



Bureau of Naval Personnel

***Fund Administration and
Standardized Document Automation
System***

***TRAINING GUIDE
Version 3.0***

SYSTEM ADMINISTRATOR ALTERNATE

UPDATED SEPTEMBER 2012

DOCUMENT MODIFICATIONS

Name	Date	Modification
Stephanie O'Neill	10/08/2009	Initial Revision for FASTDATA Web 09-1
Stephanie O'Neill	07/14/2010	Split training manual by area of responsibility. Updates for FASTDATA Web 10-1A.
Brenda Newman	09/01/2012	Add new functionality and screen shots

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HOW TO REPORT TROUBLE CALLS

New in FASTDATA Web there will a difference in reporting trouble calls for the System Administrator/FA. All issues FASTDATA Users are having difficulty with should be filtered through the System Administrator Alternates at each FA. This will allow the FA to determine the type of trouble call that is being addressed.

FASTDATA Web has introduced some new functionality that allows the FA assigned to Funds Management privileges to be able to move and rearrange Financial Framework in certain cases and this new functionality may allow the FA to resolve many of the issues that arise.

Reporting trouble calls/issues concerning FASTDATA Web:

- Tier 1: Users should contact their Funds Administrator/System Administrator Alternate.
- Tier 2: For issues dealing with database corrections, technical issues or connectivity problems, contact FASTDATA Help Desk.

The FASTDATA Helpdesk is now operated at NETPDTC in Pensacola, Florida. It is staffed by the engineers of the help desk from 0700 to 1700 Central Time, Monday – Friday, holidays excluded. They can be contacted at 1-800-451-5419, option 5.

They can also be reached at Fastdata.helpdesk@pens.navy.mil.

If a call is placed to the 800- number, your issue will come directly to the engineers who will be responsible for the resolution of your issue. They can document and create a ticket for you, and possibly provide guidance on your first call, depending on the nature of the problem.

For after-hours support, you can email the nature of your problem to the above helpdesk email address, and it will be addressed first thing on the following business morning. Additionally, the 800- number rolls over to the Helpdesk after-hours help desk at 1700 Central Time. Calls placed after that time will answered by a live operator, who will then route the call based upon procedures and protocols.

- Tier 3: Fund Administrators that need assistance with issues dealing specifically with training, how a specific event/process should work, or "how do I perform this" should contact Brenda Newman. brenda.newman@navy.mil.

SYSTEM ADMINISTRATOR ALTERNATE

Introduction

This lesson will describe the purpose and use of the NEW SYSTEM ADMINISTRATOR ALTERNATE.

Objectives

Learn the purpose of the new System Administrator (Alternate) function.

Learn how to use the new System Administrator (Alternate) function.

WHAT is the PURPOSE of the SYSTEM ADMINISTRATOR ALTERNATE?

Introduction

This lesson will describe the purpose of the New File System Administrator (Alternate).

Objectives

Define the purpose of the System Administrator (Alternate).

Identify the types of functions that will be maintained by the System Administrator (Alternate).

Lesson

System Administrator is a role that is new in FASTDATA Web. It was designed for one System Administrator for the entire Major Command (BUPERS BSO) but since there are many users within the BUPERS FASTDATA community, BUPERS has determined that there will be one System Administrator Alternate at each of the BUPERS FAs to manage the role and functions designated for System Administrator.

The Alternate Sys Admin will be able to perform all functions designated for the role, except the setting up access for another System Administrator Alternate. That will have to be done by BUPERS (Brenda Newman) who will perform as the BSO System Administrator.

The FASTDATA Data Base Administrator (DBA) is now SPAWAR, currently in Pensacola. The DBA will create the one System Administrator (SA) for each Major Command (BUPERS BSO). A System Administrator Alternative (Sys Admin Alternate) should be set up for each FA currently upon conversion. The Sys Admin Alternate will create other desired FASTDATA Roles such as the Fund Administrator (FA) and the Site. Every FASTDATA user must be assigned to at least one of these roles.

The Roles involved in the Upper level funds management of the FASTDATA Web will not be utilized by BUPERS for FY2010 during the deployment phases. After the first year it may be incorporated. That being said, the Funds will be passed to the FA to enter as it is done today. If the upper level roles were being used, the Sys Admin Alternate will manage the user maintenance on those roles as well.

The 10-1A Web release will bring the System to 508 Web compliant. The format of the screens will change somewhat and the SELECT ROLE will appear above in the header of the screen once User logs in.

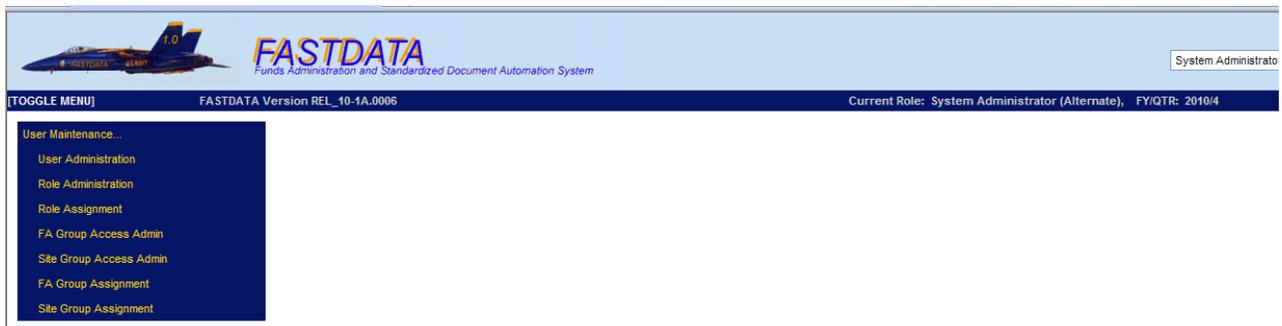
The Filter for the Sys Admin alternates while using the System Administrator functions will assist to narrow down the search to your own FA. Currently, all BUPERS FAs roles and Users will appear in the System Administrator functions. An SCR 000207 Ability to Limit Scope of Data for Alternate System Admin Role has been created and will be assigned to a future release. Once this is implemented each Sys Admin alternate will only see data belonging to their own FA.

WHAT is the PURPOSE of the SYSTEM ADMINISTRATOR ALTERNATE?

When the Sys Admin Alternate at the FA logs in to FASTDATA web the Select Role screen will appear and using the drop down box, all roles the Sys Admin Alternate has access to will be available to select.



Select System Administrator.



The User Maintenance Menu for Sys Admin Alternate will display:

- User Administration
- Role Administration
- Role Assignment
- FA Group Access Admin
- Site Group Access Admin
- FA Group Assignment
- Site Group Assignment

These menu items will be discussed in the functionality of the Role. New in FASTDATA web under Sys Admin Alternate, a Site will be established, not in the FA as occurred in the GUI FASTDATA. This will be discussed in the next lesson under functions as well.

Users will be already loaded in the BUPERS databases for their FAs as the deployment of FASTDATA Web is occurring. The Users access will be loaded as designated on spreadsheets from the conversion process. The Sys Admin Alternate can go in and set up more groups for the FA and Site access and assign the users to different groups once the FA is brought up live on the web. Users will need to be deactivated when they leave the command or are no longer valid users of FASTDATA. The Sys Admin Alternate will provide the SAAR form with DEACTIVATE recorded on it via an encrypted email to brenda.newman@navy.mil. BUPERS will provide the DBA with the information required to deactivate the user.

WHAT is the PURPOSE of the SYSTEM ADMINISTRATOR ALTERNATE?

