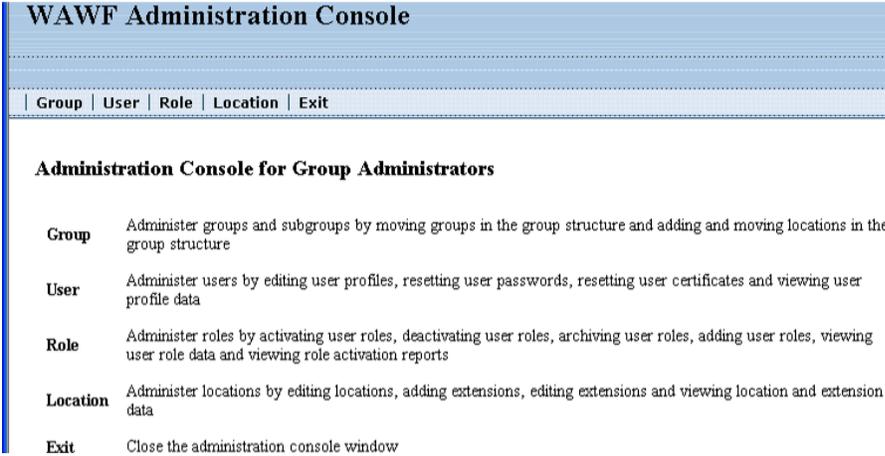


User Information

Overview The Administration Console provides a method for a GAM to make changes to a user's information within WAWF. The GAM can edit the User's name, phone number, email address, and job information, but is not allowed to change the User ID or the Security Question Information.

Procedure Follow the steps below to edit a User's information 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 User 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, the page is titled "Administration Console for Group Administrators". There are four main sections: "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), and "Location" (Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data). There is also an "Exit" link to close the administration console window.</p>
3	<p>Select the User Information link.</p>  <p>The screenshot shows the "User 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: "User Information", "Reset Password", and "Reset Certificate".</p>

Continued on next page

User 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>User Information</p> <p>Search For <input type="text" value="Current Roles"/></p> <p>UserId (case sensitive) equal to <input type="text"/></p> <p>First Name equal to <input type="text"/></p> <p>Last Name equal to <input type="text"/></p> <p>Group Name <input type="text"/></p> <p>Location Code equal to <input type="text"/></p> <p>Extension equal to <input type="text"/></p> <p>Role <input type="text"/></p> <p>Email equal to <input type="text"/></p> <p>Active Status <input type="text"/></p> <p>Search for user 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>Select the View link to see the information provided for the specified user.</p> <p>User Information</p> <p>Users Found: 7 User Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt5</td> <td>Gregory</td> <td>Howell</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>DFASgovt7</td> <td>Tiffany</td> <td>McCoy</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>DFASgovt8</td> <td>Simon</td> <td>Vargas</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Jeremy</td> <td>Worst</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 <input type="text" value=""/> Resize</p>	Item	UserId	First Name	Last Name	Actions	1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles	2	DFASgovt5	Gregory	Howell	View Edit Roles	3	DFASgovt7	Tiffany	McCoy	View Edit Roles	4	DFASgovt6	Jason	Sefcik	View Edit Roles	5	DFASgovt8	Simon	Vargas	View Edit Roles	6	DFASgovt1	Nate	Wolfram	View Edit Roles	7	DFASgovt	Jeremy	Worst	View Edit Roles
Item	UserId	First Name	Last Name	Actions																																					
1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles																																					
2	DFASgovt5	Gregory	Howell	View Edit Roles																																					
3	DFASgovt7	Tiffany	McCoy	View Edit Roles																																					
4	DFASgovt6	Jason	Sefcik	View Edit Roles																																					
5	DFASgovt8	Simon	Vargas	View Edit Roles																																					
6	DFASgovt1	Nate	Wolfram	View Edit Roles																																					
7	DFASgovt	Jeremy	Worst	View Edit Roles																																					

