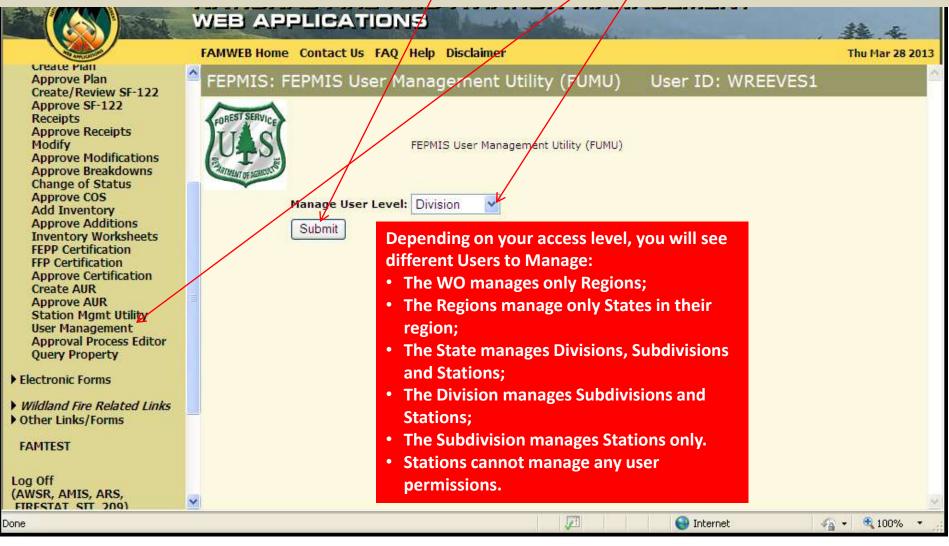
<u>New FEPMIS</u> User Management

A Step by Step Guide For Use @ https://fam.nwcg.gov/fam-web/ This utility also has a User Look Up feature. You can type in the User ID or User Name and select Submit; it will give you some information about the user. We have a change in to have the option to include the User Last Name, First Name. This change will happen in the future.

