



User Management (UMX)

Request a DAI Responsibility

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
3-Sep-2014	Paul Haag	1.0	No previous version.
1-Feb-2016	Hannah Childs	2.0	12c update
10-May-2016	Kristin Wade	2.1	DoDEA Updates

Reviewers

Date	Name	Position
	Adela Ball	Functional Lead
23-Sep-2014	Bill Mohamed	Work Force Prep Training Lead

Distribution

Copy No.	Name	Location
1	Request a DAI Responsibility	DEPS

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Business Process Description

Use this procedure to request access to a DAI Global Model responsibility. Refer to the “**User Self Registration**” Work Instruction to request access to DAI. Then once the user account is approved, continue with this Work Instruction to request the appropriate responsibility access needed to perform your role and duties.

Trigger

- The employee has access to DAI and requires access to specific DAI responsibilities and functions.

Prerequisites

- The employee is a registered user in the DAI System with an active account.

Responsibilities

- N/A

Menu Path

- Use the following menu path(s) to begin this task:
Settings → Access Requests

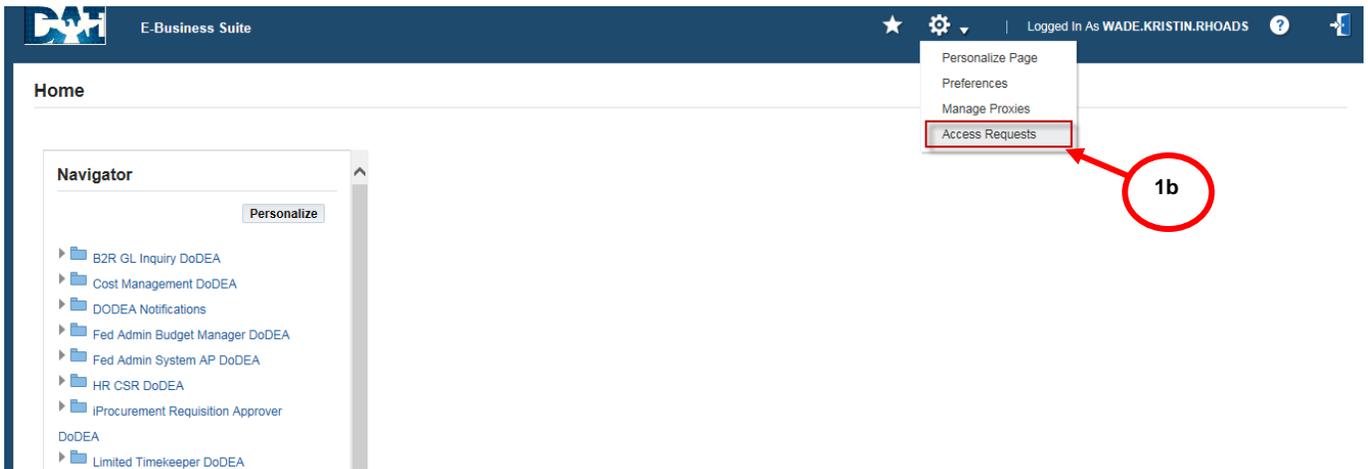
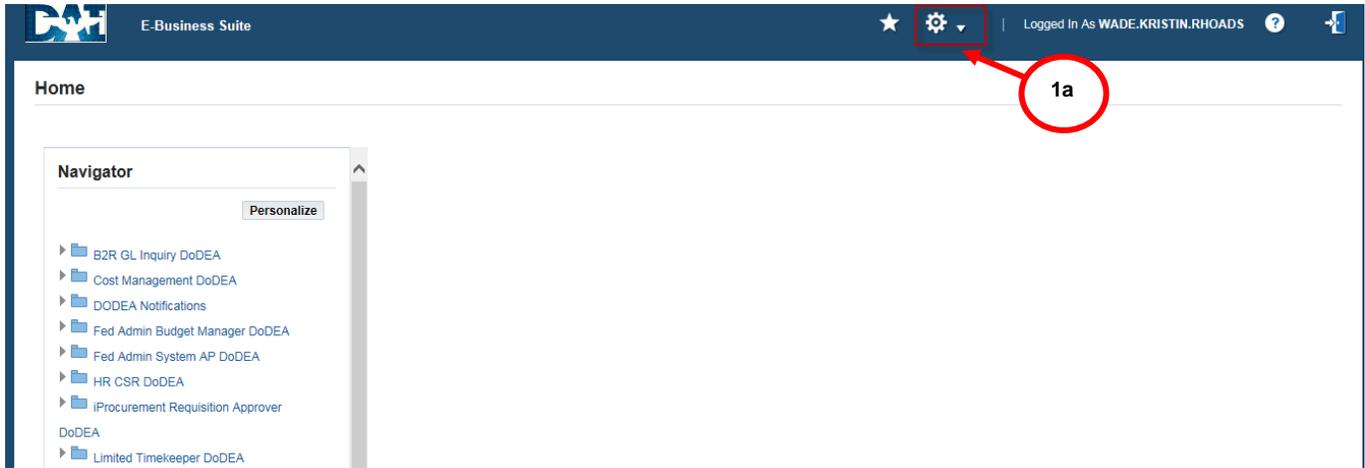
Training Exercises:

- None



Request DAI Responsibility

- 1a. Click the **Settings** icon.
- 1b. Click the **Access Requests** option.





