

CHAPTER 4
CEEMIS ACCESS REQUEST

PURPOSE:

This function is used to initially establish the user and request access capabilities in CEEMIS. All users must perform this function. Once a user has requested their access capabilities then the Responsible Employee will approve or revoke the access requests.

PROCEDURE:

A. User completes information about themselves and requests report access capabilities for each applicable report. User requests capabilities to be able to create/update, generate or view report data for each appropriate FOA. More than one FOA can be requested per user.

B. Designated Responsible Employee approves/revokes access requests.

C. UFC DBA grants final approval and establishes the access levels in coordination with the Responsible Employee.

D. Once all access permissions and levels have been granted, user is considered an active CEEMIS user. The menu choices and smart codes will now function.

E. Designated Responsible Employee can revoke any user access capability at any time.

ADDITIONAL INFORMATION:

Each user is identified as a district, division, HQUSACE or UFC level user.

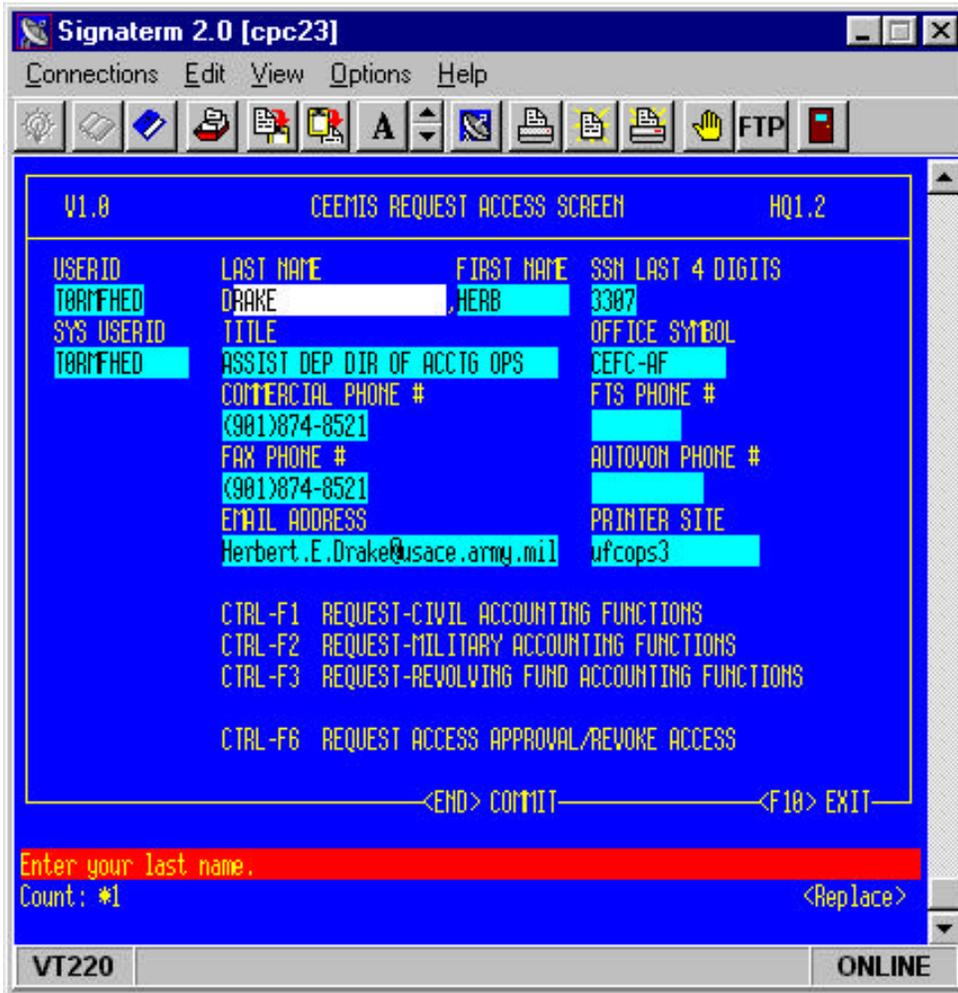
Reference Chapter 1 for User Access Levels.

TO REQUEST CEEMIS ACCESS SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Enter 2. Press Enter.



User is now at screen HQ1.2 - Ceemis Request Screen.

USERID

Automatically populated with the USERID of the user logged in.

SYS USERID

Automatically populated with the OPS\$USERID of the user logged in.

LAST NAME	Enter your last name. Press Enter.
FIRST NAME	Enter your first name. Press Enter.
SSN (LAST 4 Digits)	Enter the last four(4) digits of your social security number (SSN). Automatically skips to Title field.
TITLE	Enter your position title. Press Enter.
OFFICE SYMBOL	Enter your complete office symbol. Press Enter.
COM PHONE #	Enter your complete commercial phone number. Format must be (XXX) XXX-XXXX. Automatically skips to FTS phone #.
FTS PHONE #	Enter your complete FTS phone number or Press Enter to leave Blank. Format must be XXX-XXXX. Automatically skips to FAX phone #.
FAX PHONE #	Enter your complete FAX phone number. Format must be

(XXX) XXX-XXXX.
Automatically skips to
Autovan phone #.