| Mail @ AMPS | NBTS (2) 🦉 FSWeb 🗑 IT web rpts 📱 FS Directives 📱 FEPP 🏧 RTD Web 🍘 GSAXcess® 🔮 Live M | eeting 🗿 Time sheet 🍘 FAMWEB 🧭 FAMTEST 🛞 FS Training 🔝 NSN-Now 🌍 VIN-Decoder 🌒 LESO POCs 🖷 DLADS 🛞 ASC |
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| | NATIONAL FIRE AND AVIATION MANAGEMENT | |
| | WEB APPLICATIONS | the mail is a second se |
| | FANWEB Home Contact Us FAQ Help Disclaimer | Mos Oct 21 |
| 415 | CONTRACTORING AND MANAGEMENT INTO A CONTRACT AND THE | |
| WSR RESTAT | FEPMIS: FEPMIS User Management Utility (FU-0) User (D: WREEVES) | |
| T Report | FLMU Home User Lookup | |
| 9 MWEB Data Warehouse | Assigned Division Users | |
| PMIS | | |
| FAST | 🕘 https://fam.rwcg.gov/fepmis/faces/_APEv_?_afPfnp=1&_t=fred&_vir=/jsp/u 😑 | |
| IMS w FEPMIS | | |
| Create Plan | FEPMIS: FEPMIS User Management Utility User ID: 🚔 | |
| Approve Plan | (FUMU) WPZEVES1 | |
| Create/Review SF-122 Approve SF-122 | | |
| Receipts | Search by FAMWEB User ID Submit | |
| Approve Receipts Hodify | Search by FAMWEB User Name WREEVES1 Submit | |
| Approve Modifications | | |
| Approve Breakdowns Change of Status | | |
| oprove COS | Error/Info Message: | |
| dd Inventory | State: * MISSOURI V | |
| oprove Additions nventory Worksheets | User ID: 8164 | |
| EPP Certification | First Name: WILLIK | Basic information about the User. |
| FP Certification Oprove Certification | Last Name: REEVES | |
| reate AUR | Email Address: wheeves@fs.fed.us | |
| pprove AUR tation Mgmt Utility | Telephone Number: | |
| iser Hanagement | | |
| oproval Process Editor Juery Property | Organization Assignments | |
| OGNOS Portal | State(29)-> State=M0, StateName=MISSOURI | This will list what assignments the User has, i.e. the |
| Annalis Farmer | | State, the Division/s; Sub-Division/s; Station/s. |
| ctronic Forms | | State, the Division/s; Sub-Division/s; Station/s. |
| dland Fire Related Links | © Previous 1-25 of 27 💌 Next 2 😒 | |
| ver Links/Forms | menu items | |
| ITEST | Add Inventory | |
| | Approval Process Editor | — This is the list of permissions assigned to the user ID. |
| Off | Approve AUR | |
| SR, AMIS, ARS, STAT, SIT, 209) | Approve Additions | |
| | Approve Breakdowns | |
| This ste is maintained by: atoral Interagency File Center | Approve COS | |
| National Information Systems Group | 4 101% • | |
| 3833 S. Development Ave. Brise, 1D 83705 | | |
| Phone: 866-224-7677, 360-335-6002 | • | |
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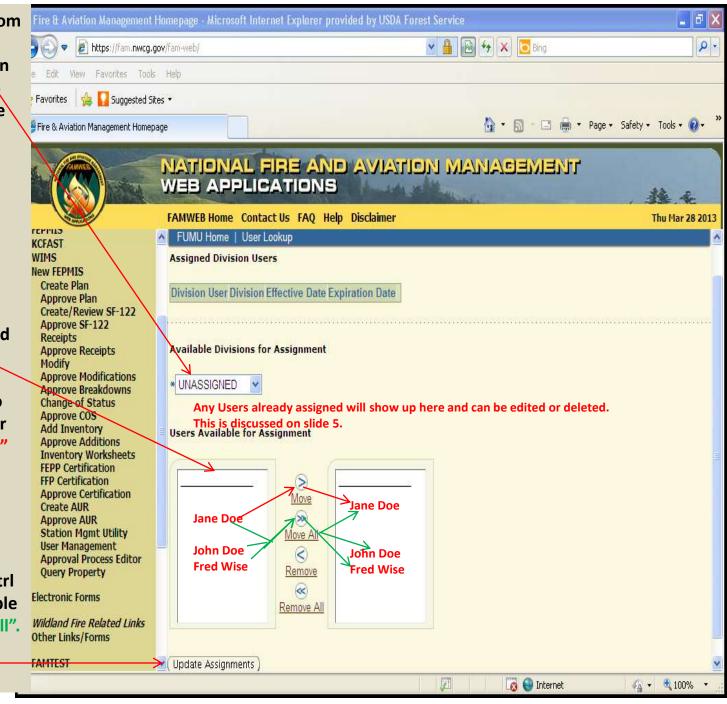
Every FEPMIS user must be given permission (access) to the various Modules (functions) within the database. If you have been given access you will be able to select **"User Management"** from the main menu. You can only grant authority for users <u>under</u> your position level. Depending on your user level, you will see one of these options in the **"Drop down."** Select the User Level where you wish to add or edit and click **"Submit"**.