Questions

What is the purpose of the New System Administrator Alternate?

What types of functions that will be maintained by the New System Administrator Alternate?

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Introduction

This lesson will illustrate the steps on how to perform the maintenance functions of the System Administrator Alternate.

Objectives

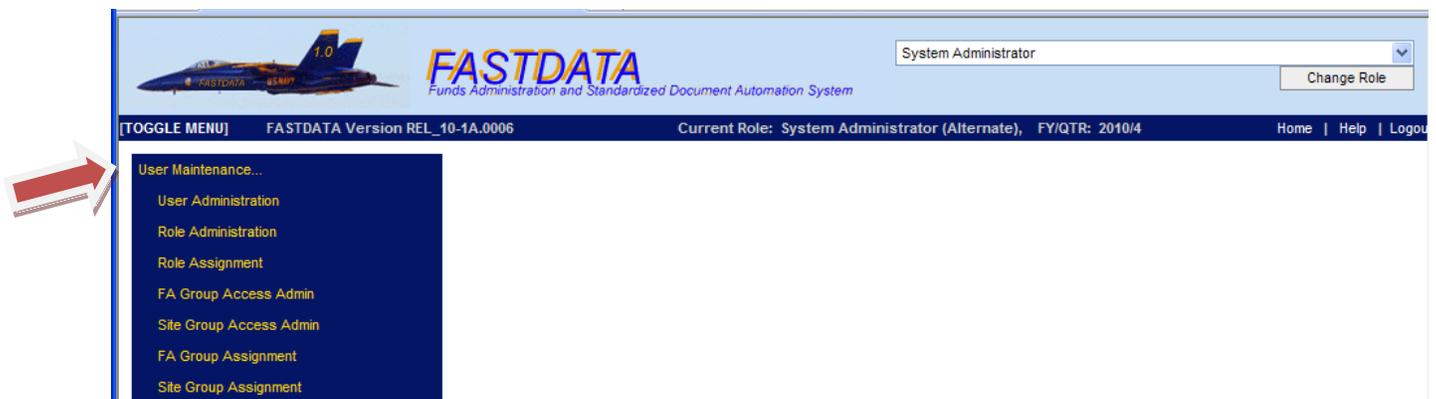
Define the various functions of the System Administrator Alternate.

Outline the steps to perform the functions of the System Administrator Alternate.

Lesson

Each of the nine functions of the System Administrator are used to maintain user information, create and view roles, make role assignments, create and assign FA and Site group accesses and create and assign Security groups. Only seven functions are available to the System Administrator Alternate with the remaining two functions limited to the BUPERS System Administrator for the overall BSO security set up. The only function the Sys Admin Alternate can't perform is setting up a new Sys Admin Alternate or deleting one from their FA within the BUPERS database. All other functions can be done by the alternate(s) selected at each FA.

The System Administrator Alternate Main Menu will appear when the role is selected.



FASTDATA Version REL_XX-XX.XXXX

The current version of the FASTDATA application

Current Role

The role the user has selected for this FASTDATA session

FY/QTR

The current Fiscal Year and Quarter

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Home

Returns the user to the Main Menu from any screen

Change Password

Select this option to change your password

Help

Select "Help" to view help for the current page

Select Role

Allows you to change your role by returning you to the Select Role page

Change FY/QTR

Allows you to change the currently selected Fiscal Year or Quarter

Logout

Select Logout to return to the FASTDATA Login page

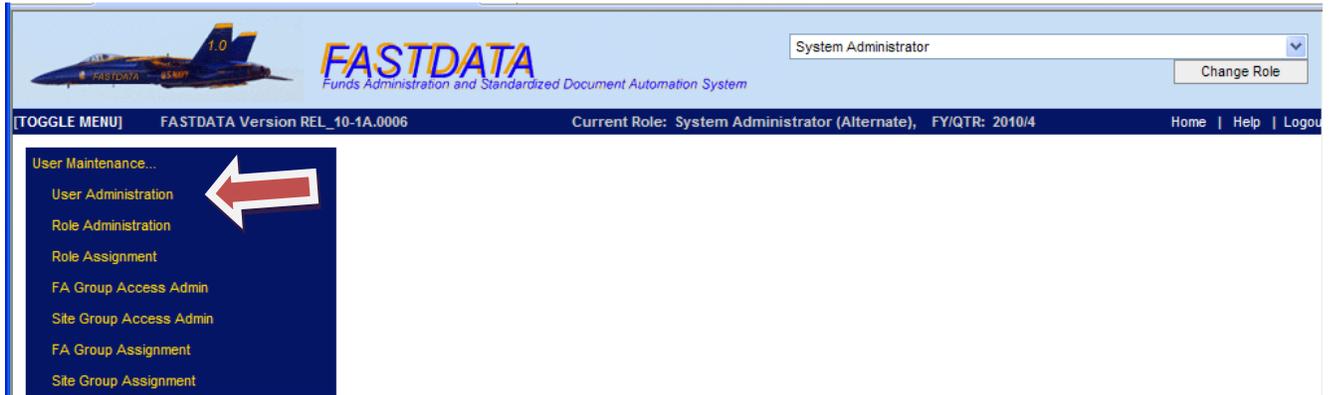
User Maintenance

Select User Maintenance to open a submenu displaying nine options for the BUPERS System Administrator and seven options for the System Administrator Alternates at the FA:

- **User Administration**
- **Role Administration**
- **Role Assignment**
- **FA Group Access Admin**
- **Site Group Access Admin**
- **FA Group Assignment**
- **Site Group Assignment**
- **Security Group Admin – limited to BUPERS**
- **Security Group Assign – limited to BUPERS**

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

1. User Maintenance/User Administration



The User Administration - Summary page displays by selecting the User Administration sub-menu item from the User Maintenance menu on the FASTDATA Main Menu Page. Access is restricted to System Administrators who may use this page to modify information on existing users.

All users that have been set up in the database by the DBA upon conversion will show in this menu when selected. Users get activated and deactivated by the DBA in the following manner.

- To activate a new FASTDATA User the System Administrator Alternate will provide a SAAR form that has been completed, signed by the TASO of the command, to brenda.newman@navy.mil in an encrypted email. BUPERS will provide the SAAR form to the DBA who will create the USER account. The new User will then receive two emails from the DBA with the FASTDATA link and USERID on the first one and the password on the second email. This must be accomplished prior to the Sys Admin Alternate being able to create the roles and group assignments for the new USER for FASTDATA.
- To deactivate a FASTDATA User the System Administrator Alternate must take the SAAR form showing deactivate on it and send encrypted email to brenda.newman@navy.mil. BUPERS will provide to DBA to deactivate the account.

****NOTE:** If new User is in the process of having their clearance done within the command, this should be noted in the appropriate block on the SAAR form so a temporary account to the database can be accommodated.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

The screenshot shows the FASTDATA System Administrator interface. The top navigation bar includes the FASTDATA logo, the text 'Funds Administration and Standardized Document Automation System', and the role 'System Administrator'. Below this is a 'TOGGLE MENU' and version information. The main content area is titled 'User Administration - Summary' and features a 'Filter' section with input fields for 'User ID', 'First Name', and 'Last Name', along with 'Active Status' and 'Sort Order' dropdowns. A 'Filter' button is located below these fields. The 'Results' section displays a table of users with the following data:

Edit	User ID	First Name	Initial	Last Name	Email	Active Status
	BUPERSABBOTTR	RICHARD	A	ABBOTT	RICK.ABBOTT@NAVY.MIL	Active
	BUPERSAICHERR	RENEE	L	AICHER	RENEE.AICHER@NAVY.MIL	Active
	BUPERSALLENL	LINDA		ALLEN	LINDA.ALLEN@NAVY.MIL	Active
	BUPERSALSTONJ	JOHNNIE		ALSTON	JOHNNIE.ALSTON@NAVY.MIL	Active
	BUPERSANDERSONG	GINGER	L	ANDERSON	GINGER.ANDERSON@NAVY.MIL	Active
	BUPERSANDERSONJ	JOHN	W	ANDERSON	JOHN.ANDERSON1@NAVY.MIL	Active

Data may be filtered in the top section of the screen by these elements to get the your specific Users for your own FA:

- **User ID; First Name; Last Name**

The parameters you may use to find the desired User

- **Active Status**

Select either Active or In-Active from the drop-down list.

