UNITED STATES ARMED FORCES FOUNDATION, INC. EMPLOYEE External Web Access Management (EWAM)

User Manual

Version 2.5

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Defense Contract Management Agency





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1 Introduction

The External Web Access Management (EWAM) application defines external user permissions for applications on DCMA's eTool Portal. The current EWAM supports three Organization Types (Contractors, DoD, and Other Governmental agencies). The updates to this tool will further classify a user as a Government employee or Contractor working for the Government, incorporates Self Service and workload management for the approvers, and includes another level of administration to support approval and user management processes.

2 System Access

To access the EWAM application, go to <u>http://www.dcma.mil</u>. On the eTools Customer Home Page (Figure 1), select the EWAM icon. You will be directed to the E-Mail Address Screen (Figure 4).



Figure 1. eTools Customer Home Page

3 Screen Layout

This section covers the overall look and feel of the User Interface for the EWAM application.

3.1 Header

The Header section contains the eTools logo, application Name and Version, Username, Menu bar, Help, Feedback, and Exit links (Figure 2).

ETOOLS	User				*	HELP FEEDBACK	EXIT
Workload Summary Sort through a list of act	tive requests	Content	rch form to fin	d a more specific set.	Menu Bar	Header	
Workload Summary			Show/Hide	Search	inona zai	Show/Hide	
Items Requiring Your Attention eTools Application Requests Business Reporting Area Portal Community Orphaned Requests	Open Requests 0 0 0	Overdue Requests 0 0 0 0 0 0 0	Total Requests 0 0 0	Organization Type Organization Approval Profile Include Overdue Request	C DOD C Other Governi C Commercial	ment V	
Footer				eTools Training	Submit Site Index Links	Privacy POIA Access	sibility
		Best viewed	using Internet Ex	plorer v6.0 at 1024 × 768 resoluti	on.		

Figure 2. Screen Layout

- **Branding** eTools logo and application name with version.
- **Username** Displays the name of the user. Clicking on the user's name shows the user's profile information.
- Help Provides access to the applications online help files.
- **Feedback** Allows user to send feedback to the applications Performance Advocate. Opens up a new message on Microsoft Outlook (or similar email client application).
- **Exit** Logs users out of the application.
- Toolbar– Provides links for easy navigation throughout the application. Depending on your user role some links will not be available. EWAM provides 5 links:
 - **Approver Workload** Displays Requests awaiting action by the approver. Only available for Approvers.
 - **Workload Summary** Lists all active Requests awaiting action by Approvers. Only available for Admin users.
 - User Management Allows users to manage user information. Only available for Admin users.
 - Approval Management Enables users to manage Profiles and Approvers. Only available for Admin users.
 - **Report** Takes users to the Reports List screen for the application. Only available for Approvers and Admin users.

3.2 Content

The Content section contains the title and description of the current page and one or more data tables with information pertaining to the application presented (Figure 2).

3.3 Footer

The Footer section provides links to standard DCMA web sites (Figure 2).

4 Common Elements

Standard icons and indicators are used throughout the application to provide consistent behavior and improve usability.

The following are icons used on EWAM:

lcon	Name	Description
Ż	Edit	Edits the current record.
•	Delete	Deletes a record.
Ð	Add	Adds a new record.
🕻 🌒 1 - 10 of 22 💌 🕨 划	Records Navigation Bar	Navigates to the next or previous records sets using the back and forward arrow keys. Navigates to the first and last record sets using the lined back and forward arrow keys. Navigates to the record sets using the drop down list.

5 User Roles

Three types of users will be able to use this application to create, update, and manage the request and approval system for EWAM.

Roles are defined in the following sections:

5.1 End-User

End-Users will be able to register as a new user, access the self-service central to update user profile, and request additional access.

5.2 Approver

Approvers will have all capabilities of a registered end-user, performs the task of granting user access to one or more assigned eTool applications or Portal areas, and manage user access within his or her routing visibility for the assigned application.

5.3 Administrator

Administrators will have all capabilities of an approver. In addition, Admin users will be able to perform user profile administration by adding, updating, and removing user accounts, manages approvers, access reports, and has work transfer capabilities from one approver to another.

6 User Tasks

This section describes the tasks of the three users (End-User, Approver, and Administrator) and explains how to execute these tasks. Tasks are readily depicted in a Process Flow Diagram (Figure 3) that shows the process of requesting access, approving requests, and management of accounts.

The process begins with the user entering their E-Mail address. The E-Mail address is verified with the database to determine if the user already exists in the system. If an account already exists, the user will be directed to the Pending Approval or Active Account Screens (Figures 5a or 5b). If an account does not exist in the system, new users will need to enter their Profile, Organization, and Application Request information on the Registration Screen (Figure 6)

The Request is submitted to the designated Approvers or Administrators. Approvers and Administrators grant access, modify and grant access, or reject access based on the user profile.

Finally, the Requestor receives a Confirmation or Rejection E-Mail.



Figure 3. Process Flow Diagram

6.1 End-User

6.1.1 How to Register

New users accessing the system will need to enter their E-Mail address on the E-Mail Address screen (Figure 4).

- E-Mail Address Enter a valid E-mail address. This is an alphanumeric field with a maximum length of 80 characters. Special characters are allowed. This field is validated for the correct E-Mail format (ie. Ewam@ewam.mil).
- Confirm E-Mail Enter a valid E-Mail address. Please be sure that the E-Mail address provided in the E-Mail Address field matches the Confirm E-Mail Address field.

eTools	FEEDBACK EXIT External Web Access Management 2.5 🎯
E-Mail Address. Please enter your E-Mail Address.	
E-Mail Address E-Mail Confirm E-Mail	
Subr	nit
	eTools Training Site Index Links Privacy FOIA Accessibility
Best viewed using Internet Explore	r v6.0 at 1024 x 768 resolution.

Figure 4. E-Mail Address Screen

If your E-Mail address already exists in the system but you have not been approved for your requested applications, you will be taken to Pending Account Exist screen (Figure 5a). This screen states that your account in pending approval and you will need to wait until the account has been reviewed and access determined. If your requested applications have already been approved, you will be directed to the Active Account Exist screen (Figure 5b). This screen states that your account has been approved and you can log into the application to view or modify your information.

eTools		FEEDBACK EXIT External Web Access Management 2.5			
Pending Acount Exists. Our records indicate that your requapproving authority. Please allow 5 DCMA Helpdesk for further assistant	uest for access to DCMA eTools is current business days to process your request. nce at 1-888-576-DCMA (3262).	tly PENDING, and is awaiting review and approval by the If you have any questions or concerns, please contact the			
User Profile Last Name annie First Name case4 Phone 444-444-4444 E-Mail annie.case4@dcma.mil	Organization Detail Organization Name Primary DoDAAC DD0000 Secondary DoDAAC(s) Role within Organization Contractor	Toolset Detail Requested Toolset List Denied Delivery Schedule Management (DSM) Pending Duty Free Entry (DFE)			
eTools Training Site Index Links Privacy FOIA Accessibility					
	Best viewed using Internet Explorer v6.0	at 1024 x 768 resolution.			

Figure 5a. Pending Account Exist Screen



Figure 5b. Active Account Exist Screen

If the E-Mail address you entered is not in the system, you will be directed to the Registration screen (Figure 6).

On the Registration Page Profile tab, click on the Radio button to select an Organization type:

- DoD
- Other Government
- Commercial

eTools	FEEDBACK EXIT External Web Access Management 2.5
Registration Please enter your information to request access to the External Web Access Mana IMPORTANT NOTE FOR DCMA EMPLOYEES: Please access your eTools applications using the DCMA Wo supervisor to provide you access through IWAM. Thank you.	ager. rkspace Portal. If you need access to an application, contact your
Profile Organization Type Please select your Organization Type first.	
O DoD O Other Government O Commercial	
eTo Best viewed using Internet Explorer v6.0 at 102	ools Training Site Index Links Privacy FOIA Accessibility 4 x 768 resolution.

Figure 6. Registration Page

Depending on the Organization Type you selected, the User Profile information will differ.