Continued on next page

User Information

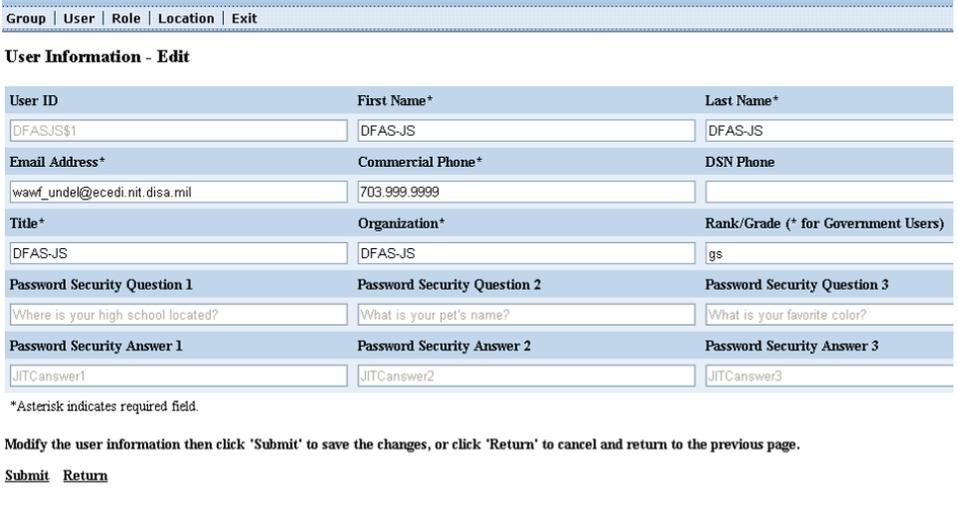
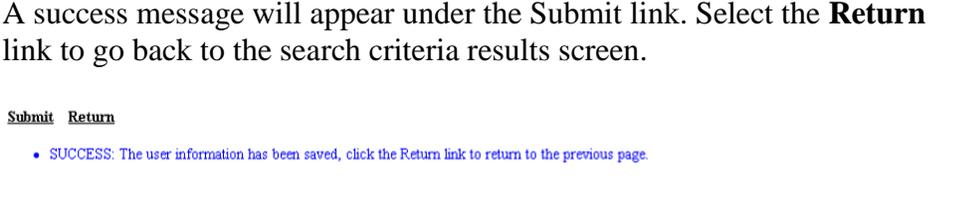
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																
6	<p>Review the user information displayed on the screen. Click the Return button to go back to the search criteria results screen.</p> <p>User Information - View</p> <table border="1" data-bbox="407 415 1349 856"> <thead> <tr> <th>User ID</th> <th>First Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> </tr> <tr> <th>Email Address</th> <th>Commercial Phone</th> <th>DSN Phone</th> </tr> <tr> <td>wawf_undel@ecedi.nit.disa.mil</td> <td>703 999 9999</td> <td></td> </tr> <tr> <th>Title</th> <th>Organization</th> <th>Rank/Grade</th> </tr> <tr> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>JS</td> </tr> <tr> <th>Certificate Issuer</th> <th>Certificate Valid From Date</th> <th>Certificate Valid To Date</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Certificate Subject</th> <th colspan="2">Archived Roles/DoDAACs</th> </tr> <tr> <td></td> <td colspan="2">0</td> </tr> <tr> <th>EDI Attachment location path</th> <th colspan="2">Last Access Date</th> </tr> <tr> <td></td> <td colspan="2">2009-03-31 16:14:36.0</td> </tr> <tr> <th>Password Security Question 1</th> <th>Password Security Question 2</th> <th>Password Security Question 3</th> </tr> <tr> <td>Where is your high school located?</td> <td>What is your pet's name?</td> <td>What is your favorite color?</td> </tr> <tr> <th>Password Security Answer 1</th> <th>Password Security Answer 2</th> <th>Password Security Answer 3</th> </tr> <tr> <td>JITCanswer1</td> <td>JITCanswer2</td> <td>JITCanswer3</td> </tr> </tbody> </table> <p>Click the 'Edit' link to go to the edit page or click the 'Return' link to return to the previous page.</p> <p>Edit Return</p>	User ID	First Name	Last Name	DFASJS\$1	DFAS-JS	DFAS-JS	Email Address	Commercial Phone	DSN Phone	wawf_undel@ecedi.nit.disa.mil	703 999 9999		Title	Organization	Rank/Grade	DFAS-JS	DFAS-JS	JS	Certificate Issuer	Certificate Valid From Date	Certificate Valid To Date				Certificate Subject	Archived Roles/DoDAACs			0		EDI Attachment location path	Last Access Date			2009-03-31 16:14:36.0		Password Security Question 1	Password Security Question 2	Password Security Question 3	Where is your high school located?	What is your pet's name?	What is your favorite color?	Password Security Answer 1	Password Security Answer 2	Password Security Answer 3	JITCanswer1	JITCanswer2	JITCanswer3
User ID	First Name	Last Name																																															
DFASJS\$1	DFAS-JS	DFAS-JS																																															
Email Address	Commercial Phone	DSN Phone																																															