- **Sort Order**

You may sort by User ID, First Name, Last Name, or Active Status

- **Ascending/Descending**

Allows you to arrange your sorted list in either ascending or descending order

Select Filter to initiate the search for the user you have identified.

The USER information listed will display:

- **Edit**

Select the "Open Book" icon to view or modify user details. Details include User ID (view only); Email; Last Name; First Name; Middle Initial.

- **User ID**

User ID's are initially created by the FASTDATA Database Administrator. Once created, they are maintained by the System Administrator. User IDs are listed in alphabetical order. You may sort the User ID's in either ascending or descending order by selecting the column heading "User ID."

- **User Name**

First and last name of the user. User names are listed in alphabetical order and may be sorted in either ascending or descending order by selecting the column heading "User Name."

- **E-Mail**

The user's official E-Mail address

- **Active Status**

The user status will either be Active or Deactivated

- **Close**

Closes the User Administration - Summary page

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

The screenshot shows a 'User Details' form with the following fields and values:

- User ID: BFFE45301
- Email: SONEILL@CHANGEARCHITECT.NET
- Last Name: ONEILL-ASA
- First Name: STEPHANIE
- Middle Initial: (empty)
- User Account Locked: No
- Password Expired: No

At the bottom of the form are three buttons: 'Save', 'Reactivate User Account', and 'Close'.

The User Administration - Detail page opens when the Edit- Open Book icon on the User Administration - Summary page is selected. All fields on this page with the exception of User ID can be edited. (Keep in mind the User ID is now set up by the DBA not the FA). Edits can be done to the Users email address if needed.

User ID

Displays the User ID assigned when the user was created. This field can't be edited.

Email

The official email address of the user and Sys Admin Alternate can edit this field.

Last Name

The complete last name of the user and is open for edit.

First Name

The first name of the user and is open for edit.

Middle Initial

The optional middle initial of the user and is open for edit.

User Account Locked

This will be either Yes or No. Accounts are locked after 30 days of inactivity or when there are three unsuccessful attempts to log in.

Password Expired

Indicates either "Yes" or "No"

Save

Saves your changes and returns you to the User Administration - Summary page.

Reactivate User Account

Select this button to unlock the user's account and reactivate the user. Users are put in an inactive status after failing to login for 30 days, or after 3 successive login failures. Sys Admin Alternate can reactivate this user account.

Close

Closes the User Administration - Detail page.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

The Web is CAC enabled so forgotten passwords should not be a problem to lock out a user. The first time a FASTDATA User logs in they will use the password and ID provided by the DBA when they are activated or from the Web deployment. This will enable the CAC certificates and allow for future login to be done using the CAC instead of the User ID and Password.

Reactivate will either unlock the User Account field or the reset the default Password when the box or boxes are checked. When the YES is showing in either of these fields, SELECT the REACTIVATE User Account.



Reactivate User Details

User ID: BFPE45301
Last Name: ONEILL-ASA
First Name: STEPHANIE
Email Address: SONEILL@CHANGEARCHITECT.NET
Create Date: 7/16/2009
Last Login Date: 10/6/2009
Last Login Reactivate Date:

Unlock User Account ? 
Set Default Password ?

Save Close

The Unlock User Account? And Set Default Password will open with a block. The Sys Admin Alternate will check mark the box and Select Save.

To Exit without saving use CLOSE prior to SAVE.

In FASTDATA Web the **ACTION ITEM LIST Report** at the FA level will identify the User Security information and the FA will rely on the System Administrator Alternate to keep the User information updated. When a User leaves the command or no longer uses the system, the Sys Admin Alternate will be required to take the appropriate steps to keep the Users compliant with the System Security Requirements.

There are two sections relating to the security and User information for FA and Site account.

Security - Fund Administrator and Site Accounts with 90 Days or longer

The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have not accessed the FASTDATA software for 90 days or longer. Contact the System Administrator to either reactivate the account or have the account removed.

When User tries to log in they may receive an error message that their account is locked. The System Administrator Alternate will then unlock the account under the User Administration function.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Security - Fund Administrator and Site Accounts that have never been Accessed

If it has been less than 30 days since the account was established, you may have each of the following users access the Fund Administrator application and activate their Single Sign-on (CAC). If it has been 30 days or more, you must contact your System Administrator to reactivate the account or have the account removed.

The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have never accessed their account to activate their Single Sign-on (CAC) capability.

- The FA prompts the users to log in or their user ID will be removed from the system. If the User receives an error message that their account is locked to contact their System Administrator - they will contact one of the System Administrator Alternates at their FA.
- The System Admin Alternates need to be sure to never do a reset password on an account that hasn't been used all they have to do is an unlock account, and the user can then use the password originally sent to them by the DBA. If they've lost that, no problem, new users all get that same initial password (FASTDATANEWUSER#1).

2. User Maintenance/Role Administration



- This selection allows the Sys Admin Alternate to view available roles, create roles and edit existing roles or create new roles. New Roles include adding or editing an FA or a Site. **Sites are created in this function, but currently, if a Site needs to be deleted from the database the DBA has to perform this.**

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

The screenshot displays the FASTDATA web application interface. At the top, there is a header with the FASTDATA logo and the text "Funds Administration and Standardized Document Automation System". A user selection dropdown is set to "System Administrator" with a "Change Role" button. Below the header, a navigation bar shows "FASTDATA Version REL_10-1A.0006", "Current Role: System Administrator (Alternate), FY/QTR: 2010/4", and links for "Home", "Help", and "Logout".

On the left, a "User Maintenance..." menu is visible with options: "User Administration", "Role Administration", "Role Assignment", "FA Group Access Admin", "Site Group Access Admin", "FA Group Assignment", and "Site Group Assignment".

The main content area is titled "Role Administration - Summary". It features a "Filter" section with the following elements:

- Type:** A dropdown menu with "Site" selected. A tooltip shows other options: "Component Command", "Resource Manager", and "Fund Administrator".
- ID:** A text input field.
- Description:** A text input field.
- Sort Order:** Radio buttons for "Ascending" (selected) and "Descending".
- Filter:** A button to execute the search.

Below the filter is a "Results" section showing a table of results. The first row is "Site". The table has 44 columns, with the first column labeled "PAGE: 1" and the last column labeled "44 >>".

Below the results table is an "Available Roles" section with buttons for "Edit", "Type", "ID", and "Description".

At the bottom, there is a "Select Role to Create" dialog box with a "Site" dropdown and "Create" and "Close" buttons.

The screen will come up with and Sys Admin Alternate must select a type role they wish to view, edit – or select a role to create.