Please refer to the DoD User Profile (Figure 7), Other Government User Profile (Figure 8), or Commercial User Profile (Figure 9) for inputs that pertain to your organization.

eTools			FEEDBACK External Web Access Management 2.5
Registration Please enter your information to request access information to request access information to represent access information of the contraction of the co	to DCMA eTools applications. • eTools applications using the DCMA Workspace Portal. If you need as nt Commercial	cees to an application, contact your supervisor to provide you access t	hrough 1WAM. Thank you.
User Profile Last Name First Name Phone E-Mail Comments azreen.rahman@nesassociates.com	Organization Detail Organization Name Primary CAGE Code Associated CAGE Code(s) Add this CAGE Broker Filer Code *Role within Organization Please Select	Toolset Detail You must choose at least one toolse septicitation(1) you need access to, if you DCMA Intranet (home doma.mil, b media.doma.mil) (DFE) Lost, Theft, Damaged and Destro Morks Data Download Service (h Metrics Studio Plant Clearance Automated Reuti Quality Assumace Portal Shiption Instruction Request (SIR Strategic Systems Programs - Na Workspace Portal for Color Portal Sur Workspace Portal for Covernment Workspace Portal for Covernment Workspace Portal for Covernment Workspace Portal for Parformance Workspace Portal for Parformance Workspace Portal for Specialty M	t from this list in order to complete your registration. Please choose only the are unsure what application you need* please contact your DOMA representative. rac.dcma.mil, hr.dcma.mil, lawlink.dcma.mil, mocasbb.dcma.mil, yed (LTDD) (Not Available) t005) lization Screening System (PCARSS) (Not Available) 0) ral rty Standards popt Center ement Fraud Working Group I-Industry Data Exchange Program ase Analysis Community Eased Management etals Group
		Submit	

Figure 7. DoD User Profile

eTools				FEEDBACK External Web Access Management 2.5
Registration Please enter your information to request access t IMPORTAIN NOTE FOR DCMA EMPLOYEES: Please access you Profile Organization Type	to DCMA eTools applications. r eTools applications using the DCMA W	forkspace Portal. If you need access to an applica	tion, contact your supervisor to provide you access	through IWAM. Thank you.
Please select your Organization Type first. DoD Other Governmen	Commercial			
User Profile "Last Name "First Name "Phone E-Mail Comments	Organization Detail "Organization Name Location Location Identifier (f applicable) "Role within Organization	Please Select Please Select	Toolset Detail You must choo Please choose of Canceling F OCMA Intra mocesbb.dcm Delegation Delegat	se at least one toolest from this list in order to complete your registration. hy the application(2) you need access to. If you are unsure what application you need - our CDM regresentative. unds (XFunds) 2.0 Reports net (home.dma.mil, bra.dma.mil, hr.dcma.mil, lawlink.dcma.mil, , midia.dcma.mil) 1.0 endule Management (DSM) ontract Administration Request System (ECARS) Nomal User • a Download Service (MDDS) y Leading Indicator (NGS-QLI) ance Automated Reutilization Screening System (PCARSS) (Not Available) er • urvey System (PASS) urvey System (PASS) urvey System (PASS) Data for Comparts Avail Portal for Dob Procurement Fraud Working Group Portal for Dob Procurement Fraud Working Group Portal for Industrail Base Analysis Community Portal for Industrail Base Analysis Community Portal for Specialty Metals Group
		Submit]	

Figure 8. Other Government User Profile

eTools			FEEDBACK External Web Access Management 2.5 🚳
Registration Please enter your information to request access IMPORTANT NOTE FOR DCMA EMPLOYEES: Please access you	to DCMA eTools applications. r eTools applications using the DCMA Workspace Portal. If you need to	sccess to an application, contact your supervisor to provide you access t	brough IWAM. Thank you.
Organization Type Please select your Organization Type first.			
O DoD Other Governme	nt © Commercial		
Uger Profile Last Name Phone E-Mail Comments azreen.rahman@nesassociates.com	Organization Name Pease Select Primary CAGE Code Associated CAGE Code(s) Add this CAGE Broker Filer Code *Role within Organization Please Select	Toolset Detail You must choose at least one toolse sepletation(s) you end easts. On if you DCMA Intranet (home.doma.mil, b media.doma.mil) DU/Fee Entry (OFE) Lost, Theft, Damaged and Destro MOCX5 Data Download Service (V Metrics Studio Plant Clearance Automated Reuti Quality Assurance Portal Shipping Instruction Reuset (SII Strategic Systems Programs - Na Workspace Portal for Softmar Operation Workspace Portal for Contrast su Workspace Portal for Covernmen Workspace Portal for Governmen Workspace Portal for Specialty M	t from this list in order to complete your registration. Hease choose only the are unsure what application you need - please contact your DDK representative. rac.dcma.mil, hr.dcma.mil, lawlink.dcma.mil, mocasbb.dcma.mil, yed (LTDD) (Not Available) 40DS) lization Screening System (PCARSS) (Not Available) 3) val stry Standards popt Center ement Fraud Working Group E-Industry Data Exchange Program lase Analysis Community e Based Management etals Group
		Submit	

Figure 9. Commercial User Profile

6.1.1.1 DoD User Profile Input

If you are a DoD user, enter or select the following information in the respective fields.

User Profile:

Last Name	The user's Last Name. Alphanumeric field with a maximum length of 20 characters.
First Name	The user's First Name. Alphanumeric field with a maximum length of 18 characters.
Phone	The user's Phone Number. Numeric field with a maximum length of 20 characters.
E-Mail	The user's E-Mail address. Alphanumeric field with a maximum length of 80 characters. Allows special characters. Validated for the correct E-Mail format (ie. Ewam@ewam.mil).
Comments	Additional comments input. Alphanumeric field with a maximum length of 200 characters. This field will be used by the registrant to provide any additional information that may be needed by the approver.

Organization Details:

Organization Name	The name of the Organization the user belongs to. Drop-down list.
Primary DoDAAC	The user's Primary DoDAAC. Alphanumeric field with a maximum length of 6 characters.
Secondary DoDAAC	The user's Secondary DoDAAC. Alphanumeric field with a

	maximum length of 6 characters. The Add this DoDAAC button (Add this DoDAAC)) allows users to add a secondary DoDAAC. Clicking on the Remove link (^(remove)) will delete the added DoDAAC.
Role Within Organization	The user's Role within the Organization. Drop-down list.

Toolset Detail:

Select the application you would like to request access to by clicking on the checkboxes.

Note: If you selected a Toolset that does not have an Approver set-up, 'Not Available' will be listed next to the application name. You will not be able to select the checkbox.

Note: If a drop-down list appears next to the Toolset selection, click on the drop-down to select the user type you are requesting access to.

6.1.1.2 Other Government User Profile Input

If you are an Other Government user, enter or select the following information in the respective fields.

User Profile:

Last Name	The user's Last Name. Alphanumeric field with a maximum length of 20 characters.
First Name	The user's First Name. Alphanumeric field with a maximum length of 18 characters.
Phone	User's Phone Number. Numeric field with a maximum length of 20 characters.
E-Mail	The user's E-Mail address. Alphanumeric field with a maximum length of 80 characters. Allows special characters. Validated for the correct E- Mail format (ie. Ewam@ewam.mil).
Comments	Additional comments input. Alphanumeric field with a maximum length of 200 characters. This field will be used by the registrant to provide any additional information that may be needed by the approver.

Organization Details:

Organization Name	The name of the Organization the user belongs to. Drop-down list.
Location	The Location of the Organization. Drop-down list.
Location Identifier	The Location identifier. There will be no value in this field unless the Location is NASA. If so, this field is a Drop-down list.
Role Within Organization	The user's Role within the Organization. Drop-down list.

Toolset Detail:

Select the application you would like to request access to by clicking on the checkboxes.

Note: If you selected a Toolset that does not have an Approver set-up, 'Not Available' will be listed next to the application name. You will not be able to select the checkbox.