AUTOVAN PHONE #

Enter your complete
Autovan phone number or
Press Enter to leave
blank. Format must be
XXX-XXXX.
Automatically skips to
EMAIL address.

EMAIL ADDRESS

Enter your email address.
Press Enter. To leave
blank press enter.

PRINTER SITE

Enter your remote printer
site station name. Press
Enter.

Press END to commit data entered.

This information can be changed at any time by the user. User
moves to the appropriate field to change by pressing enter.
Remember to press end to commit any changes.

Press F10 to exit the form.

Press one of the Control Functions Keys to request report access
for the appropriate module.

CONTROL FUNCTION KEYS:

CNTRL-F1 - REQUEST CIVIL ACCOUNTING FUNCTIONS. Press this function to request access to all civil accounting reports.

CNTRL-F2 - REQUEST MILITARY ACCOUNTING FUNCTIONS. This function is not available at this time.

CNTRL-F3 - REQUEST REVOLVING FUND ACCOUNTING FUNCTIONS. This function is not available at this time.

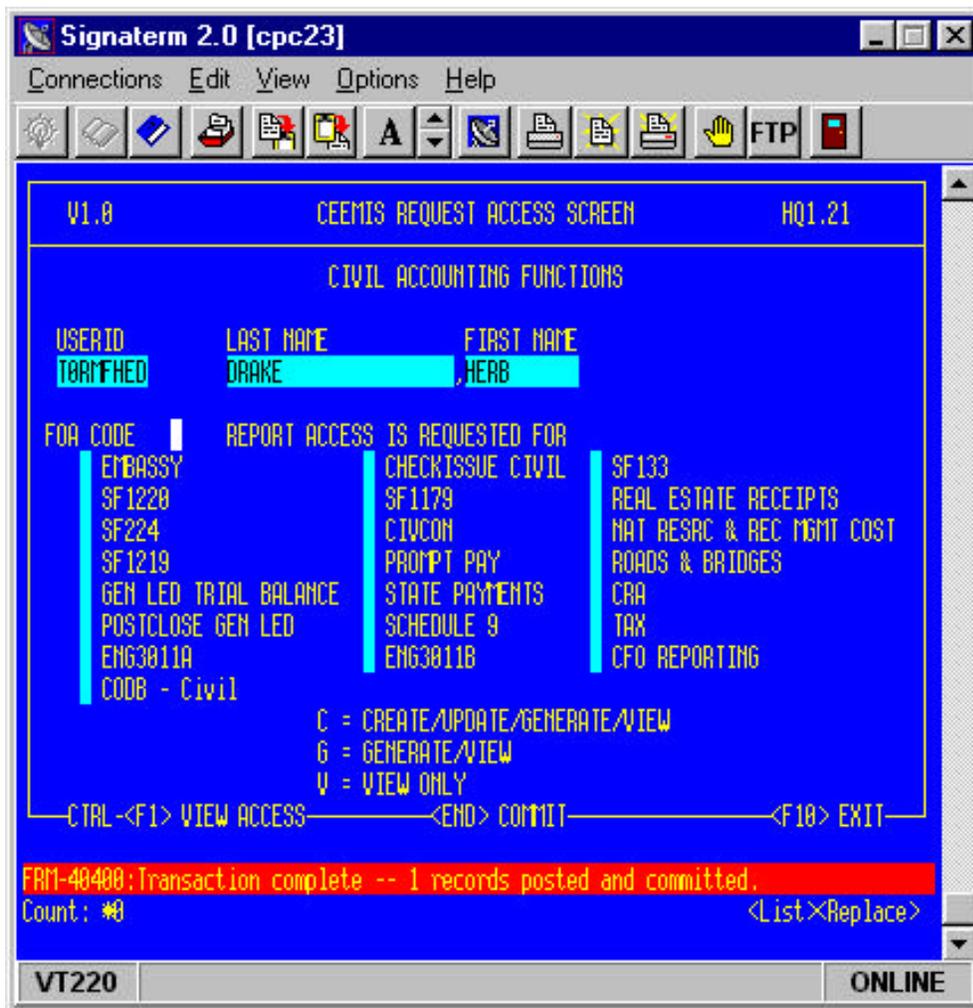
CNTRL-F6 - REQUEST ACCESS APPROVAL/REVOKE ACCESS. Press this function to approve or revoke user access requests. In order to use this function key user must be identified as the Responsible Employee.

CIVIL ACCOUNTING FUNCTIONS REQUEST SCREEN NAVIGATION:

From Screen HQ1.2 - Request Civil Accounting Functions

Press CNTRL-F1.

User is now at Screen HQ1.21 - CEEMIS Request Access Screen For Civil Accounting Functions.