The Filter can be used to narrow down your data:

- **Type**
A drop-down list of the available Role Types
- **Id**
A text input box to enter the Role Id for any role type. You may also filter by wild card. If you do not know the exact name of the role you wish to retrieve, the input can be enclosed with asterisks (*) The filter will return all records of that type. You may also retrieve the default filtered list by leaving the Role Id and Role Type blank and selecting the filter button.
- **Description**
A brief description of the role
- **Sort Order**
You may sort by Type, ID, or Description
- **Ascending/Descending**
Select the applicable radio button to display the information in either Ascending or Descending order.

Select the Filter button to initiate your search.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

The List provided will display:

- **Available Roles**

Available roles presents the results of your search.

- **Edit**

Select the Edit icon to navigate to the screen where the selected role information may be modified.

- **Type**

The Type will be either **Component Command, Resource Manager, FA, or Site. For FY2010 during the Web Deployment BUPERS is only using the FA and Site.**

- **Id**

An alphanumeric identifier of the Role Type that cannot exceed 10 characters.

- **Description**

A brief description of the role that cannot exceed 30 characters.

To create a new Role

Select Role to Create

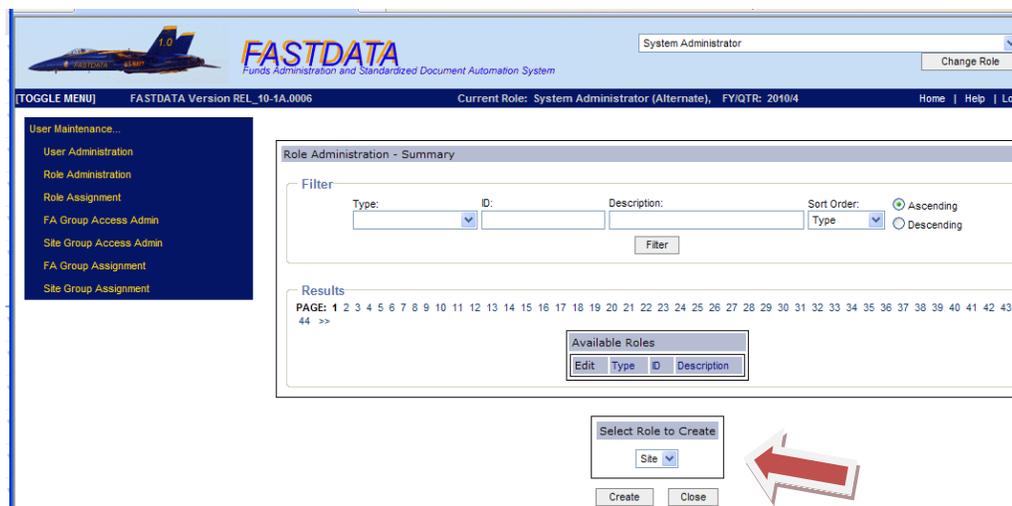
A separate window containing a drop-down list where you may select **Component Command, Resource Manager, FA, or Site. ONLY FA and Site will be used.**

Create

Select this button to navigate to the **Create Role** screen for the role you wish to create.

Close

Closes the Role Administration Summary page and returns you to the System Administrator Main Menu.



HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

To create a NEW SITE in the FA, the Sys Admin Alternate will go to SELECT ROLE TO CREATE and Select SITE. Your FA ID will appear on the Screen. If you have access to more than one FA as Sys Admin Alternate you will select the correct FA ID you wish to establish the new Site in.

FASTDATA Version REL_10-1A.0006 Current Role: System Administrator (Alternate), FY/QTR: 2010/4

FASTDATA Funds Administration and Standardized Document Automation System

FA: N68045

Site ID:

Description:

SPS Site:

Station Use:

Military Time Zone Code:

Alpha - Central European Time
Bravo - Eastern European Time
Charlie - Baghdad Time
Delta - Abu Dhabi, UAE, Muscat, Tblisi, Volgograd, Kabul Time
Echo
Foxtrot
Golf
Hotel - China Coast Time
India - Japan Standard Time
Kilo - Guam Standard Time
Lima
Mike - New Zealand Standard Time
November - West Africa Time
Oscar - Azores Time
Papa - Newfoundland Time
Quebec - Atlantic Standard Time
Romeo - Eastern Standard Time
Sierra - Central Standard Time
Tango - Mountain Standard Time
Uniform - Pacific Standard Time
Victor - Yukon Standard Time
Whiskey - Alaska-Hawaii Standard Time, Central Alaska Time, Hawaii Standard Time

Done

Site ID

This is an alphanumeric ID not to exceed 10 characters – Fill in the blank with new Site ID.

Description

A description of the site not to exceed 30 characters – Fill in the description.

SPS Site – and Station Use – Do not check these boxes.

Military Time Zone

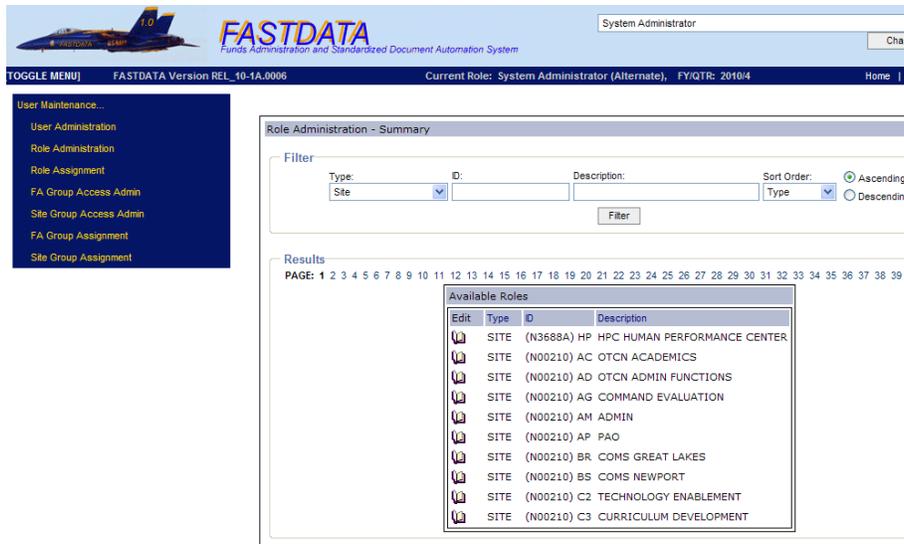
Select the applicable Military Time Zone for the Site from the drop-down list. The time zone will dictate when the Site will be changed to the new quarter when the quarter roll takes place.

Save your changes. This will send you to the Edit Site page. At the Edit Site page you may create another Site role by selecting the duplicate button.

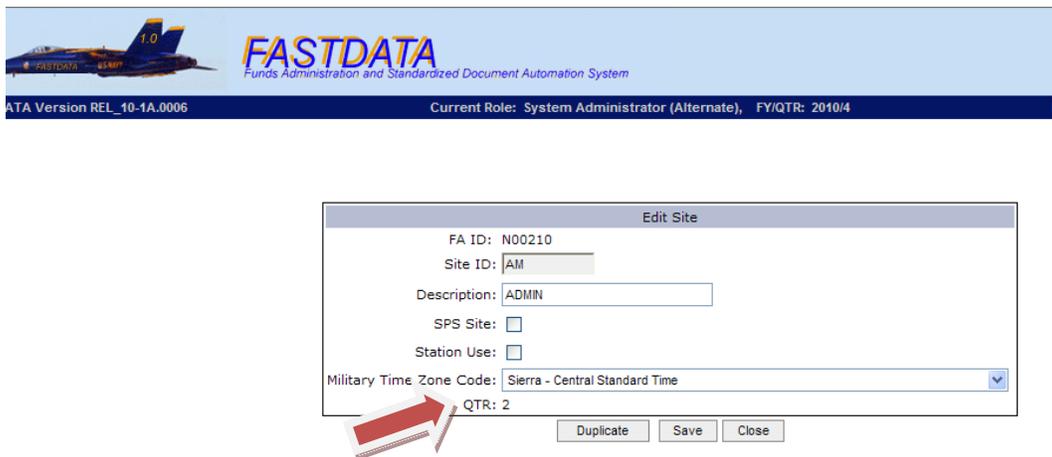
Close the Create Site Role page and return to the Role Administration Summary when finished.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

When the Role Administration Summary page is displayed the EDIT ICON is next to each Site already established. To Edit an existing Site or Duplicate a Site – you must filter to that site first – then Select EDIT.