Note: If a drop-down list appears next to the Toolset selection, click on the drop-down to select the user type you are requesting access to.

6.1.1.3 Commercial User Profile Input

If you are a Commercial user, enter or select the following information in the respective fields.

User F	Profile:
--------	----------

Last Name	The user's Last Name. Alphanumeric field with a maximum length of 20 characters.
First Name	The user's First Name. Alphanumeric field with a maximum length of 18 characters
E-Mail	The user's E-Mail address. Alphanumeric field with a maximum length of 80 characters. Allows special characters. Validated for the correct E-Mail format (ie. Ewam@ewam.mil).
Phone	The user's Phone Number. Numeric field with a maximum length of 20 characters.
Comments	Additional comments input. Alphanumeric field with a maximum length of 200 characters. This field will be used by the registrant to provide any additional information that may be needed by the approver.

Organization Details:

The name of the Organization the user belongs to. Drop-down list.
User's Primary CAGE. Alphanumeric field with a maximum length of 5 characters.
User's Associated CAGE Code. Alphanumeric field with a maximum length of 5 characters. The Add this CAGE button (Add this CAGE) allows users to add an associated CAGE Code. Clicking on the Remove link (^(remove) will delete the added CAGE Code.
Enter this field if you do not have a Primary CAGE Code. Alphanumeric field with a maximum length of 3 characters.
The user's Role within the Organization. Drop-down list.

Toolset Detail:

Select the application you would like to request access to by clicking on the checkboxes.

Note: If you selected a Toolset that does not have an Approver set-up, 'Not Available' will be listed next to the application name. You will not be able to select the checkbox.

Note: If a drop-down list appears next to the Toolset selection, click on the drop-down to select the user type you are requesting access to.

Once you have entered the relevant information on the Registration page, click on the Submit button Submit

You will be directed to the Confirmation Page (Figure 10).



Figure 10. Confirmation Page

6.1.2 Registration Approval and Rejection E-Mail

Once you have submitted your request, you will receive either an Approval or Rejection E-Mail.

If you received the Approval E-Mail, use the Username and Password provided in the E-Mail to login to eTools.

If you received a Rejection E-Mail please observe the rejection reason. If you feel that your request has been rejected in error, please contact DCMA Help Desk at **1-888-576-DCMA (3262)** for further assistance.

6.1.3 How to Modify User Profile

Once you receive your account information login to <u>http://etools.dcma.mil</u>. Click on the EWAM icon on your Portal Page. You will be directed to the EWAM Update page (Figure 11). You can enter updates to your User Profile, Organization Detail, and Application Detail on this screen. Under the Application Detail section, you will be able to view applications that are pending approval and application that are available for request.

Once you have completed entering the relevant edits, click on the Submit button (Submit). A Confirmation Page (Figure 10) will appear after you submit the updates.

HELP | FEEDBACK | EXIT eTools External Web Access Management 2.5 Regular User Update Please enter your information to request access to the External Web Access Manager. Profile User Profile Organization Detail-Last Name Organization Name AIR FORCE test Primary DoDAAC DC1111 First Name case 1 Secondary DoDAAC(s) Phone 333-333-3333 E-Mail testcase1@dcma.mil Add this DoDAAC Confirm E-Mail testcase1@dcma.mil Role within Organization Contractor Comments Toolset Detail-Active Toolset List Canceling Funds (XFunds) 2.0 Reports Available Toolset List Select the appropriate box for the toolset you would like to add. Contract Audit Follow-Up (CAFU) Contracting Officer 💌 Contract Closeout Working Group (CCWGR) Delegation Tool 1.0 Delivery Schedule Management (DSM) Duty Free Entry (DFE) Electronic Contract Administration Request System (ECARS) NAVICP UCA Reports Plant Clearance Automated Reutilization Screening System (PCARSS) Preaward Survey System (PASS) Pricing and Negotiation 2.0 Workspace Portal for ASTM Property Standards 🔲 Workspace Portal for Combat Support Center Workspace Portal for DoD Procurement Fraud Working Group Workspace Portal for Government-Industry Data Exchange Program Workspace Portal for Industrial Base Analysis Community Workspace Portal for Performance Based Management 🔲 Workspace Portal for Specialty Metals Group Submit eTools Training - Site Index - Links - Privacy - FOIA - Accessibility

Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution Figure 11. EWAM Update Page

6.2 Approver

Once a request has been submitted by the End-User, it is the role of the Approver to review the request and either Approve or Reject the Request.

To access the EWAM application, login to <u>http://etools.dcma.mil</u> and click on the EWAM icon on the eTools portal page.

You will be directed to the EWAM Approver Workload Page (Figure 12). You can also click on the Approver Workload link (Approver Workload) on the application toolbar to get to this screen.

6.2.1 Tab and Column Descriptions

6.2.1.1 Tabs

Search Tab – Allows users to search for a particular Request based the Organization Type,

Organization, Approval Profile, or Overdue Requests. Clicking on the Show/Hide link (<u>Show/Hide</u>) will either collapse or expand the Search tab.

Open Requests Tab – Displays all Requests that are pending Approval or Rejection. The user information is displayed in the data table within the tab.

eTools Welcome Lihong Eu					External Web Access Ma	help FEEDBACK EXIT nagement 2.5
Approver WorkLoad Report Approver WorkLoad As the approver, you have 5 business days to comp are unsure of the user or the requested role.	lete a request for access to any of	the eTools toolsets. Any overdue	e requests are shown in	red. Use the transfer	function if you are not able to complete a re	quest because you
Search						Show/Hide
Organization Type ODD Other Governme	nt 🔘 Commercial					
Organization						
Approval Profile	•					
Include Overdue Requests? Yes O No						
		Submit				
Open Requests						
Sort the Request list by: Toolset	Role	Name of User	DoDAAC/CAGE	Request Date	e Expiration Date	
Approve Toolset: DCMAIntranet	Role: Normal User	User Name: New Build Test Org. Name:AIR FORCE Email:testcbar1000@navy.mi Phone:444-444-4444 DoDA4C:DC2222 Comment:	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
Reject Transfer						
Approve Toolset: DCMAIntranet Reject Transfer	Role: Normal User	User Name: <u>Test Annie</u>	DoDAAC: DC2344	Requested: MAY 03 2010	Expiration: MAY 08 2010	
() () 1-2 d2 - () ()						

Figure 12. Approver Workload Page

6.2.1.2 Columns

Open Requests Tab Column Description:

Action	Contains the Approve button (Approve), Reject link (Reject), and Transfer link (Transfer). Approvers can perform application related actions using the button and links within this column.
Toolset	Displays the End-Users requested toolset.

Role	Shows the End-Users Role within the organization.
Name of User	Displays the user's name. Clicking on the hyperlink displays additional information about the user.
DoDAAC/CAGE	Displays the DoDAAC, CAGE, or Filer for the user requesting access.
Request Date	Displays the Date the Request was submitted for approval.
Expiration Date	Shows the approval deadline for the Request.

6.2.2 Search Request

The Search Tab on the Approver Workload Page (Figure 12) allows users to search for a particular Request. Select or enter any or all of the inputs below to initiate the search.

Search Tab Field Descriptions:

Organization Type	Search by the user's Organization Type. Radio button.
Organization	Search by the user's Organization Name. Drop-down list.
Approval Profile	Search by the approval profile. Drop-down list.
Include Overdue Request?	Search for overdue requests. Radio button.

Once you have entered the search criteria, click on the Submit button (Submit) to generate your query. The results to your search will appear on the Search Results Tab below (Figure 13)

Action	Allows users to perform certain Actions for the selected request. Users can Approve, Reject, or Transfer the request.
Toolset	Lists the Tools the user is requesting access to.
Role	Identifies the Role the user would access the requested toolset as.
Name of User	Displays the user's name. Clicking on the hyperlink displays additional information about the user.
DoDAAC/CAGE	Displays the DoDAAC, CAGE, or Filer for the user requesting access.
Request Date	Shows the request submission Date.
Expiration Date	Displays the request approval deadline.

