

CHAPTER 5
CEEMIS ACCESS APPROVAL/REVOCATION

PURPOSE:

This function is used by the Responsible Employee to approve and/or revoke report access capabilities.

PROCEDURE:

- A. Designated Responsible Employee approves and/or revokes each report access capability.
- B. UFC DBA approves each approval/revocation presented by the Responsible Employee.
- C. Once final approval has been granted and access permission levels established, user is considered a valid CEEMIS user.
- D. Once final revocation has been granted, user is no longer a valid CEEMIS user if user has been deleted entirely or user no longer has the capability revoked.

ADDITIONAL INFORMATION:

A responsible employee is identified by each field operating activity. The employees are granted authority to approve and/or revoke user access requests for the FOAs responsible for.

Reference Chapter 1C - Responsible Employees for more information.

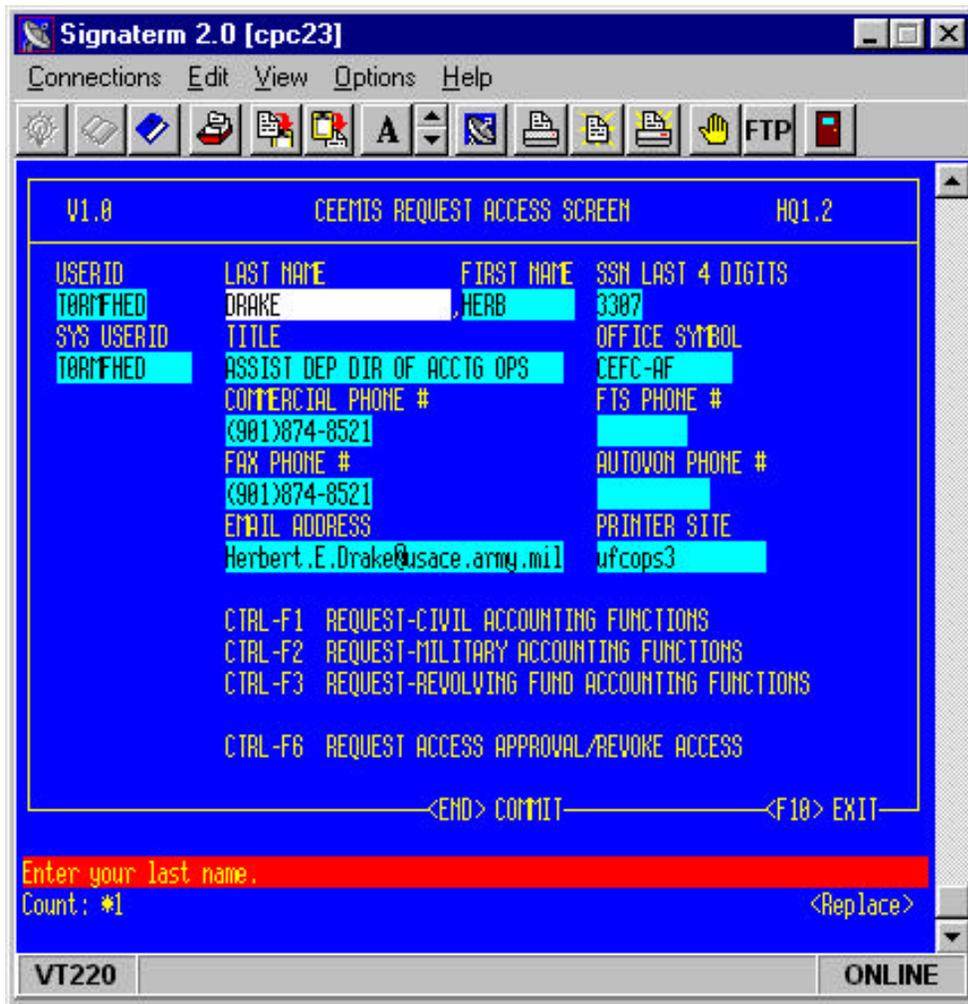
APPROVE ACCESS REQUEST SCREEN NAVIGATION:

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

ENTER CHOICE

Enter 2. Press Enter.

User is now at Screen HQ1.2 - CEEMIS Request Access Screen.



USERID

Automatically populated with the USERID of the user logged in.