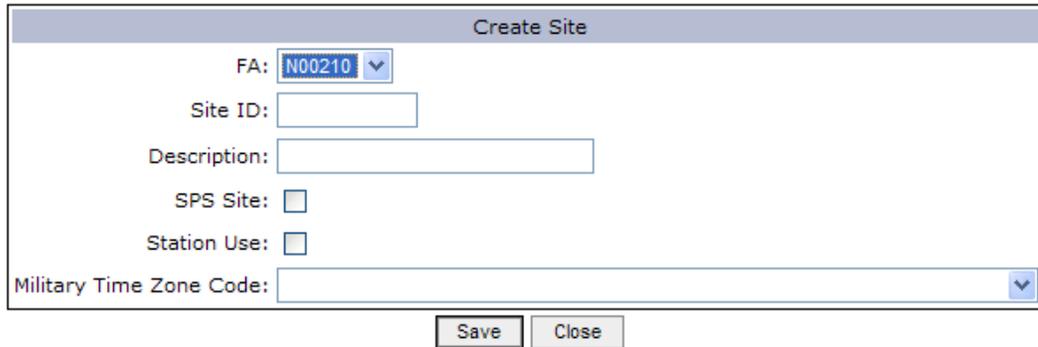


The fields available to edit are the Description Field, SPS Site, Station Use, Military Time Zone Code. This time zone will determine when the Site quarter roll is done. Edits can be performed as needed and SAVE.



To duplicate the Site displayed Select DUPLICATE button.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?



The screenshot shows a web form titled "Create Site". It contains the following fields and controls:

- FA: A dropdown menu with "N00210" selected.
- Site ID: An empty text input field.
- Description: An empty text input field.
- SPS Site: A checkbox that is currently unchecked.
- Station Use: A checkbox that is currently unchecked.
- Military Time Zone Code: A dropdown menu with a downward arrow.
- At the bottom of the form are two buttons: "Save" and "Close".

The Fields are now available to be populated. Select SAVE when completed.

To set up a new Role of FA the Sys Admin Alternate would take the same steps as above in setting up a new Site. Since new FAs are not established frequently, the example was done at the Site level. Setting up a new FA has to be coordinated with the BUPERS System Admin and the DBA to get the proper interfaces up and running correctly and to be able to set up the Financial Framework for a new FA in FASTDATA Web.

Note: Setting up a Site has been moved in the web from the FA to the Sys Admin Alternate Role but all other Financial Framework will continue to be set up at the FA level.

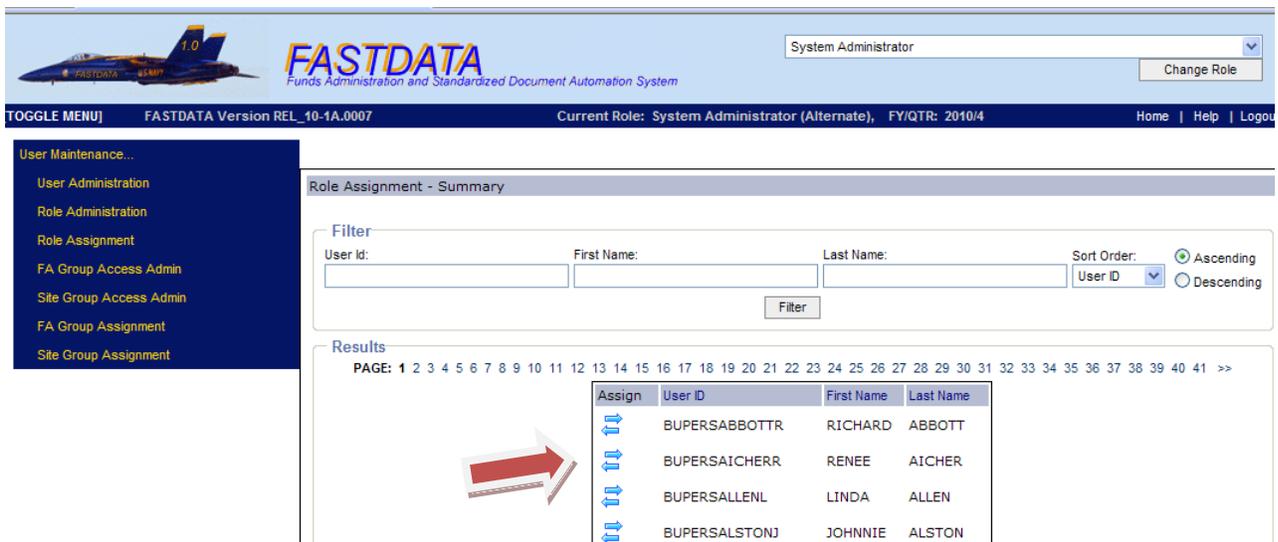
HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

3. User Maintenance/Role Assignment



The Role Assignment - Summary page lists FASTDATA users who may be assigned roles. Selecting the right/left arrow icon adjacent to the user name opens the role assignment page.

Each User has to be assigned a Role or Roles in order to be able to work in FASTDATA Web at the FA and/or Site levels. Sys Admin Alternates at each FA can provide these Role Assignments and also remove them when no longer needed. To give a new User access the Sys Admin Alternate will be required to do two things: Role Assignment and FA and/or Site Group Assignment. This will dictate what the new User will see when they log in, what will show in the "Select Role" block, and the group assignment will direct what functions in the FA and/or Site that the User will be able to access.



HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

The Filter can be used to narrow down data – to the FA’s Users

Currently, the System Admin Alternate from one BUPERS FA can see the Users from all BUPERS FAs. This has been addressed and will be partitioned to ONLY the FA the System Admin Alternate is assigned to in a future release. No implementation time is currently set for this update.

- **User Id, First Name, Last Name**

Allows you to search for Users by User Id, First Name, Last Name

- **Sort Order**

Allows you to sort by User Id, First Name, or Last Name.

- **Ascending/Descending**

Select the applicable radio button to display the information in either Ascending or Descending order.

Select the Filter button to initiate the search.

**Close will take the Sys Admin Alternate back to the menu screen.
HOME will take you back to the main menu screen as well.**

The FASTDATA users will appear in the list –

- **Assign**

Select the right/left arrow icon to open the Role Assignment page

- **First Name/Last Name**

First and last name of the user. User names are listed in alphabetical order and may be sorted in either ascending or descending order by selecting either the column heading First Name or Last Name.

- **User Id**

User Id’s are created and maintained by the FASTDATA Database Administrator. User Ids are listed in alphabetical order. You may sort the User Id’s in either ascending or descending order by selecting the column heading.

Close will exit the Role Assignment - Summary page.