Search Results Tab Column Description:

ETOOLS Welcome Lihong Fu Approver WorkLoad	d Report					External Web Access M	HELP FEEDBACK EXIT
Approver Workload As the approver, you have are unsure of the user or t	5 business days to complete he requested role.	a request for access to any	of the eTools toolsets. Any ov	erdue requests are shown in	red. Use the transfer functio	n if you are not able to complete a r	equest because you
Search							Show/Hide
Organization Type Organization	DoD Other Government) Commercial					
Approval Profile		•					
Include Overdue Requests?	• Yes O No						
			Su	ıbmit			
Search Results							
Sort the Request list by:	Toolset	Role	Name of User	DoDAAC/CAGE	Request Date	Expiration Date	
Approve Reject Transfer	Toolset: DCMAIntranet	Role: Normal User	User Name: <u>New Build Test</u>	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
Approve Reject Transfer	Toolset: DCMAIntranet	Role: Normal User	User Name: <u>Test Annie</u>	DoDAAC: DC2344	Requested: MAY 03 2010	Expiration: MAY 08 2010	
			001-2	of2 - 00			

Figure 13. Approver Workload Page (Search Results Tab)

6.2.3 Approve Request

After reviewing the user request, click on the Approve button (Approve) within the Action column on the Approver Workload Page (Figure 12). The approved Request will no longer appear on the Approver Workload Open Requests Tab. The user will receive an Approval E-Mail with the Username and Password for eTools access.

6.2.4 Reject Request

Once you have reviewed the user information and would like to reject the request, click on the Reject link (Reject) within the Action column on the Approver Workload Page (Figure 14).

A Rejection Comments text box will appear below the rejected request (Figure 14). Enter the

rejection reason in the Comments text box and click on the Reject Button (Reject).

The request will no longer appear on the Approver Workload Open Requests Tab. The user will receive a Rejection E-Mail stating the rejection reason.

eTools Welcome Lihong Fu Approver WorkLoad	Report					External Web Access M	HELP FEEDBACK EXIT anagement 2.5
Approver Workload As the approver, you have 5 are unsure of the user or the	business days to complete requested role.	a request for access to any	of the eTools toolsets. Any ov	erdue requests are shown ir	red. Use the transfer function	n if you are not able to complete a i	equest because you
Search							Show/Hide
Open Requests							
Sort the Request list by:	Toolset	Role	Name of User	DoDAAC/CAGE	Request Date	Expiration Date	
Approve	Toolset: DCMAIntranet	Role: Normal User	User Name: New Build Test	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
Reject <u>Transfer</u> Comments:	*						
Daiast	v						
nejeu							
Approve	Toolset: DCMAIntranet	Role: Normal User	User Name: Test Annie	DoDAAC: DC2344	Requested: MAY 03 2010	Expiration: MAY 08 2010	
Reject Transfer							
			001-2	of 2 👻 🕽 🕄			
L							

Figure 14. Approver Workload Page (Reject)

6.2.5 Transfer Request

If you would like to transfer a request to another Approver, click on the Transfer link (<u>Transfer</u>) within the Action column on the Approver Workload Page (Figure 15). A Transfer drop-down list will appear below the request (Figure 15). Select the Approver you would like to transfer the request to

a click on the Do It Button (Do it). The request will no longer appear on your Approver Workload Open Requests Tab but will be transferred to the selected Approver's Workload Page.

eTools Welcome Lith Approver We	2ng Fu rkLoad Report					External Web Access M	HELP FEEDBACK EXIT
Approver Worklos As the approver, you are unsure of the use	ad have 5 business days to complete r or the requested role.	a request for access to any	of the eTools toolsets. Any ov	erdue requests are shown in	red. Use the transfer function	if you are not able to complete a	request because you
Search							Show/Hide
Open Requests							
Sort the Request list by	Toolset	Role	Name of User	DoDAAC/CAGE	Request Date	Expiration Date	
Approve	Toolset: DCMAIntranet	Role: Normal User	User Name: <u>New Build Test</u>	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
Reject Transfer to Almono Do it	l Aaron 🔹						
Approve	Toolset:	Role:	User Name:	DoDAAC: DC2344	Requested:	Expiration:	
Reject Transfer							
			C C 1-2	of2 🗸 🕽 🖸			

Figure 15. Approver Workload Page (Transfer)

6.3 Administrator

To access the EWAM application, login to <u>http://etools.dcma.mil</u> and click on the EWAM icon the eTools portal page.

You will be directed to the EWAM Workload Summary Page (Figure 16).

The Administrator performs several functions. These functions are described in the sections below.

eTools welcome James Rar		HELP FEEDBACK EXIT External Web Access Management 2.5
Workload Summary Workload Summary Sort through a list of active	User Ranagement Approval Ranagement Report requests or use the search form to find a more specific set.	
Workload Summary Items Requiring Your Atth eTools Toolset Requests Business Reporting Area Portal Community Orphaned Requests	Intion Open Requests Overdue Requests Total Requests 2 10 20 2 2 2 22 25 0 9 9 0 15 15	
Search		Show/Hide
Organization Type	© DoD © Other Government © Commercial	
Organization		
Approval Profile		
Include Overdue Requests?	® Yes ◎ No	
	Submit	

Figure 16. Workload Summary Page

6.3.1 View Workload Summary

The Workload Summary Page contains a list of active requests awaiting approval by the Admin user. This page also contains a request search area to locate specific user request.

6.3.1.1 Tab and Column Descriptions

6.3.1.1.1 Tabs

Workload Summary Tab - Displays Open, Overdue, and the Total number of Requests awaiting action. Click on the number hyperlinks to see the requests. Click on the Show/Hide link (<u>Show/Hide</u>) to either collapse or expand the tab.

Search Tab – Allows Admin users to search for a specific request. . Clicking on the Show/Hide link (<u>Show/Hide</u>) will either collapse or expand the tab.

6.3.1.1.2 Columns

Workload Summary Column Descriptions:

Items Requiring your Attention	Displays the areas available for access within the DCMA eTools Infrastructure.
Open Requests	Presents the number of open requests awaiting approval.
Overdue Requests	Shows the number of overdue requests awaiting approval.
Total Requests	Displays the total number of requests awaiting action.

6.3.1.2 Search Requests

The Search Tab on the Workload Summary Page (Figure 16) allows users to search for a particular request. Select or enter any or all of the inputs below to initiate the search.

Search	Tab	Field	Descri	ption:
--------	-----	-------	--------	--------

Organization Type	Search by the type of Organization the user belongs to. Radio button.
Organization	Search by the Organization Name. Drop-down list.
Approval Profile	Search by the approval profile.
Include Overdue Request?	Includes overdue requests in the search results. Radio button.

Once you have entered the search criteria, click on the Submit button (Submit) to generate your query. The results to your search will appear on the Search Results Tab below (Figure 17)

Search Results Tab Column Description:

Action	Allows users to perform certain Actions for the selected request. Users can Approve, Reject, or Transfer the request.
Toolset	Lists the Tools the user is requesting access to.
Role	Identifies the Role the user would access the requested toolset as.
Name of User	Displays the user's name. Clicking on the hyperlink displays additional information about the user.
DoDAAC/CAGE	Displays the DoDAAC, CAGE, or Filer for the user requesting access.
Request Date	Shows the request submission Date.
Expiration Date	Displays the request approval deadline.