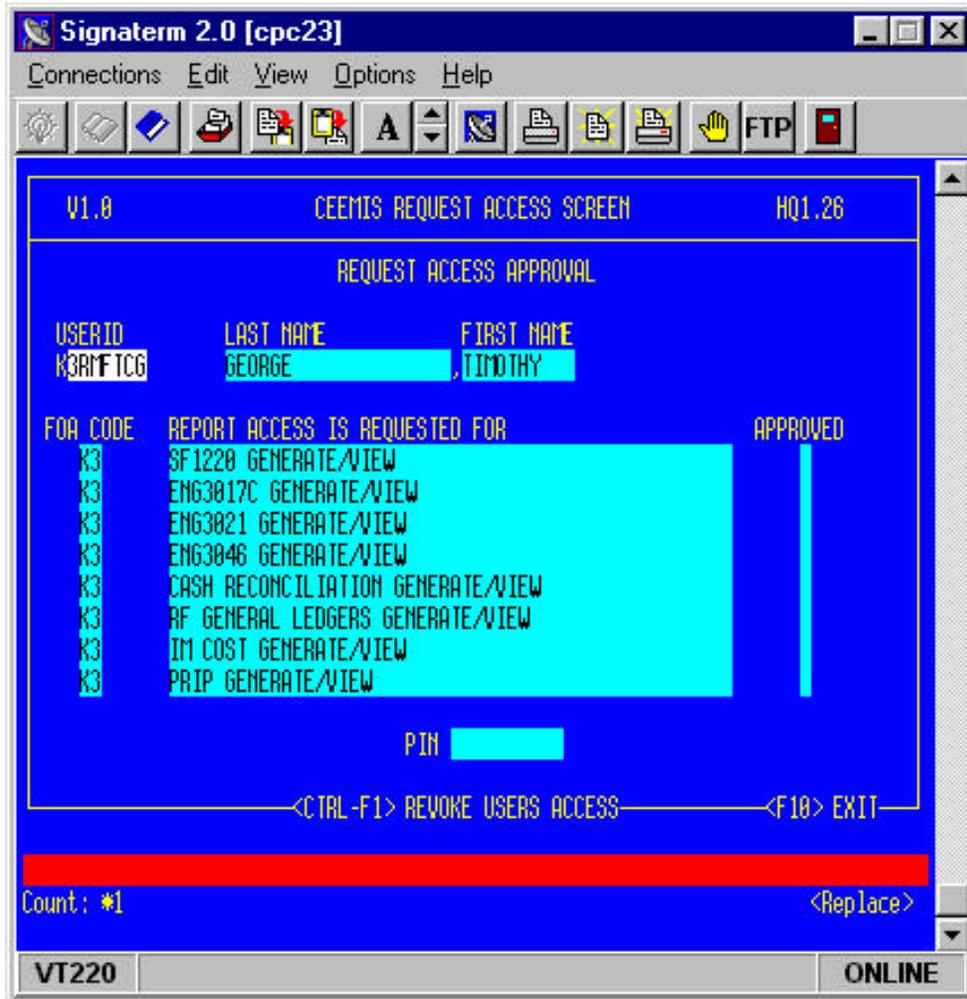
SYS USERID

Automatically populated with the OPS\$USERID of

the user logged in.

Press CNTRL F6 - Request Access Approval/Revoke Access.

User is now at Screen HQ1.26- CEEMIS Request Access Screen/Report Access Approval.



USERID

Automatically populated with the first userid pending approval. The system performs the query to retrieve all the users pending approval for the FOAs responsible for.

Press Enter to begin the approval process.

OR

Press F2 to query a specific USERID. Enter USERID, press F3 to execute the query.

When performing queries or entering into this screen, if only one user exists pending approval, an asterisk will appear in the lower left hand corner of the screen between the word count and the number 1. If multiple users exist there will not be an asterisk in this position but an arrow to the right of the number 1. Use the up/down arrow keys to change USERIDs. If no users are pending a message will appear to that effect.

APPROVED

Cursor is at the first report request access for the user.

Enter Y to approve.

Enter N to disapprove. If N is entered when the information is committed the access request is automatically deleted.

Automatically skips to the next report access request.

Continue this process until cursor moves to PIN field.

If an error has been recognized, press F10 to exit without updating any records before entering your PIN.

PIN

Enter your PIN. Press Enter.

The user data will be committed and the system

will automatically query
up the next available
user.

Press F10 to exit form.

REVOKE ACCESS REQUEST 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 Access 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.

Press CNTRL F6 - Request Access Approval/Revoke Access.

User is now at Screen HQ1.26.

Press CTRL-F1 - Revoke Users Access.

User is now at Screen HQ1.27

USERID Automatically populated with the first userid pending approval.

Press Enter to begin the approval process.

OR

Press F2 to query a specific USERID. Enter USERID, press F3 to execute the query.

When performing queries or entering into this screen, if only one user exists pending approval, an asterisk will appear in the lower left hand corner of the screen between the word count and the number 1. If multiple users exist there will not be an asterisk in this position but an arrow to the right of the number 1. Use the up/down arrow keys to change USERIDs. If no users are pending a message will appear to that effect.

APPROVED

Cursor is at the first report request access for the user.

Enter R to revoke. Automatically moves to next report record.

Enter Y to retain or press enter or use up/down arrow key to move to next record.

Continue this process until cursor moves to PIN field.

If an error has been recognized, press F10 to exit without updating any records before entering your PIN.

PIN

Enter your PIN. Press Enter.

A pop up window will appear to confirm the changes made.

Enter Y if okay. Press Enter.

Enter N to cancel changes. Press Enter.

The user data will be committed and the system will automatically query up the next available user.

Press F10 to exit form.