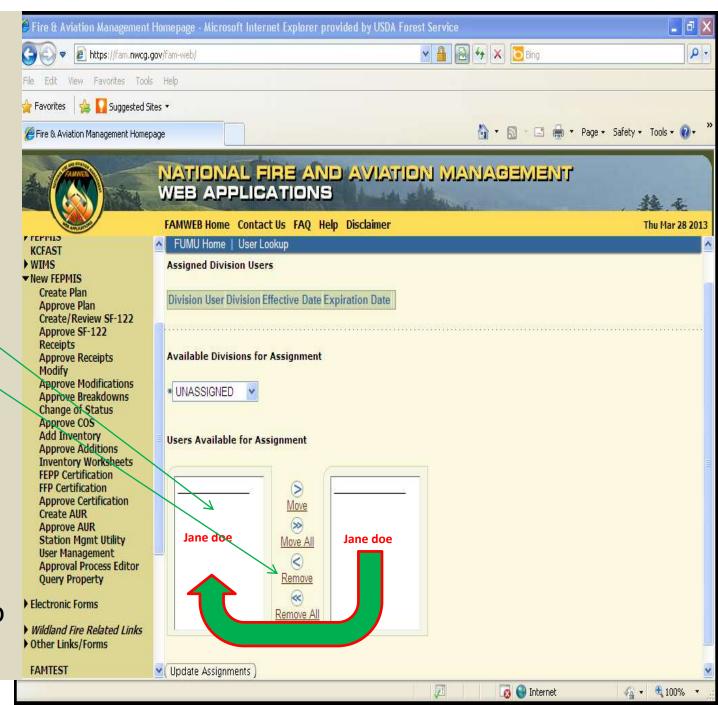
To assign a user, choose from the "Available Levels drop down menu." Depending on your permissions, the drop down menu will have these options for the Levels Available to you: Region State Division Subdivision Station

All users available for assignment to your selected Level will appear in "Users Available for Assignment". Select the User you wish to assign and "double click" or highlight and select "Move" to put the selected user in the assignment box on the right.

You can assign more than one user by holding your ctrl key and highlighting multiple users, then select "Move All". Select "Update Assignments".

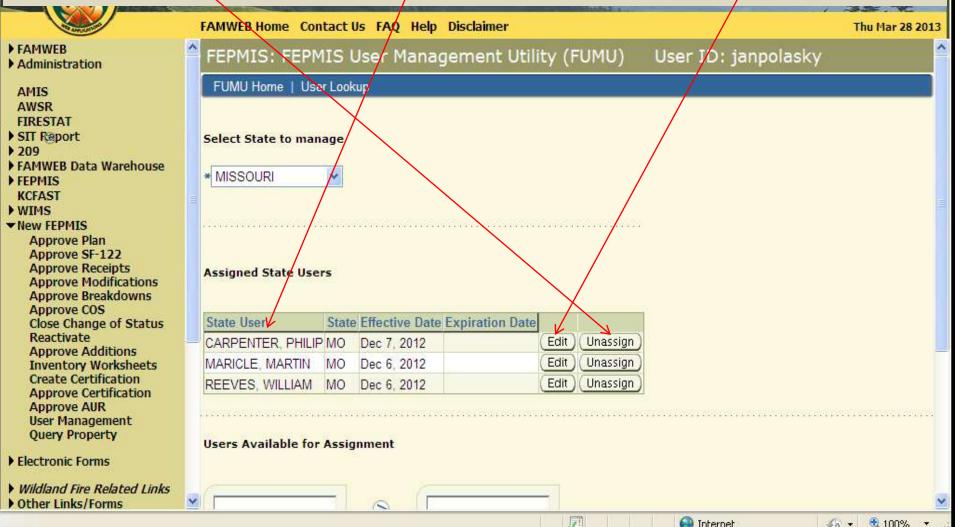


If you need to reverse a decision, select the unwanted user in the assignment box, "double click" single user and click "Remove". This will put the selected user back into "Users Available for Assignment". Select "Remove **All**" if you wish to start over.



Once a user has been activated and is in the "Assigned User Queue" they are ready to be assigned User Roles (Permissions). Choose the User you wish to assign or edit roles and click on the "EDIT BUTTON" next to their name.

To unassign a User from a level and put them back in the queue to be reassigned to another Level, click on the "Unassign Button" next to their name. This will delete their permissions for the selected Level and put them back in the "Users available to Assign" queue described on the previous screen.