wawf_undel@ecedi.nit.disa.mil	703 999 9999																																																
Title	Organization	Rank/Grade																																															
DFAS-JS	DFAS-JS	JS																																															
Certificate Issuer	Certificate Valid From Date	Certificate Valid To Date																																															
Certificate Subject	Archived Roles/DoDAACs																																																
	0																																																
EDI Attachment location path	Last Access Date																																																
	2009-03-31 16:14:36.0																																																
Password Security Question 1	Password Security Question 2	Password Security Question 3																																															
Where is your high school located?	What is your pet's name?	What is your favorite color?																																															
Password Security Answer 1	Password Security Answer 2	Password Security Answer 3																																															
JITCanswer1	JITCanswer2	JITCanswer3																																															
7	<p>Under the Actions header select the Edit link of the appropriate User.</p> <p>User Information</p> <p>Users Found: 7 User Status: CURRENT</p> <table border="1" data-bbox="407 1119 1216 1503"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt5</td> <td>Gregory</td> <td>Howell</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>DFASgovt7</td> <td>Tiffany</td> <td>McCoy</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>DFASgovt8</td> <td>Simon</td> <td>Vargas</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Jeremy</td> <td>Worst</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 Resize</p>	Item	UserId	First Name	Last Name	Actions	1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles	2	DFASgovt5	Gregory	Howell	View Edit Roles	3	DFASgovt7	Tiffany	McCoy	View Edit Roles	4	DFASgovt6	Jason	Sefcik	View Edit Roles	5	DFASgovt8	Simon	Vargas	View Edit Roles	6	DFASgovt1	Nate	Wolfram	View Edit Roles	7	DFASgovt	Jeremy	Worst	View Edit Roles								
Item	UserId	First Name	Last Name	Actions																																													
1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles																																													
2	DFASgovt5	Gregory	Howell	View Edit Roles																																													
3	DFASgovt7	Tiffany	McCoy	View Edit Roles																																													
4	DFASgovt6	Jason	Sefcik	View Edit Roles																																													
5	DFASgovt8	Simon	Vargas	View Edit Roles																																													
6	DFASgovt1	Nate	Wolfram	View Edit Roles																																													
7	DFASgovt	Jeremy	Worst	View Edit Roles																																													