ETOOIS Welcome James Rar	don					HELP FEEDBACK E External Web Access Management 2.5
Workload Summary Sort through a list of active Vorkload Summary Items Requiring Your Atte eTools Tooleke Requests Business Reporting Area Portal Community Orphaned Requests	requests or use the search ention Open Requests 2 2 0 0 0	form to find a more specific set. Show/h Overdue Requests Total Requi 18 23 9 15	lide 20 22 2 2 15			
Search Organization Type Organization	DoD Other Government Commercial					Show/Hide
Approval Profile Include Overdue Requests?	▼ ● Yes ◎ No					
			Submit			
Search Results	Toolset	Role	Name of licer	DoDAAC/CAGE	Request Date	Evniration Date
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	CAFU	Contracting Officer	Case 13 Test	DC0000	SEP 28 2009	OCT 03 2009
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	CAFU	Contracting Officer	Case 24 Test	DC4444	SEP 29 2009	OCT 04 2009
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	DCMAIntranet	Normal User	<u>New Build Test</u>	DC2222	NOV 23 2011	NOV 28 2011
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	DCMAIntranet	Normal User	<u>Test Annie</u>	DC2344	MAY 03 2010	MAY 08 2010
Approve	Toolset:	Role:	User Name:	DODAAC:	Requested:	Expiration:
Reject Transfer	DFE	Normal User	Devtest2 Nov19	DLA001	NOV 19 2009	NOV 24 2009
Approve	Toolset:	Role:	User Name:	DODAAC:	Requested:	Expiration:
Reject Transfer	DSM	Normal User	<u>New Build Test</u>	DC2222	NOV 23 2011	NOV 28 2011
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	Delegation	Normal User	<u>Annie Nauven</u>	DC3345	MAY 03 2010	MAY 08 2010
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	Delegation	Normal User	Delegation Dod	DC4564	NOV 18 2010	NOV 23 2010
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	Delegation	Normal User	<u>This Test</u>	DC0099	APR 30 2010	MAY 05 2010
Approve	Toolset:	Role:	User Name:	DoDAAC:	Requested:	Expiration:
Reject Transfer	ECARS	Normal User	<u>Annie Nauven</u>	DC0909	MAY 03 2010	MAY 08 2010
			CO 1-10	of 51 👻 🜔 🚺		

Figure 17. Workload Summary Page (Search Results Tab)

6.3.1.3 Approve Requests

If you would like to approve a submitted request, click on the number hyperlink in the Open or Overdue Request columns on the Workload Summary Tab within the Workload Summary Page (Figure 16). The Open Request Tab will appear below (Figure 18).

Open Request Tab Column Description:

Action	Allows users to perform certain Actions for the selected request. Users can Approve, Reject, or Transfer the request.
Toolset	Lists the Tools the user is requesting access to.
Role	Identifies the Role the user would access the requested toolset as.
Name of User	Displays the user's name. Clicking on the hyperlink displays additional information about the user.
DoDAAC/CAGE	Displays the DoDAAC, CAGE, or Filer for the user requesting access.
Request Date	Shows the request submission Date.
Expiration Date	Displays the request approval deadline.

						External Web Access Ma	HELP FEEDBACK EXIT nagement 2.5
WorkLoad Summary	User Management Approval	Management Report					
Workload Summary	ii kequests	Sho	w/Hide				
Search						Show/Hide	
Table Application Open Deep							
Sort the Request list by:	Toolset	Role	Name of User	DoDAAC/CAGE	Request Date	Expiration Date	
Approve Reject Transfer	Toolset: DCMAIntranet	Role: Normal User	User Name: New Buid Test Org. Name:AR FORCE Email:testcbar1000@navy. Phone:444-444-4444 DoDAAC:DC2222 Comment:	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
Approve Reject Transfer	Toolset: DSM	Role: Normal User	User Name: <u>New Build Test</u>	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
			C C 1-2 of 2	- 00			

Figure 18. Workload Summary Page (Open Request Tab)

After reviewing the user request, click on the Approve button (<u>Approve</u>) within the Action column. The approved request will no longer appear on the Admin Workload Open Requests Tab. The user will receive an Approval E-Mail with the Username and Password for eTools access.

6.3.1.4 Reject Requests

If you need to reject a submitted request, click on the number hyperlink in the Open or Overdue Request columns on the Workload Summary Tab within the Workload Summary Page (Figure 16). The Open Request Tab will appear below (Figure 19).

Once you have reviewed the user information and would like to reject the request, click on the Reject link (Reject) within the Action column. A Rejection Comments text box will appear below

the rejected request (Figure19). Enter the Rejection Reason in the Comments text box and click on the Reject Button (Reject).

The request will no longer appear on the Workload Open Requests Tab. The user will receive an EWAM Rejection E-Mail stating the rejection reason.

ETOOLS Welcome James Rard WorkLoad Summary	on User Management Approva	I Management Report				External Web Access M	HELP FEEDBACK EXIT anagement 2.5
eTools Application Oper Workload Summary	n Requests	Sho	w/Hide				
Search eTools Application Open Requ	ests			1		Show/Hide	
Sort the Request list by: Approve	Toolset Toolset: DCMAIntranet	Role: Normal User	Name of User User Name: <u>New Build Test</u>	DoDAAC/CAGE DoDAAC: DC2222	Request Date Requested: NOV 23 2011	Expiration Date Expiration: NOV 28 2011	
Reject Transfer Comments: Reject	v						
Approve Reject Transfer	Toolset: DSM	Role: Normal User	User Name: <u>New Build Test</u>	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
			CO 1-2	of2 - 🗘 🗘			

Figure 19. Workload Summary Page (Reject)

6.3.1.5 Transfer Requests

If you need to transfer a submitted request, click on the number hyperlink in the Open or Overdue Request columns on the Workload Summary Tab within the Workload Summary Page (Figure 16). The Open Request Tab will appear below (Figure 20).

If you would like to transfer a request to another Approver, click on the Transfer link (<u>Transfer</u>) within the Action column. A Transfer drop-down list will appear below the request (Figure 20).

Select the Approver you would like to transfer the request to and click on the Do It Button (Do it). The request will no longer appear on your Workload Open Requests Tab but will be transferred to the selected Approver's Workload page.

PTOOLS Welcome James Rardon WorkLoad Summary User Management Approva	Management Report				External Web Access M	HELP FEEDBACK EXIT
eTools Application Open Requests	Sha	w@lide				
Workload Summary	210	WINDE			Show/Hide	
eTools Application Open Requests						
Sort the Request list by: Toolset	Role	Name of User	DoDAAC/CAGE	Request Date	Expiration Date	
Approve Dockst: Reject Transfer to Almond, Aaron • Do it	Role: Normal User	User Name: <u>New Build Test</u>	DODAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
Approve Toolset: DSM Reject Transfer	Role: Normal User	User Name: <u>New Build Test</u>	DoDAAC: DC2222	Requested: NOV 23 2011	Expiration: NOV 28 2011	
		CO 1-2	of2 • 00			

Figure 20. Workload Summary Page (Transfer)

6.3.2 Perform User Management

The User Management section in EWAM allows Admin users to search for a particular external user based on the user's organization information, and request status.

To begin editing user profiles click on the User Management link (**User Management**) on the application toolbar to be directed to the User Management Page (Figure 21).

6.3.2.1 Search Request

Using the Search Tab, users will be able to search for a particular user. Select or enter any or all of the search criteria below to generate the search.

Search Tab Field Description:

User Information:

First Name	Search by the user's First Name.
Last Name	Search by the user's Last Name.
User ID	Search by the user's User ID.
E-Mail	Search by the user's E-Mail address.

DCMA Information:

Organization Type	Search by Organization type. Radio buttons.
Organization	Search by Organization Name. Drop-down list.
DoDAAC	Search by DoDAAC number.
CAGE	Search by CAGE Code.

Miscellaneous Information:

Open Request	Search for open requests. Radio button.
Filter on Approval Profile	Search by approval profile.

etools Welcome Admin User WorkLoad Summary	User Management Approval	Management Report	External Web A	HELP FEED Access Manageme	back exit nt 2.5 🚳
User Management Manage users.					Show/Hide
User Information First Name Last Name User ID E-Mail	Organization Inform Organization Type Organization DoDAAC CAGE	DoD Other Government Commercial	Miscellaneous Options Open Requests Filter on Approval Profile :	Overdue Pending Approval	
		Search	eTools Training Site Index	Links Privacy FOIA	Accessibility
	Best viewed usin	g Internet Explorer v6.0 at :	1024 × 768 resolution.		

Figure 21. User Management Page

Click on the Search button (<u>Search</u>) to initiate the query. The Search Results Tab (Figure 22) will appear below displaying the records that match your query.