By clicking the "Edit Button" by a user name, you will be taken to the screen shown here. » Page - Safety - Tools - 🧖 🚝 Fire & Aviation Management Homepage NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS FAMWEB Home Contact Us FAQ Help Disclaimer Thu Mar 28 2013 FAMWEB (Submit) Back Administration AMIS AWSR FIRESTAT CARPENTER, PHILIP / (434) 220-9072 / phil.carpenter@dof.virginia.gov User: SIT Report > 209 12/7/2012 Effective: * FAMWEB Data Warehouse Automatically shows the day the account was created. FEPMIS You may leave this blank unless you want the users access to expire. Expires: KCFAST WIMS If a screener, enter their GSAXcess ID here so GSA 122's GSA Xcess ID: B78064 New FEPMIS feed into FEPMIS. **Approve Plan** 1/1/2013 Approve SF-122 **GSA Xcess Effective:** If they are a screener, the effective date of their screener card goes here. Approve Receipts Approve Modifications The expiration of their screener card goes here (you may leave it blank). **GSA Xcess Expires:** Approve Breakdowns Approve COS Check this box if they want email notifications when something in **Receive Email Notifications: Close Change of Status** FEPMIS is in their queue. Reactivate Approve Additions **Inventory Worksheets** O Previous 1-25 of 27 Next 2 **Create Certification** Approve Certification Assigned User Roles Approve AUR User Management **Role Name** Creation Date Effective Date **Expiration Date Query Property** * 12/7/2012 Electronic Forms Add Inventory Dec 7, 2012 . * 12/7/2012 Wildland Fire Related Links Change of Status Dec 7, 2012 Other Links/Forms 期 🗛 🔹 💐 100% 🔛 Internet

Next you are ready to start assigning "User Roles". The two roles are shown below, additional roles will be shown on the next screen. The Effective and Expiration Dates allow you to authorize a permission to begin on a specified date and end on a specified date. Use the calendar icon or copy and paste date into desired role name "Effective Date" field for when you want a users role to begin. If you do not enter an Effective date, the user will not have that ability in the database to perform that role. You may leave the "Expiration Date" blank if you do not want the role to expire, or enter a date when you want the role to

expire.

| AND LONGTON | FAMWEB Home Contact | Us FAQ Help Discla | imer | | | Thu Mar 28 2013 |
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| FAMWEB Administration AMIS AWSR FIRESTAT SIT Report 209 FAMWEB Data Warehouse FEPMIS KCFAST WIMS New FEPMIS Approve Plan Approve SF-122 Approve Receipts Approve Receipts Approve Breakdowns Approve COS Close Change of Status Reactivate Approve Additions Inventory Worksheets Create Certification Approve AUR User Management | Submit Back U ENfect Expi GSA Xcess GSA Xcess Effect GSA Xcess Expi Receive Email Notificati Assigned User Roles | Jser: CARPENTER, PHIL tive: * 12/7/2012 ires: | .IP / (434) 220-90 | 72 / phil.carpenter@di | of.virginia.gov | |
| Query Property | Role Name | Creation Date Effec | Converting to Market | Expiration Date | 5 | |
| Electronic Forms | Add Inventory | Dec 7, 2012 | 7/2012 | | a. | |
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| Fire & Aviation Management | 😫 Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service 📃 🗗 🔀 | | | | | | | | | | |
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| Administration AMIS AWSR | Available User Roles Role Name | O Previous 1 Creation Date Effective Date | -25 of 27 Nex | | | | | | | | |
| FIRESTAT SIT Report 209 | Approval Process Editor | | | | F | | | | | | |
| FAMWEB Data Warehouse FEPMIS KCFAST | Approve AUR | | | | | | | | | | |
| ► WIMS • New FEPMIS | Approve Additions | | | | | | | | | | |
| Approve Plan Approve SF-122 | Approve Breakdowns | | | | | 、 、 | | | | | |
| Approve Receipts Approve Modifications Approve Breakdowns | Approve COS | | | | Roles availa | Continued List of Roles available for | | | | | |
| Approve COS Close Change of Status | Approve Certification | | | | | assignment. | | | | | |
| Reactivate Approve Additions Inventory Worksheets | Approve Modifications | | | | | / | | | | | |
| Create Certification Approve Certification | Approve Plan | | | | | | | | | | |
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After filling in the Date Fields for roles assigned to the selected User, click "Submit".

- To Start over and clear all dates you just entered, click "Back".
- Once you "Submit" the User can sign in and perform their assigned functions.

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