Select the ASSIGN field next to the FASTDATA User Name. The Role Assignment page lists the roles assigned to or are available to a specific user. The System Administrator alternate is assigned all roles. Modification of System Administrator Alternate Roles is not allowed.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

User Name: STEPHANIE ONEILL			
Roles available for assignment:			
Role Type	Role ID	Role Description	Add
(FA)	Site (N00076) B1	HD OCO BUD/S	Add
(FA)	Site (N00076) LB	LABOR NETC HQ	Add
(FA)	Site (N3593A) LB	LABOR	Add
(FA)	Site (N3594A) AB	CONTRACTS & TRAINING REQUESTS	Add
(FA)	Site (N3594A) BS	FASTDATA SITE TSD GPT	Add
(FA)	Site (N3594A) DV	CONTRACTS SPIELES TSD GPT	Add
(FA)	Site (N3594A) KD	N8 TSD GPT	Add
(FA)	Site (N3594A) KM	N8 TSD GPT	Add
(FA)	Site (N3594A) N8	FINANCE DEPT	Add
(FA)	Site (N3594A) XG	TSD GPT CC SITE	Add
(FA)	Site (N3597A) BG	TTF BANGOR	Add
(FA)	Site (N41603) LB	LABOR	Add
(FA)	Site (N61690) LB	LABOR	Add
(FA)	Site (N68322) LA	LABOR ONLY	Add
(FA)	Site (N68322) LB	LABOR	Add
Roles user 'STEPHANIE ONEILL' has been assigned:			
Role Type	Role ID	Role Description	Remove
FA	N00022	BUPERS	Remove
FA	N00076	NETC HEADQUARTERS	Remove
FA	N00124	NAVAL WAR COLLEGE	Remove
FA	N00210	NAVAL SERVICE TRAINING COMMAND GREAT LAKES	Remove
FA	N00281	TSC HAMPTON ROADS	Remove
FA	N0580A	TRAINING SUPPORT CENTER GREAT LAKES	Remove
FA	N0617A	NAVAL NUCLEAR POWER	Remove
FA	N3473B	NPDC	Remove

The top section will be all the Roles that are available for assignment and it has the Role Type, Role ID, Role Description and the ADD button.

The bottom portion will reflect any roles already assigned to the FASTDATA User. It has the Role type, Role ID, Role Description and REMOVE button. Once the access is granted it will remain until the Sys Admin Alternate goes in and REMOVES the access from the User. When it is removed it will move back to the top unassigned role list with the ADD button if needed in the future.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Role Type

The Role Types assigned or available to the user will display. Possible Role Types are Major Command, Component Command, Resource Manager, FA, and Site. (Major Command, Component Command, and Resource Manager are not being used in BUPERS for Fy2010).

Role Id

This is an Id for a specific role within the role type.

Role Description

A brief description of a particular role will display.

Add/Remove

Select Add to add the role to the user. Select Remove to remove the role from the user.

Close

Closes the Role Assignment page and returns you to the Role Administration Summary page.

Roles may be added or removed by clicking on the desired verbiage in the two displays.

When Selecting REMOVE from Site 17 – the following now appears in the top portion of the display panel:

User Name: STEPHANIE ONEILL-ASA			
Roles available for assignment:			
Role Type	Role ID	Role Description	Add
Component Command	NOLSCCC	NOLSC COMPONENT COMMAND	Add
Resource Manager	NOLSCRM	NOLSC RESOURCE MANAGER	Add
(FA) Site	(N3560A) 17	NROTCU UNIVERSITY OF KANSAS	Add
Roles user 'STEPHANIE ONEILL-ASA' has been assigned:			
Role Type	Role ID	Role Description	Remove
Major Command	BUPERS-MC	MC FOR BUPERS	Remove
Component Command	BUPERS	COMPONENT COMMAND	Remove
Resource Manager	BUPERS	RM	Remove
FA	N3560A	NROTC/NJROTC	Remove

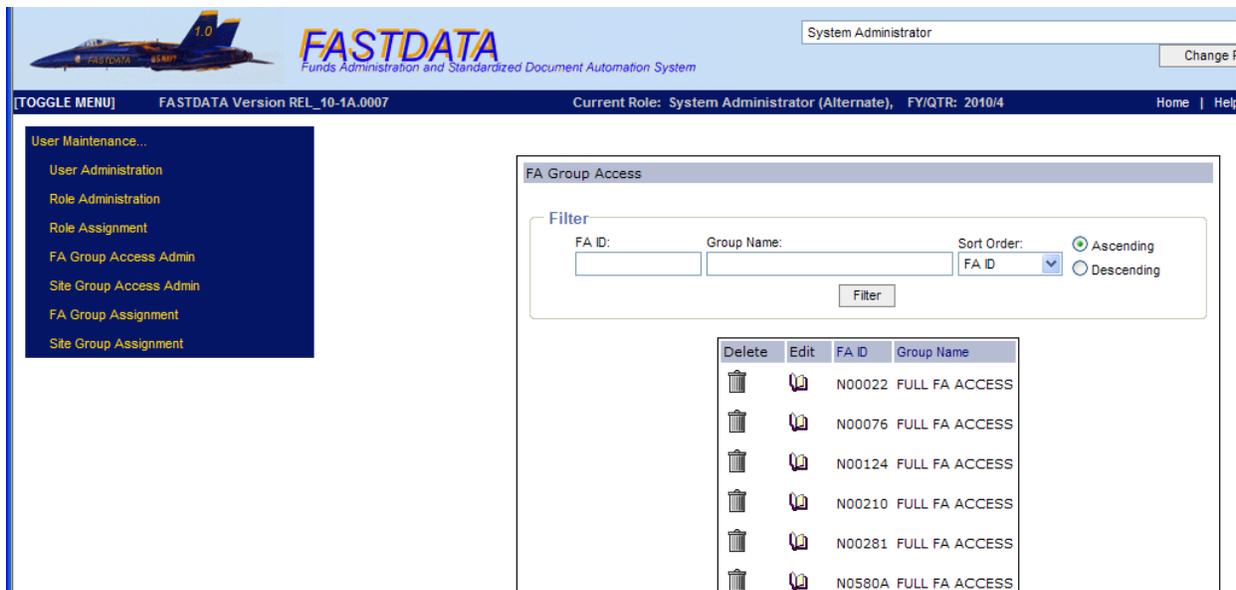
HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

4. User Maintenance/FA Group Access Admin



At the FA level the Sys Admin Alternate may determine that there should be more than one group with access to the FA. All Users in one group share the same access. The Sys Admin may determine that one FA group of Managers should only have "VIEW" capability, while another group may require "FULL ACCESS" to perform the FA Functions. The groups create will allow the Sys Admin Alternate to choose which functions within the FA that the FA Users will have access to.

The FA Group Access -Summary page list all established FA Groups. Use this page to navigate to the FA Group Access - New page or the FA Group Access - Edit page. This page may be used to delete FA Groups already established if there are no users assigned to the group.



HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

To locate your FA ID enter it in the Filter block for FA ID and select FILTER. This will display only your FA groups on the screen. Once you have it on the screen you can select Edit to change the group or you can scroll to the bottom of the screen and select CREATE Group to set up a new one.

To set up a new group select create group.