Search Results Column Description:

Action	Allows user to either edit or delete a particular user.
Username	Displays the Name of the user.
Organization	Identifies the Organization the user belongs to.
Last Login	Shows the most recent login date.

	eTools Welcome Admin User			External Web Ac	_{HELP} cess Manag	FEEDBACK EXIT gement 2.5 🎯
	WorkLoad Summary	User Management 🕴 Approval Management	Report			
LIGOR M	anagement					
Manage i	users.					
Search	<u>`</u>					Show/Hide
Search	1					
Search R	tesults					
Action	User Name	Organizatio	on	Org. Type	Org. Code	Date Created
/ 🧷 😑	ALEXANDRA FLORES	CAST PARTS/CONSOLIDATED FOUDRIE	S INC. POMONA	Commercial	20137	JAN 19 2007
2 🗢	ALICE SANDERS	AIR FORCE		DoD	FA8902	APR 25 2007
20	ALLAN SCHULTZ	NAVY		DoD	N42158	FEB 27 2007
2 🗖	ALLAN ZIEMBA	NAVY		DoD	N61331	MAR 27 2007
	ANGEL ADDISON	UPS Supply Chain Solutions		Commercial	110	MAR 07 2007
	ANGELA LOCKE	USSOCOM		DoD	H92236	APR 04 2007
	ANH DOMNGERN	Honeywell		Commercial	02LU7	JAN 10 2007
	ANITA BROADBENT	Other		Commercial	94658	1AN 24 2007
				Commercial	1N365	NOV 09 2006
	ANNA MARIA SANTINI	LIPS Supply Chain Solutions		Commercial	110	MAR 15 2007
				Commercial	110	MAR 10 2007
		1-100120	00 🕑 🗸			
			eTools T	raining Site Index Lin	nks Privacy	FOIA Accessibility
		Best viewed using Internet Expl	orer v6.0 at 1024 × 76	58 resolution.		
		and any menter expr				

Figure 22. User Management Page (Search Results Tab)

6.3.2.2 Edit User

After locating the user you would like to edit, click on the edit icon (\checkmark) on the User Management Page Search Results Tab (Figure 22) to modify the selected user profile. You will be directed to the User Management Page Profile Tab (Figure 23). In this section, Admin users will be able to edit User Profile, Organization Detail, and Application Detail information.

Note: Please refer to sections 6.1.1.1, 6.1.1.2, and 6.1.1.3 for DOD, Other-Government, and Commercial Profile input field descriptions.

Enter the relevant edits to the user profile and click on the Submit button (Submit). You will be directed back to the User Management Page Search Results Tab (Figure 23) reflecting the updates to the edited profile.



Figure 23. User Management Page (Profile Tab)

6.3.2.3 Delete User

Admin users will be able to delete external users that should no longer be on the system. If you would like to delete a particular user, click on the delete icon () on the User Management Page Search Results Tab (Figure 22).

A Delete Confirmation alert will appear (Figure 24). Click on the 'Confirm this Delete' link to proceed with the deletion. The Cancel link will countdown to 10 seconds before automatically aborting the delete action. To cancel the deletion prior to the end of the countdown, click on the Cancel link.

eTools Welcome Add	min User	E>	(ternal Web Access N	HELP FI Manager	eedback exit nent 2.5 🚳
WorkLoad Su	ımma ry 📔 User Manageme	nt Approval Management Report			
User Managemen Manage users.	it				
Search					<u>Show/Hide</u>
Search Results					
Action	User Name	Organization	Ora. Type	Org. Code	Date Created
Confirm this Delete Cancel (6)	ALEXANDRA FLORES	CAST PARTS/CONSOLIDATED FOUDF	RIES Commercial	20137	JAN 19 2007
1 🗸 🖨	ALICE SANDERS	AIR FORCE	DoD	FA8902	APR 25 2007
2 🗢	ALLAN SCHULTZ	NAVY	DoD	N42158	FEB 27 2007
2 🗢	ALLAN ZIEMBA	NAVY	DoD	N61331	MAR 27 2007
2 🗢	ANGEL ADDISON	UPS Supply Chain Solutions	Commercial	110	MAR 07 2007
1	ANGELA LOCKE	USSOCOM	DoD	H92236	APR 04 2007
1	ANH DOMNGERN	Honeywell	Commercial	02LU7	JAN 10 2007
2 🚍	ANITA BROADBENT	Other	Commercial	94658	JAN 24 2007
1	ANN DELLA	HADER INCORPORATED	Commercial	1N365	NOV 09 2006
1	ANNA MARIA SANTINI	UPS Supply Chain Solutions	Commercial	110	MAR 15 2007
		🕼 🔇 1 - 10 of 2866 🛛 🔽 💟			
		_eTools Trainir	ng Site Index Lin <u>ks P</u>	rivacy <u>FO</u>	IA Accessibility
	E	Best viewed using Internet Explorer v6.0 at 1024 × 768 re	solution.		

Figure 24. User Management Page (Search Results Tab Delete Confirmation)

6.3.3 Perform Approval Profile Management

The Approval Management section in EWAM allows Admin users to manage Profiles and Approvers.

If you would like to begin managing Profiles and Approvers, click on the Approval Management link (Approval Management) on the application toolbar. You will be directed to the Approval Management Page (Figure 25). This section allows Admin users to add, delete, and edit profile and approvers.

	eTools Welcome <u>Admin User</u>		Exte	_{нег} ه rnal Web Access Manaç	FEEDBACK EXIT IEMENT 2.5 🚳
Contraction of the Party of the	WorkLoad Summary User Management	: Approval Management Repoi	rt		
Approval Manage Ap	I Management oproval Profiles for Routing Request	ts to Approvers.			
Profiles	<u>Approvers</u>				<table-cell-rows> Profile Setup</table-cell-rows>
Action	n Profile Name	Toolset		View Associated Approver(s)	
2 🗢	CAFU - Air Force	CAFU	View Approver(s)		
2 🗢	CAFU - Army	CAFU	<u>View Approver(s)</u>		
2 🗢	CAFU - Marine Corp.	CAFU	View Approver(s)		
2 🗢	CAFU - Misc.	CAFU	View Approver(s)		
2 🗢	CAFU - Navy	CAFU	View Approver(s)		
2 🗢	CAFU - Tricare	CAFU	View Approver(s)		
2 🗢	DFE for Ctrs/Brokers	DFE	View Approver(s)		
2 🗢	DFE for DoD Users	DFE	View Approver(s)		
2 🗢	DSM - DoD	DSM	View Approver(s)		
2 🗢	DSM - Other Govt	DSM	View Approver(s)		
		🕻 🔇 1 - 10 of 28 🗸			
			eTools Training	Site Index Links Privacy	FOIA Accessibility
	Be	st viewed using Internet Explorer v6.(0 at 1024 x 768 resolut	tion.	

Figure 25. Approval Management Page

6.3.3.1 Add, Edit, and Delete Approval Profiles

The Approval Management Profiles Tab displays the profiles created based on a certain set of attributes. Attributes associated to the profile help route requests to a specific approver.

Profile Tab Column Description:

Action	Allows user to either edit or delete a selected profile.
Profile Name	Specifies the name of the profiles.
Toolset	Identifies the toolset the profiles are associated to.
View Associated Approver(s)	Displays the approver associated to the profiles. Clicking on the view approver link displays the approvers on the bottom of the Profiles tab. * <i>Please see sections 6.3.3.2 for further illustration.</i>

6.3.3.1.1 Add Approval Profile

If you would like to set up a profile, click on the add icon () located to the right of the Profiles Tab on the Approval Management Page (Figure 25).

You will be directed to the Approval Management New Profile Setup Tab (Figure 26). Enter or select the information below.

New Profile Setup Field Descriptions:

Profile Name	The name of the Profile. Alphanumeric field with a maximum length of 100 characters.
Toolset	Displays the available toolsets. Drop-down list.
Approver	Shows a list of available approvers. Drop-down list.

Once you have completed entering the information, click on the Submit button (Submit). You will be directed to the Approval Management Page Edit Profile Tab (Figure 27).