Continued on next page

User Information

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

Step	Action																																								
8	<p>The information for the User ID appears; make any necessary changes to the User Information. Once finished select the submit link.</p>  <p>User Information - Edit</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>First Name*</th> <th>Last Name*</th> </tr> </thead> <tbody> <tr> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> </tr> <tr> <th>Email Address*</th> <th>Commercial Phone*</th> <th>DSN Phone</th> </tr> <tr> <td>wawf_undel@ecedi.nit disa.mil</td> <td>703.999.9999</td> <td></td> </tr> <tr> <th>Title*</th> <th>Organization*</th> <th>Rank/Grade (* for Government Users)</th> </tr> <tr> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>gs</td> </tr> <tr> <th>Password Security Question 1</th> <th>Password Security Question 2</th> <th>Password Security Question 3</th> </tr> <tr> <td>Where is your high school located?</td> <td>What is your pet's name?</td> <td>What is your favorite color?</td> </tr> <tr> <th>Password Security Answer 1</th> <th>Password Security Answer 2</th> <th>Password Security Answer 3</th> </tr> <tr> <td>JITCanswer1</td> <td>JITCanswer2</td> <td>JITCanswer3</td> </tr> </tbody> </table> <p>*Asterisk indicates required field.</p> <p>Modify the user information then click 'Submit' to save the changes, or click 'Return' to cancel and return to the previous page.</p> <p>Submit Return</p>	User ID	First Name*	Last Name*	DFASJS\$1	DFAS-JS	DFAS-JS	Email Address*	Commercial Phone*	DSN Phone	wawf_undel@ecedi.nit disa.mil	703.999.9999		Title*	Organization*	Rank/Grade (* for Government Users)	DFAS-JS	DFAS-JS	gs	Password Security Question 1	Password Security Question 2	Password Security Question 3	Where is your high school located?	What is your pet's name?	What is your favorite color?	Password Security Answer 1	Password Security Answer 2	Password Security Answer 3	JITCanswer1	JITCanswer2	JITCanswer3										
User ID	First Name*	Last Name*																																							
DFASJS\$1	DFAS-JS	DFAS-JS																																							
Email Address*	Commercial Phone*	DSN Phone																																							
wawf_undel@ecedi.nit disa.mil	703.999.9999																																								
Title*	Organization*	Rank/Grade (* for Government Users)																																							
DFAS-JS	DFAS-JS	gs																																							
Password Security Question 1	Password Security Question 2	Password Security Question 3																																							
Where is your high school located?	What is your pet's name?	What is your favorite color?																																							
Password Security Answer 1	Password Security Answer 2	Password Security Answer 3																																							
JITCanswer1	JITCanswer2	JITCanswer3																																							
9	<p>A success message will appear under the Submit link. Select the Return link to go back to the search criteria results screen.</p>  <p>Submit Return</p> <ul style="list-style-type: none"> • SUCCESS: The user information has been saved, click the Return link to return to the previous page. 																																								
10	<p>Select the Roles link to go to the role information screen (this is identified in the role information guide).</p> <p>User Information</p> <p>Users Found: 7 User Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt5</td> <td>Gregory</td> <td>Howell</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>DFASgovt7</td> <td>Tiffany</td> <td>McCoy</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>DFASgovt8</td> <td>Simon</td> <td>Vargas</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Jeremy</td> <td>Worst</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 Resize</p>	Item	UserId	First Name	Last Name	Actions	1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles	2	DFASgovt5	Gregory	Howell	View Edit Roles	3	DFASgovt7	Tiffany	McCoy	View Edit Roles	4	DFASgovt6	Jason	Sefcik	View Edit Roles	5	DFASgovt8	Simon	Vargas	View Edit Roles	6	DFASgovt1	Nate	Wolfram	View Edit Roles	7	DFASgovt	Jeremy	Worst	View Edit Roles
Item	UserId	First Name	Last Name	Actions																																					
1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles																																					
2	DFASgovt5	Gregory	Howell	View Edit Roles																																					
3	DFASgovt7	Tiffany	McCoy	View Edit Roles																																					
4	DFASgovt6	Jason	Sefcik	View Edit Roles																																					
5	DFASgovt8	Simon	Vargas	View Edit Roles																																					
6	DFASgovt1	Nate	Wolfram	View Edit Roles																																					
7	DFASgovt	Jeremy	Worst	View Edit Roles																																					