FA Group Access - New	
FA: D00022	
Utilities	Access
Job Order Maintenance	Update
Reports	Access
Lock Sites	Update
Responsibility Centers	Update
Authorizations	Update
Grantors	Update
FA Summary	Update
Suspend/Unsuspend	Update
File Manager	Access
Adjust Recon Documents	No Access
Correct Expenditures	Update
Advanced Mass JON Update	Access
Cost Redistributions	Update
Resource Authorizations	Update
OPTARs	Update
Serial Ranges	Update
Reorganize and Cleanup Fin Frwk	Update
Release to Site	Update
Expenditure Cost Transfer	Access
Suspend Non-preceded Expenditure	No Access
Override Recon Documents	No Access

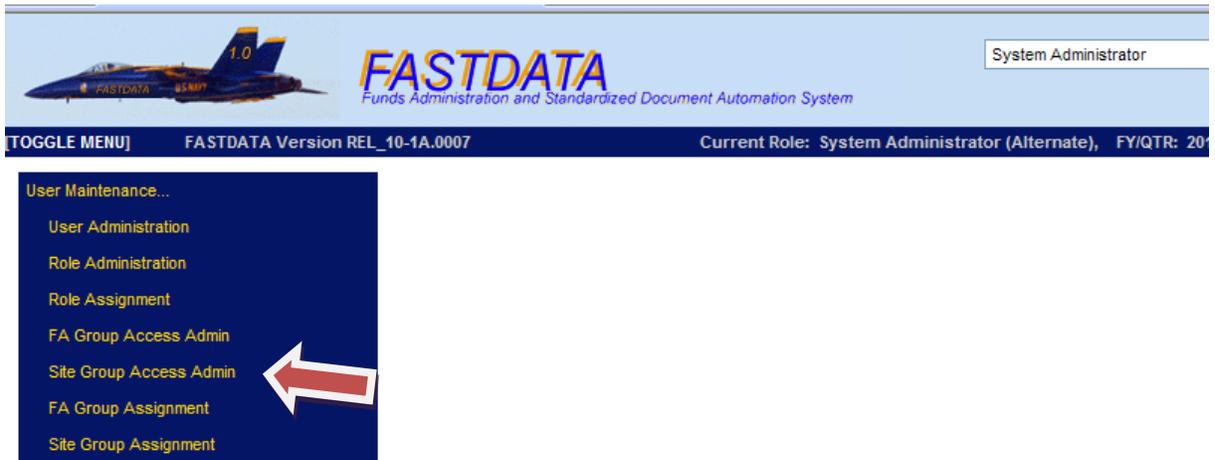
Name:

There are many combinations that the Sys Admin can use in creating different FA groups and limit the amount of access for FA Users. Combining any of the functions listed on the screen as Access, Display only, No access can create a new group name using these combinations. Select each feature using the functions listed under each, then create a new name. One can be established for VIEW ACCESS, one for FULL ACCESS, and you may want one with JON only, Correction only, etc. If more than one group is desired the Sys Admin can use any combination of functions to create a group and grant access to specific FA Users.

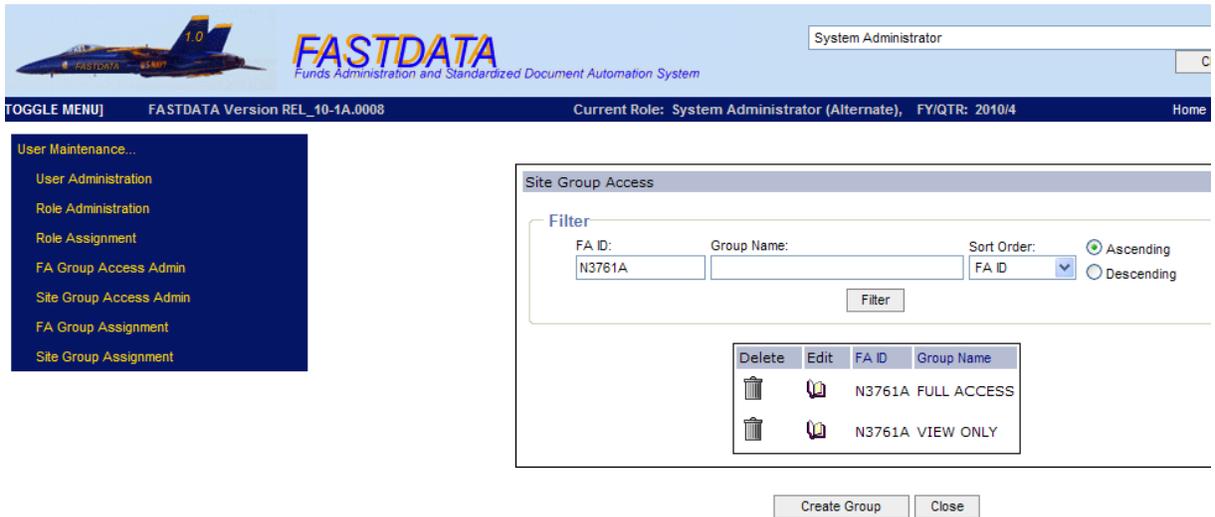
- Select the FA if more than one is available to the Sys Admin
- Select the security level you wish to designate under each function listed
- Name your new Group
- SAVE

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

5. User Maintenance/Site Group Access Admin



A Site Group Access is the means by which Sys Admin can assign access privileges to Site User. All users assigned to a particular group will have the same privileges (accesses). Any changes to group privileges will impact all users assigned to that group. The Site Group Access - Summary page list all established Site Groups. Use this page to navigate to the New Site Group - Access page or the Site Group Access detail page. Also, this page may be used to delete existing Site groups if there are no users assigned to the group.



The delete and Edit button are available on this screen to select if that is what the Sys Admin needs to perform. If a new group is desired, select CREATE GROUP.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Site Group Access - Update			
FA: N00022			
Create Documents	Update	Modify Documents	Update
Print Documents	Access	Utilities	Access
File Manager	Access	Transaction Suspension	Access
Reports	Access	Cost Redistributions	Update
Expenditures	Update	Receipts	Update
Credit Card	Update	Site Locked Access	Update
Expenditure Cost Transfer	No Access	Adjust Recon Documents	No Access
Override Recon Documents	No Access		

Name:

- Select the FA if more than one is available to the Sys Admin
- Select the security under each function listed
- Name your new Group
- SAVE

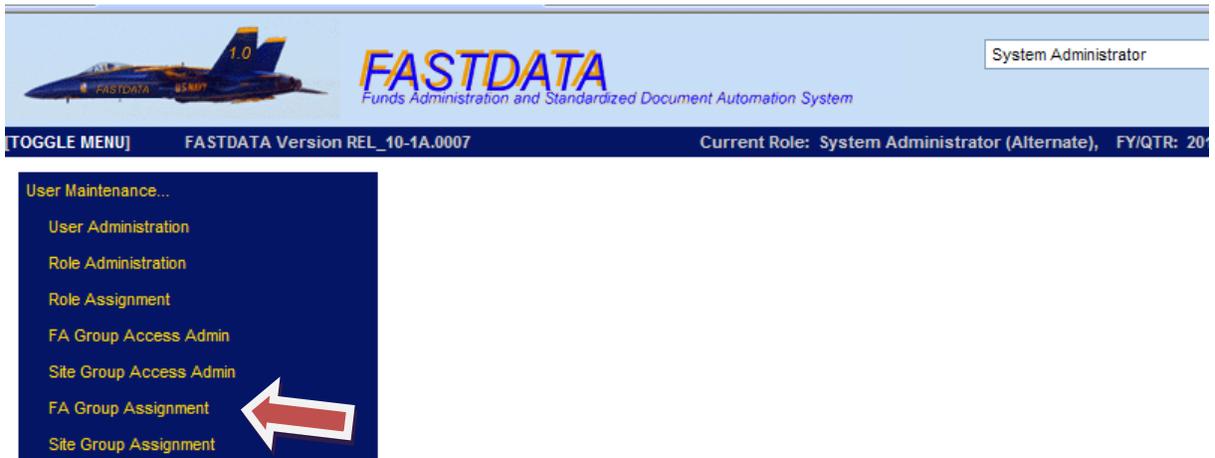
An example might be that some Site users only need access to Receipts, or no access to Credit Card functions, etc. The Sys Admin determines what is required in a group and establishes it at the Site level similar to the Groups set up at the FA level. New functions added to the Site groups since 10-1J release are the Adjust Recon Documents and Override Recon Documents. It is recommended that the Site Group have the Site Locked Access set to **Display Only** for all users except those few who will need to perform in the Site while it is locked down for month end, quarter end, or year end, by the FA.