*Follow the same steps illustrated in Sections 6.3.3.1.2 to edit profile attributes.

eTools Welcome Admin User		HELP FEEDBACK EXIT External Web Access Management 2.5
WorkLoad Summary User Management	Approval Management	Report
Approval Managment Manage Profiles.		
New Profile Setup		
Profile Toolset		Approver
		eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
Best	viewed using Internet Explo	prer v6.0 at 1024 × 768 resolution.

Figure 26. Approval Management Page (New Profile Setup Tab)

6.3.3.1.2 Edit Approval Profile

If you would like to edit a profile, click on the edit icon (\checkmark) for the selected record. You will be directed to the Approval Management Page Edit Profile Tab (Figure 27). The section above the drop-down list displays the attributes already associated to the profile (if there are any approval-profile roles already configured for this profile).

To add additional attributes, select a specific Profile Attribute Type from the drop-down list and click

on the Add button (Add). Based on the attribute selected, another selection field will appear to

allow you to further specify the attribute characteristic. Click on the Add button (Add) until you complete the process.

For example, if you selected 'Role' from the Profile Attribute Type drop-down list, you must specify the exact role such as, Contracting Officer, HQ Monitor, or Normal User (Figure 28).



Figure 27. Approval Management Page (Edit Profile Tab)

eTools Welcome Admin User				External Web	HELF Access Mana	gement 2.5
WorkLoad Summary	User Management	Approval Management	Report			
Approval Managment Manage Profiles.						
<< Profiles						
Edit Profile						
		CAFU - Tools	Air Force et: CAFU			
Associated Profile Attributes			Associated	Toolset Roles		
AIR FORCE						
Profile Attribute Type:			ROLE	•		
- Add Attribute						
Toolset Role		AO Normal Us	er 🔽			
		7	Add			
			eTools	Training 🔹 Site Index	• Links • Privacy	FOIA Accessibility
	Best	viewed using Internet Expl	orer v6.0 at 1024 × 7	768 resolution.		

Figure 28. Approval Management Page (Edit Profile Tab Attribute Selection)

Click on the Profiles link ($\leq \frac{\text{Profiles}}{\text{Profiles}}$) located above the Edit Profiles Tab to go back to the Approval Management Page (Figure 25).

6.3.3.1.3 Delete Approval Profile

If you would like to delete a profile, click on the delete icon () for the selected record on the Approval Management Page (Figure 25). A Delete Confirmation alert will appear (Figure 29).

Click on the 'Confirm this Delete' link to proceed with the deletion.

The Cancel link will countdown to 10 seconds before automatically aborting the delete action. To cancel the deletion prior to the end of the countdown, click on the Cancel link.

eTools Welcome Admin User		Ex	HELP FEEDBACK EXIT ternal Web Access Management 2.5
WorkLoad Summary User Managen	nent Approval Management Report		
Approval Management			
Manage Approval Profiles for Routing Requ	lests to Approvers.		
Profiles <u>Approvers</u>			🕂 Profile Setup
Action	Profile Name	Toolset	View Associated Approver(s)
Cancel (6)	CAFU - Air Force	CAFU	<u>View Approver(s)</u>
	COELL - Ormy	CAEU	View Approver(s)
	CAEU - Marine Corn.	CAFU	View Approver(s)
	CAFU - Misc		View Approver(s)
	CAFU - Navy		View Approver(s)
	CAFU - Tricare	CAFU	View Approver(s)
	DEE for Ctrs/Brokers	DEE	View Approver(s)
	DEE for DoD Lisers	DEE	View Approver(s)
	DSM - DoD	DSM	View Approver(s)
	DSM - Other Govt	DSM	View Approver(s)
	00 1-10 of 28	00	
		eTools Trainin	g 🔹 Site Index 🔹 Links 🔹 Privacy 🔹 FOIA 🔄 Accessibility
	Best viewed using Internet Explorer v6.0	at 1024 × 768 res	olution.

Figure 29. Approval Management Page (Profile Tab Delete Confirmation)

6.3.3.2 View Approvers

If you would like to view Approvers associated to a particular Profile, click on the View Approver link under the View Associated Approver(s) column of the Approval Management Page Profiles Tab (Figure 25).

You will see a list of associated Approvers below the Profiles Tab (Figure 30). Use the delete (C) or add icons (C) located below the Profiles Tab to delete or add an approver to the selected profile.

	eTools Welcome Admin	<u>u User</u>			Exter	HELP FI nal Web Access Managen	edback
Superor of	WorkLoad Sumi	nary User Management Approva	l Management	Report			
pro	val Managem	ent					
nage	Approval Profile	s for Routing Requests to Appr	overs.				_
ofiles	Approvers						🖯 Profile Se
Act	tion CAELL A	Profile Name	CAEU	et) (iow Approvor(c)	View Associated Approver(s)	
	CAFU - A	rov	CAFU		View Approver(s)		
-	CAFU - N	arina Corp	CAFU		View Approver(s)		
	CAFU - N	lian ne corp. lian	CAFU		View Approver(s)		
	CAFU - N	190	CAFU		View Approver(s)		
-		ricare	CAFU		View Approver(s)		
-		Ttrs/Brokers			View Approver(s)		
-	DE for I	Don Users	DEE		View Approver(s)		
	DSM - Dr	D	DSM		View Approver(s)		
	DSM - DC	ther Govt	DSM		View Approver(s)		
-	5511-01			(00 []			
tion	User Name	Associated Approver(s) Email	Phone	Action	u User Name	Available Approver(s) Email	Phone
)	paul Desilets, tsgt	DC04003@dcma.mil	(703) 555- 1212	•	paul Desilets, tsgt	DC04003@dcma.mil	(703) 555- 1212
)	Athel Robinson	Athel.Robinson@dcma.mil	(718) 354- 3726	Ο	Andrea Turner	test-st@dcma.mil	(703) 555 1212
	Cecelia Benford	cecelia.benford@armed.forces.mil	937-656- 0446	Ð	Athel Robinson	Athel.Robinson@dcma.mil	(718) 354 3726
	Don Kalil	donald.kalil@tma.osd.mil	303-676- 3666	Ð	Beatrice Morrison	test-st@dcma.mil	(703) 555 1212
)	Fred Flintstone	test-st@dcma.mil	(703) 555- 1212	•	Brenda Wilson	wilsonbe@navsea.navy.mil	202 781- 3963
	Gary Moorman	gary.moorman@dcma.mil	(703) 254- 2134	Ð	Cecelia Benford	cecelia.benford@armed.forces.mil	937-656- 0446
	Lois Todd	lois.todd@wpafb.af.mil	937-656- 0379	Ð	Deanna Montoya	Deanna.Montoya@tma.osd.mil	303-676- 3816
	Marlean Jones	NOP2513@dcma.mil		•	Don Kalil	donald.kalil@tma.osd.mil	303-676-
	Paul Farley	test-st@dcma.mil	(703) 555- 1212	•	Eric Kessler	eric.kessler@dcma.mil	3666 (703) 555
	Todd Bracken	Todd.Bracken.ctr@dcma.mil	(703) 254- 2029	•	Eric Roos	Eric.Roos@dcma.mil	1212 (703) 428-
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Figure 30. Approval Management Page (Profiles Tab Approver View)

6.3.3.3 Add and Delete Approvers

The Approval Management Approvers Tab displays the approvers created for each application area. Requests will be routed to the Approvers you create based on the attributes you specify in the profiles section.

To manage Approvers, click on the Approval Management link (**Approval Management**) on the application toolbar and select the Approvers Tab to be directed to the Approval Management Page Approvers Tab (Figure 31).

This section allows Admin users to delete and Add Approvers.

Approvers Tab Column Description:

Action	Allows users to delete a selected approver.
Username	Displays the approver's Name.
E-Mail	Shows the user's E-Mail address.
Telephone	Displays the user's Telephone Number.
View Associated Profile	Displays the profiles associated with the approvers. Clicking on the view associated profile link displays the profiles on the bottom of the Approvers tab. *See sections 6.3.3.4 for further illustration.