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Access Requests

Listed below are roles you have been assigned. Roles grant you access to different parts of the system.

Request Access	Role	Description	Status	Remove
2	O2C AR Inquiry DoDEA	Oracle Financials	Assigned	
	User Management DoDEA	XXCustom	Assigned	
	Cost Management DoDEA	Oracle Project Costing	Assigned	
	Fed Admin Budget Manager DoDEA	Oracle Financials	Assigned	

2. Click **Request Access** button.

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Select Roles | Provide Justification | Review

Request Access: Select Roles

Cancel | Step 1 of 3 | Next

Browse the role categories. Request roles by adding them to cart.

Browse Role Categories

Select Object: **Select Category**

Select	Role Category	Description
<input checked="" type="radio"/>	DODEA Responsibilities	DODEA Responsibilities

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Selected Roles

Roles Added: 0

3. a. Click the radio button for the **DoDEA Responsibilities** Role Category.
 b. Click the **Select Category** button.



Request Access: Select Roles

Browse the role categories. Apply for roles by adding them to the list of selected roles.

DODEA Responsibilities

Select	Role	Description
<input checked="" type="checkbox"/>	Employee Time User DoDEA	Oracle Time and Labor
<input checked="" type="checkbox"/>	OBIEE Dashboard Manpower DoDEA	OBIEE Dashboard Manpower DoDEA
<input type="checkbox"/>	Projects WEB ADI DoDEA	Oracle Project Costing
<input type="checkbox"/>	Projects Inquiry DoDEA	Oracle Financials
<input type="checkbox"/>	Projects Inquiry ALL DoDEA	Oracle Financials

Selected Roles
Roles Added: 0

4. a. The Responsibility table lists all available DAI Global Model responsibilities for DoDEA. Select all applicable **Roles** by selecting the checkbox for each responsibility required.
- Note:** Please select only the Roles that you were advised to select by your CSRs, Supervisor, Timekeeper, or the DoDEA DAI Help Desk. Please **do not** select the roles used in this example.
- b. Click the **Add to List** button.
- Note:** Segregation of Duty (SoD) rules prohibits a user from requesting access to more than one responsibility in a group.
- Error**

As per SOD Rules, You can not have following responsibilities together:

1. Limited Timekeeper TMA AND Super Timekeeper TMA
- If you receive the error above, deselect one of the responsibilities



Request Access: Select Roles

Browse the role categories. Apply for roles by adding them to the list of selected roles.

Browse Role Categories

DODEA Responsibilities

Select Roles: Add To List

Select	Role	Description
<input type="checkbox"/>	O2C CA Inquiry DoDEA	Oracle Financials
<input type="checkbox"/>	Fed Admin Inquiry DoDEA	Oracle Financials
<input type="checkbox"/>	A2R Inquiry DoDEA	Oracle Financials

Rows 1 to 30

Step 1 of 3 | **Next**

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5. Click the **Next** button to proceed with the selected roles.

Request Access: Provide Justification

Provide justification for requesting each role you have selected.

* Indicates required field

Role	Description	* Justification
OBIEE Dashboard Manpower DODEA	OBIEE Dashboard Manpower DoDEA	Responsibility needed for my DoDEA duties
Employee Time User DoDEA	Oracle Time and Labor	Responsibility needed for my DoDEA duties

Step 2 of 3 | **Next**

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6. Enter **“Responsibility needed for my DoDEA duties”** in the **Justification** field. Enter a **Justification** for each of the responsibilities you are requesting.

7. Click the **Next** button to review a summary of the responsibilities being requested.

Request Access: Review

Role	Description	Justification
OBIEE Dashboard Manpower DODEA	OBIEE Dashboard Manpower DoDEA	Responsibility needed for my DoDEA duties
Employee Time User DoDEA	Oracle Time and Labor	Responsibility needed for my DoDEA duties

Step 3 of 3 | **Submit**

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8. After reviewing your responsibility request for accuracy, click the **Submit** button.



Role	Description	Status	Request ID
OBIEE Dashboard Manpower DoDEA	Business Intelligence Applications Consumer	Pending	
Cost Management DoDEA	Oracle Project Costing	Assigned	

9. The requested responsibility will appear on the **Access Requests** screen with a **“Pending”** status.

An Oracle Workflow Notification will be sent by email to the UMX Responsibility Approver requesting action.

10. Click on the **Pending** link.

Information

Your request for the following role is pending. Email the approver if you have questions about your request.

Role: OBIEE Dashboard Manpower DODEA
 Confirmation Number: 294149
 Current Approver: CAVANAGH, DANIEL
 Status: Pending

11. The Information Page shows you the name of the **Current Approver**.

Result

Congratulations! You have successfully submitted a request to gain access to a DAI Global Model Responsibility.