USERID

Automatically populated from previous screen.

LAST NAME

Automatically populated from previous screen.

FIRST NAME

Automatically populated from previous screen.

FOA CODE

Enter FOA Code requesting access for. Press Enter.

OR

Press F4 for a list of all the valid FOA codes

available to select from.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use. User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up or down the list in the pop up window to the desired selection.

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS ENTER

Use the enter key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

REPORT COLUMN

Enter C, G or V or Press Enter to leave blank. Automatically skips to next report on the list.

Code C represents the capability to create/update/generate/view.
Code G represents the capability to generate/view.
Code V represents the capability to view.

Press END to commit the data entered.

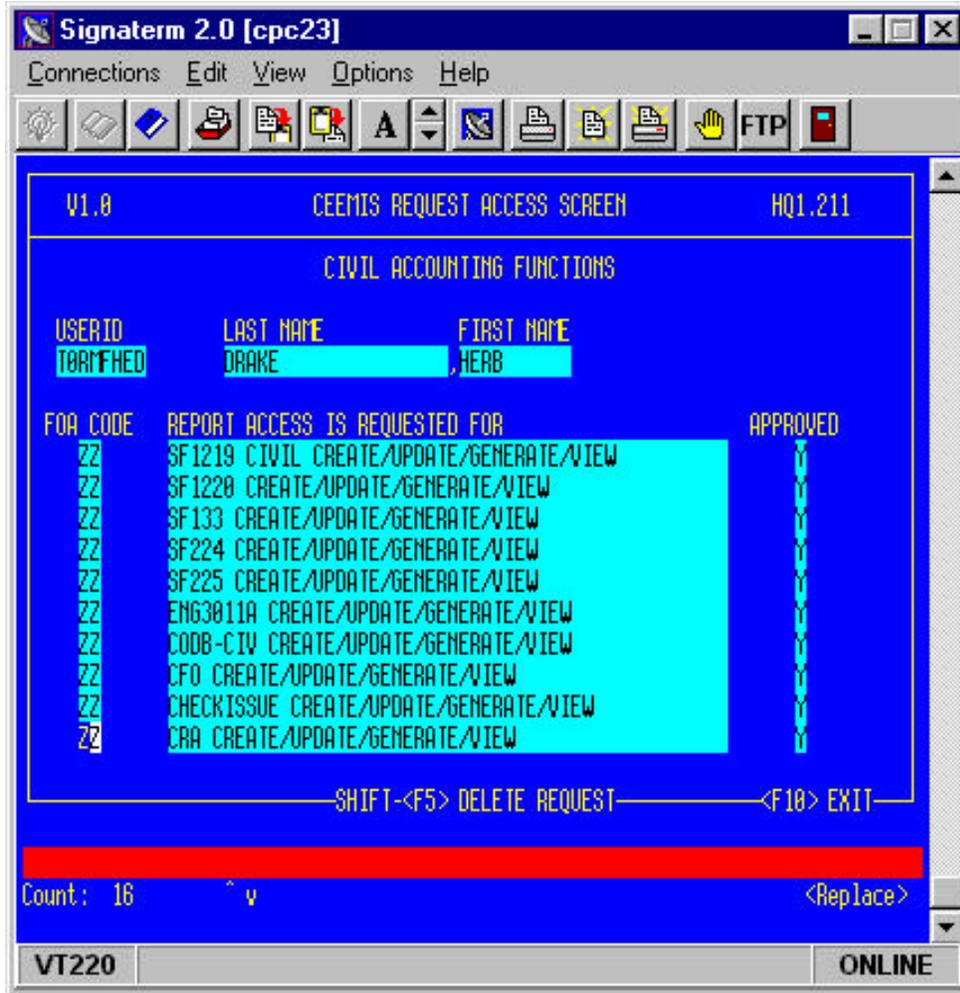
Press CNTRL-F1 to view report access requests.
Press F10 to exit form.

VIEW REPORT ACCESS REQUESTS SCREEN NAVIGATION:

From Screen HQ1.21 - CEEMIS Request Access Screen For Civil Accounting Functions.

Press CNTRL-F1.

User is now at screen HQ1.211.



USERID

Automatically populated from previous screen.

LAST NAME

Automatically populated from previous screen.

FIRST NAME

Automatically populated
from previous screen.

Report Access Requests that have been approved will contain "Y" in the approved column.

Report Access Requests pending approval will be blank in the approved column.

Report Access Requests that have been disapproved will no longer appear on the screen. Contact the Responsible Employee regarding any disapprovals.

Once a request has been approved it must be revoked by the Responsible Employee.

Press F10 to exit form.

DELETE AN UNAPPROVED REQUEST:

While on Screen HQ1.211 user can delete any request that contains blank in the approved field. These are requests that have not been approved by the Responsible Employee yet.

To delete use the up/down arrow keys to move the cursor to the report access to be deleted. Press Shift F5. Press END to commit.

Press F10 to exit form.