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Approv	val Management						
Manage	Approvers for use in A	Approval Profiles.					
Profiles	Approvers			<table-cell-rows> Approver Setup</table-cell-rows>			
Action	n User Name	E-Mail	Telephone	Associated Approval Profile			
	Andrews, Karen	BDK2538@dcma.mil	(703) 555-1212	View Associated Profile(s)			
	Annan, Janet	RAQ1752@dcma.mil		View Associated Profile(s)			
	BIDDLE, STEWART	STEWART.T.BIDDLE@US.ARMY.MIL	309 782-6199	View Associated Profile(s)			
•	BRUCE, Robbin	robbin.bruce@navy.mil	703-693-3998	View Associated Profile(s)			
	Bayer, Melinda	test-st@dcma.mil	(703) 555-1212	View Associated Profile(s)			
	Benford, Cecelia	cecelia.benford@armed.forces.mil	937-656-0446	View Associated Profile(s)			
	Bracken, Todd	Todd.Bracken.ctr@dcma.mil	(703) 254-2029	View Associated Profile(s)			
	Bracken, Todd	bonnie.anderson@dcma.mil	703-254-2029	View Associated Profile(s)			
	Breuninger, Raymond	raymond.breuninger@navy.mil	215-697-3380	View Associated Profile(s)			
	Brown, Valerie	AHD6210@dcma.mil	(703) 555-1212	View Associated Profile(s)			
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Figure 31. Approval Management Page (Approvers Tab)

6.3.3.3.1 Add Approver

To set up an approver, click on the Approver Setup icon () located to the right of the Approvers Tab on the Approval Management Page Approvers Tab (Figure 31).

You will be directed to the Approval Management Page Approvers Results Tab (Figure 32).

Results Tab Column Descriptions:

Action	Allows users to add a profile to an approver.
User Name	Displays the Approver's Name.

E-Mail	Shows the Approver's E-Mail address.
Telephone	Displays the Approver's Telephone Number.
Profile to Assign To	Allows users to assign a Profile to an Approver. Drop-down list.

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Appro	val Managment				
Manage	e Approvers.				
Searc	ch			Sho	w/Hide
Actio	n liser Name	E-Mail	Telenhone	Profile	to Assian To
•	A Sam Pak	WKK0007@dcma.mil	(703) 555-1212	Please Select	v
•	ACQTASOA Norman	ACQTAS_OA@dcma.mil	(703) 555-1212	Please Select	~
•	AS1 Test	TESTAS1@dcma.mil		Please Select	~
•	AS2 Test	TESTAS2@dcma.mil		Please Select	~
•	AS4 Test	TESTAS4@dcma.mil		Please Select	✓
•	Aaron Almond	AGB8166@dcma.mil	(703) 555-1212	Please Select	~
•	Aaron Arellano	DC05083@dcma.mil	(703) 555-1212	Please Select	~
0	Aaron Cornelius	Aaron.Cornelius@dcma.mil	(817) 763-1040	Please Select	~
	Aaron Crawford	AGA2105@dcma.mil	(703) 555-1212	Please Select	
õ	Aaron Eriedman	BKM1207@dcma.mil	(703) 555-1212	Please Select	
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Figure 32. Approval Management Page (Approvers Results Tab)

To assign profiles to approvers, select the Profiles using the drop down list under the Profile to Assign To column for the selected Approver and click on the add icon (+). You will be directed to the Approval Management Confirmation Page (Figure 33).



Figure 33. Approval Management Confirmation Page

6.3.3.3.2 Delete Approver

If you would like to delete an approver, click on the delete icon () for the selected approver on the Approval Management Page Approvers Tab (Figure 31). A Delete Confirmation alert will appear (Figure 34). Click on the 'Confirm this Delete' link to proceed with the deletion.

The Cancel link will countdown from 10 seconds before automatically aborting the delete action. To cancel the deletion prior to the end of the countdown, click on the Cancel link.

eTools Welcome Admin	User		External Web	HELP FEEDBACK EXIT Access Management 2.5		
WorkLoad Summ	ary 🕴 User Management	Approval Management Report				
Approval Manageme Manage Approvers for us	ent se in Approval Profiles.					
Profiles Approvers				<table-cell-rows> Approver Setup</table-cell-rows>		
Action	User Name	E-Mail	Telephone	Associated Approval Profile		
Confirm this Delete	Andrews, Karen	BDK2538@dcma.mil	(703) 555-1212	View Associated Profile(s)		
Cancel (7)	Annen lenet	PAG17508 down will		Many Associated Reefle(a)		
	Annan, Janec	RAQ1752@ddma.mii		View Associated Profile(s)		
•	BIDDLE, STEWART	STEWART.T.BIDDLE@US.ARMY.MIL	309/82-6199	View Associated Profile(s)		
	BRUCE, Robbin	robbin.bruce@navy.mil	703-693-3998	View Associated Profile(s)		
	Bayer, Melinda	test-st@dcma.mil	(703) 555-1212	View Associated Profile(s)		
	Benford, Cecelia	cecelia.benford@armed.forces.mil	937-656-0446	View Associated Profile(s)		
•	Bracken, Todd	Todd.Bracken.ctr@dcma.mil	(703) 254-2029	View Associated Profile(s)		
•	Bracken, Todd	bonnie.anderson@dcma.mil	703-254-2029	View Associated Profile(s)		
•	Breuninger, Raymond	raymond.breuninger@navy.mil	215-697-3380	View Associated Profile(s)		
•	Brown, Valerie	AHD6210@dcma.mil	(703) 555-1212	View Associated Profile(s)		
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		eT	ools Training Site Index	Links Privacy FOIA Accessibility		
	Best	viewed using Internet Explorer v6.0 at 102	4 x 768 resolution.			

Figure 34. Approval Management Page (Approvers Tab Delete Confirmation)

6.3.3.4 View Profiles

To view Profiles associated with a particular Approver, click on the View Associated Profiles link under the Associated Approval Profile column of the Approval Management Page Approvers Tab (Figure 31).

You will see a list of Profiles associated with the Approver below the Approvers Tab (Figure 35).

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	WorkLoad Summary User	• Management Approval Management Rep	ort			
Approv	val Management					
Manage	Approvers for use in Appr	oval Profiles.				
Profiles	Approvers			🕀 Approver Setup		
Actio	n User Name	E-Mail	Telephone	Associated Approval Profile		
•	Pak, A Sam	WKK0007@dcma.mil	(703) 555-1212	View Associated Profile(s)		
•	Norman, ACQTASOA	ACQTAS_OA@dcma.mil	(703) 555-1212	View Associated Profile(s)		
•	Test, AS1	TESTAS1@dcma.mil		View Associated Profile(s)		
•	Test, AS2	TESTAS2@dcma.mil		View Associated Profile(s)		
•	Test, AS4	TESTAS4@dcma.mil		View Associated Profile(s)		
•	Almond, Aaron	AGB8166@dcma.mil	(703) 555-1212	View Associated Profile(s)		
•	Arellano, Aaron	DC05083@dcma.mil	(703) 555-1212	View Associated Profile(s)		
•	Cornelius, Aaron	Aaron.Cornelius@dcma.mil	(817) 763-1040	View Associated Profile(s)		
•	Crawford, Aaron	AGA2105@dcma.mil	(703) 555-1212	View Associated Profile(s)		
•	Friedman, Aaron	BKM1207@dcma.mil	(703) 555-1212	View Associated Profile(s)		
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Karen A	ndrews					
		Profile Name		Toolset		
Placeho	Ider for 'No Active Profile'			n/a		
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Figure 35. Approval Management Page (Approvers Tab Profile View)

7 Reports

For Approvers and Administrators, reports containing relevant information are available within every section of the EWAM application. Clicking on the Reports link (**Reports**) on the application toolbar launches the reports interface.

8 Glossary

List of Acronyms and Abbreviations used in the EWAM application are listed below.

- DCMA Defense Contract Management Agency
- DoD Department of Defense
- eTools Electronic Tools
- EWAM External Web Access Management