Each function will have **Update**, **Display Only**, **No Access**, or **Access** available for the Sys Admin Alternate to choose from when establishing the group access for the Site Users.

Each Site User MUST be assigned to at least one Site Access Group or they will not have access to any of the functions within any of the Sites they were set up with a Role Assignment.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

6. User Maintenance/FA Group Assignment



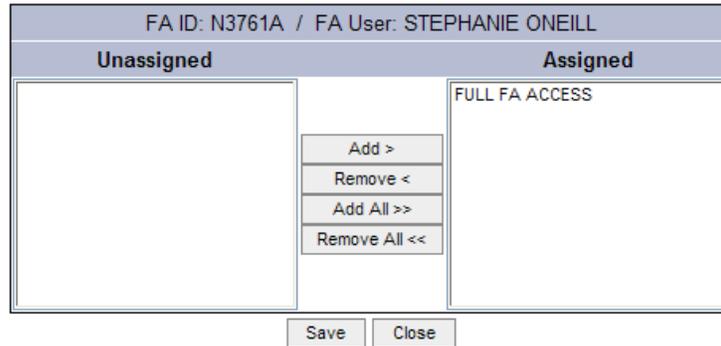
When the Groups have been set up directing the level of security for each group, the Sys Admin will then go to the FA Group Assignment and assign the FA User to the correct functional group desired dictating the level of access granted.



The screen will display the ICON to select for detail of each USER, the FA ID, and the FA User name. Narrow down the selection to your FA by using the drop down box to identify the FA, then select FILTER. A list of the FA users will appear.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Select Details ICON.

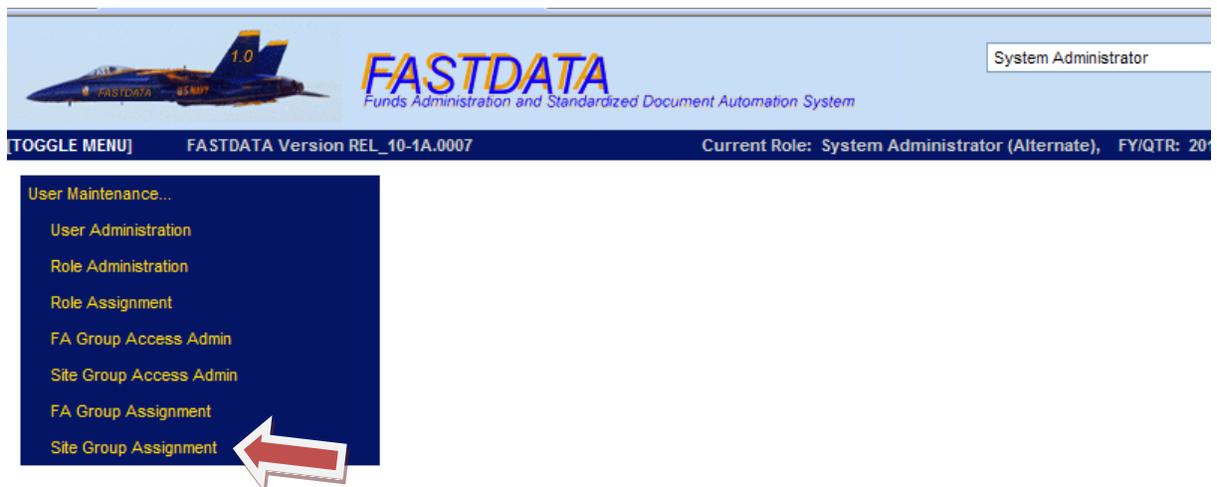


All of the FA groups established will display in the **Unassigned** column, unless selected to Assign to this USER. Select the Group, Add and it will display on the **Assigned** column. If all Groups are to be assigned to a User select Add All and it will then be assigned.

In the same regard, if one or all groups are to be removed from the USER ID select one and REMOVE, or Select all and REMOVE ALL.

SAVE and the new group assignment will be granted to the FA USER.

7. User Maintenance/Site Group Assignment



Use this page to view a listing of Site roles and associated users. Select the details icon to navigate to the "Site Group Access Assignment" page where you may assign or un-assign Site Group accesses to the user. Select Close to close this page and return to the System Administrator Main Menu page.

The Filter can be used to locate a specific FA, Site, Site User if needed. Sys Admin Alternate can put in a partial Site user name and use the * (wild card) to pull all similar instances.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Complete the blocks and Select FILTER.

The screenshot shows the FASTDATA System Administrator interface. The top navigation bar includes the FASTDATA logo, version information (REL_10-1A.0008), and the current role (System Administrator (Alternate)). A left-hand navigation menu lists various administrative tasks. The main content area is titled 'Assign and view Site User workgroups' and features a filter section with fields for FA ID (N3761A), Site ID, Site User (Stephanie*), and Sort Order (Site ID). Below the filter is a table of results with columns for Details, FA ID, Site ID, and Site User. The table lists 11 entries for Site ID CC, all assigned to Stephanie O'Neill.

Details	FA ID	Site ID	Site User
	N3761A	BG	STEPHANIE ONEILL
	N3761A	BR	STEPHANIE ONEILL
	N3761A	CC	STEPHANIE ONEILL
	N3761A	CL	STEPHANIE ONEILL
	N3761A	CM	STEPHANIE ONEILL
	N3761A	CV	STEPHANIE ONEILL
	N3761A	DN	STEPHANIE ONEILL
	N3761A	FJ	STEPHANIE ONEILL
	N3761A	GP	STEPHANIE ONEILL
	N3761A	L1	STEPHANIE ONEILL

The details ICON when selected will open the Site User information so Site Group Assignments can be made, or edited as desired.

The dialog box displays the following information: FA ID: N3761A / Site ID: CC / Site User: STEPHANIE ONEILL. It is divided into two panes: 'Unassigned' (containing a 'VIEW ONLY' label) and 'Assigned' (containing a 'FULL ACCESS' label). Between the panes are four buttons: 'Add >', 'Remove <', 'Add All >>', and 'Remove All <<'. At the bottom are 'Save' and 'Close' buttons.

The groups unassigned at the Site level will be on the left side and the groups already assigned will be on the right. To Add another group highlight the group and select Add. To Add all groups highlight the groups and select ADD All.

To remove select one or all groups and Remove one or Remove all by selecting the appropriate tab.

Save when the edits have been completed.

Close will exit to the previous screen.

HOW to perform as the SYSTEM ADMINISTRATOR ALTERNATE?

Questions

What are the various functions of the System Administrator Alternate?

What are the steps to perform the functions of the System Administrator Alternate?

Practice

Add a New group for the FA and the Site with View only access.

Assign all groups for the FA to all FA USERS.

Assign all groups for the Site to all Site Users.

Establish a New Site within your FA. Assign full access to your User ID.