr> <td>2</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>M67443</td> <td></td> <td>2009/06/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>3</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>N68732</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>4</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official View Only</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2009/12/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>5</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>6</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>F03000</td> <td></td> <td></td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0352</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>8</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0349</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>9</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0303</td> <td></td> <td>2010/03/10</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>10</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0301</td> <td></td> <td>2010/03/15</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> </tbody> </table> <p>10 <input type="button" value="Resize"/></p> <p>61 items found, displaying 1 - 10.</p>	Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions	1	DFASgovt	Nate	Wolfram	Acceptor	GOVERNMENT	SPM7M1		2010/10/19	N	Y	Y	Add View	2	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	M67443		2009/06/16	Y	N	N	Add View	3	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	N68732		2008/07/03	Y	N	N	Add View	4	DFASgovt	Nate	Wolfram	Pay Official View Only	GOVERNMENT	HQ0347		2009/12/16	Y	N	N	Add View	5	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0347		2008/07/03	Y	N	N	Add View	6	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	F03000			Y	N	N	Add View	7	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0352		2010/08/12	Y	N	N	Add View	8	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0349		2010/08/12	Y	N	N	Add View	9	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0303		2010/03/10	Y	N	N	Add View	10	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0301		2010/03/15	Y	N	N	Add View
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Role Information

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																																																															
10	<p>Review any comments and attachments that were added to the selected role then click the Return link</p> <p>Role Information - View</p> <p>UserId: DFASvend7 Name: Nathaniel Wolfram Role: Vendor Group: VENDOR</p> <p>Comments:</p> <table border="1" data-bbox="407 516 1320 577"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Comment By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2009/03/31 0912 MST</td> <td>Nathaniel Wolfram</td> <td>Comments.</td> </tr> </tbody> </table> <p>Attachments:</p> <table border="1" data-bbox="407 625 1320 686"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2009/03/31 0913 MST</td> <td>Sample_Attachment.doc</td> <td>View</td> </tr> </tbody> </table> <p>Return</p>	Item	Date	Comment By	Comments	1	2009/03/31 0912 MST	Nathaniel Wolfram	Comments.	Item	Date	Attachments	Actions	1	2009/03/31 0913 MST	Sample_Attachment.doc	View																																																																																																																															
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11	<p>Once all new roles have been added and any necessary research has been completed click the Return button.</p> <p>Role Information</p> <p>Roles Found: 62 Role Status: CURRENT</p> <table border="1" data-bbox="407 919 1336 1262"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Role</th> <th>Group Name</th> <th>Location Code</th> <th>Extension</th> <th>Registered</th> <th>Active</th> <th>Comment</th> <th>Attach</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>2010/10/19</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Add View</td> </tr> <tr> <td>2</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>M67443</td> <td></td> <td>2009/06/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>3</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>N68732</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>4</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official View Only</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2009/12/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>5</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>6</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>F03000</td> <td></td> <td></td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0352</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>8</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0349</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>9</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0303</td> <td></td> <td>2010/03/10</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> <tr> <td>10</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0301</td> <td></td> <td>2010/03/15</td> <td>Y</td> <td>N</td> <td>N</td> <td>Add View</td> </tr> </tbody> </table> <p>10 Resize</p> <p>62 items found, displaying 1 - 10.</p> <p>First Prev 01 02 03 04 05 06 07 Next Last</p> <p>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 'Activation' link to go to the role activation page. Click the 'Return' link to return to the previous page.</p> <p>Activation Return</p> <p>Note: Any newly added roles will need to be activated before they will appear for the User. To perform these activation please see the <i>Role Activation</i> training.</p>	Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions	1	DFASgovt	Nate	Wolfram	Acceptor	GOVERNMENT	SPM7M1		2010/10/19	N	Y	Y	Add View	2	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	M67443		2009/06/16	Y	N	N	Add View	3	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	N68732		2008/07/03	Y	N	N	Add View	4	DFASgovt	Nate	Wolfram	Pay Official View Only	GOVERNMENT	HQ0347		2009/12/16	Y	N	N	Add View	5	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0347		2008/07/03	Y	N	N	Add View	6	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	F03000			Y	N	N	Add View	7	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0352		2010/08/12	Y	N	N	Add View	8	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0349		2010/08/12	Y	N	N	Add View	9	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0303		2010/03/10	Y	N	N	Add View	10	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0301		2010/03/15	Y	N	N	Add View
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Role Information

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
12	<p>Enter New Search Criteria to view another set of results or select the Return link to go back to the main role menu.</p> <p>Role Information</p> <p>Search For <input type="text" value="Current Roles"/></p> <p>UserId (case sensitive) <input type="text" value="equal to"/> <input type="text" value="DFASgovt"/></p> <p>First Name <input type="text" value="equal to"/></p> <p>Last Name <input type="text" value="equal to"/></p> <p>Group Name <input type="text"/></p> <p>Location Code <input type="text" value="equal to"/></p> <p>Extension <input type="text" value="equal to"/></p> <p>Role <input type="text"/></p> <p>Email <input type="text" value="equal to"/></p> <p>Active Status <input type="text"/></p> <p>Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>
13	<p>Select the Exit link on the top menu.</p> <p>WAWF Administration Console</p> <p>Group User Role Location Exit</p> <p>Role Administration</p> <ul style="list-style-type: none"> • Role Information • Role Activation • Role Activation Report <p>Note: The top menu is visible at all times, a user does not need to return to the base menu to exit out of the Administration Console.</p>