

How To Add Non-DOD Staff to RMS 3.0 Government Mode

Government Mode

Note: Only a person with the RMS permissions to add staff will be able to do the following.



Select "RMS Staff" from the main screen.

RMS - Resident Management System

Alaska District
69 Offices, 930 Staff, 1,103 Contracts

Government Made Home | Back | Refresh | Help

Local Office | District Office | District Library | System Library | Summary Reports | **RMS GIS** | User Settings | **RMS Staff**

| Alaska District (including suboffices) | | Favorites | | Recent | |
|--|-------|-----------------------|--|------------------|---|
| All Contracts | 1,103 | J4000633 | FTR 123 Troop Medical Clinic | J4001406 | FTW403, Repairs for COE Admin Space |
| Future Contracts | 69 | W911KB-10-C-0123 | | W911KB-14-D-0026 | W911KB17F0023 |
| Awarded Contracts - Construction Not Complete | 226 | J4001121 | KOD010 Construction Apron Improvements | J4001466 | 2018-2020 Nome Harbor Maint Dredging |
| Awarded Contracts - Final Payment Not Made | 252 | W911KB-14-D-0016 0001 | | W911KB18C0003 | |
| Construction Complete - Not Physical Complete | 11 | J4001226 | LIS006 Seawall Reconstruction | J4001291 | EIE396 Repair Utilidor Piping and Equip |
| Construction Complete - Final Payment Not Made | 26 | W911KB-15-C-0016 | | W911KB-17-C-0024 | |
| Final Payment Made - Not Fiscal Complete | 633 | J4001466 | 2018-2020 Nome Harbor Maint Dredging | J4001271 | EIE376, F-35A Hangar/Prop. MX/Dispatch |
| Fiscal Complete Contracts | 149 | W911KB18C0003 | | W911KB-17-C-0022 | |

Alaska District (including suboffices) : All Contracts

Search | Export

Drag a column header and drop it here to group by that column

| Contract/Delivery Order No. | Contract ID | Full Title of Contract | Office Name | Contract Stage |
|-----------------------------|-------------|--|----------------------------|-----------------------|
| [J4000194] | J4000194 | FTG123, Reconstruct Allen Army Airfield | Ft Greely Resident Office | Future |
| [J4000253] | J4000253 | FTG113, Repair/Upgrade POL Facility | Ft Greely Resident Office | Construction Complete |
| [J4000254] | J4000254 | FTG124, Repair/Upgrade Airfield | Ft Greely Resident Office | Future |
| [J4000255] | J4000255 | DTA004, Multifunction Firing and Test | Ft Greely Resident Office | Future |
| [J4000638] | J4000638 | EIE324, Loop Heat Plant | Eielson Resident Office | Future |
| [J4000687] | J4000687 | EIE328, FY14 168 PN Dorm | Eielson Resident Office | Future |
| [J4000721] | J4000721 | EIE338, Demo-Replace JB-8 Pre-Filter Sys | Eielson Resident Office | Future |
| [J4000731] | J4000731 | FTW371, Stryker BCT Complex | Wainwright Resident Office | Future |
| [J4000899] | J4000899 | EIE345, Repair CHPP Phase 3 | Eielson Resident Office | Future |
| [J4000932] | J4000932 | | Nepal PACOM | Future |
| [J4000948] | J4000948 | EIE354, Accessible Community Playground | Eielson Resident Office | Future |
| [J4001164] | J4001164 | EIE366, Alpha & Bravo Apron Repairs | Eielson Resident Office | Future |
| [J4001199] | J4001199 | EIE373, Repair TLF Fire Alarm | Eielson Resident Office | Future |
| [J4001200] | J4001200 | EIE374, Consolidate Munitions Quarry | Eielson Resident Office | Future |
| [J4001257] | J4001257 | | PM Miscellaneous | Future |
| [J4001260] | J4001260 | EIE389, Flight Kitchen | Eielson Resident Office | Future |
| [J4001261] | J4001261 | EIE390, School Age Center | Eielson Resident Office | Future |
| [J4001265] | J4001265 | EIE387, ADAL B6385 Conv. MX. | Eielson Resident Office | Future |
| [J4001267] | J4001267 | EIE391, CATM Range (14 pt, indoor) | Eielson Resident Office | Future |

Filter using Contract Group | Display Contracts | Display Projects



Click "Add".

RMS - Resident Management System

Alaska District
69 Offices, 930 Staff, 1,103 Contracts

Government Mode Home | Contract Selection | Back | Refresh | Help

| All | District Administrators - Full | 9 |
|----------------------|-----------------------------------|----|
| 904 | District Administrators - Partial | 12 |
| Active: 575 | District Wide Read Access | 28 |
| Inactive: 329 | | |

Office Administrators

| | Full | Partial |
|--------------------------|------|---------|
| QA Vietnam PACOM | 9 | 2 |
| Deputy Chief Area Office | 0 | 0 |
| PM Miscellaneous | 0 | 1 |
| India C17 Project Office | 4 | 2 |

Add | Edit | Delete | **All Staff** | Search | Export

Drag a column header and drop it here to group by that column

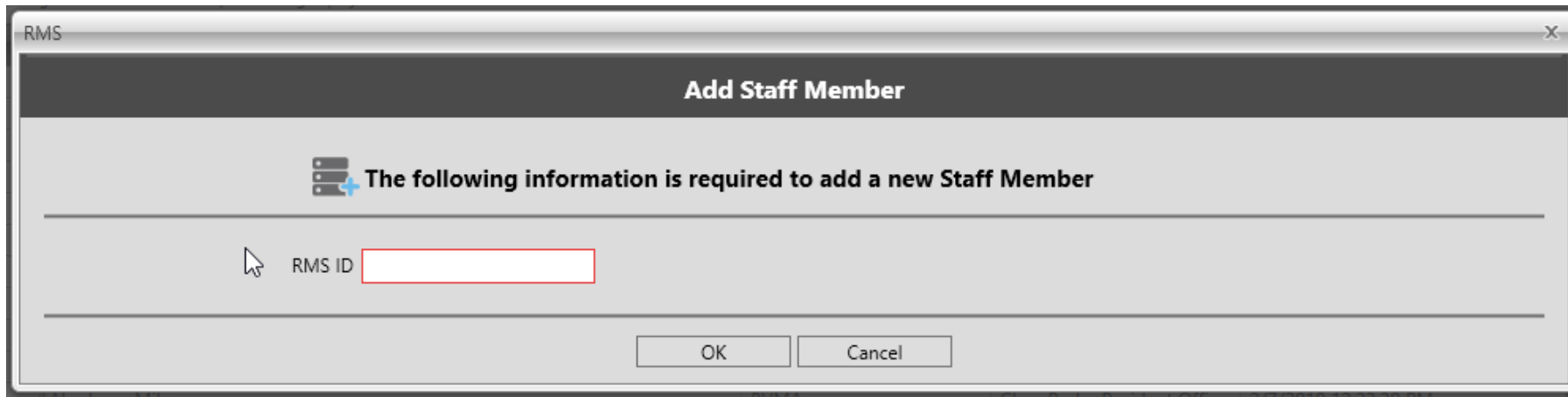
| Sort Name | RMS ID | Office Name | Last Logged In |
|-------------------------|-----------|-----------------------------|------------------------|
| > AECOM/Tetra Tech JV | AECOM | Clear Radar Resident Office | |
| Black & Veatch | BLK/VEACH | Clear Radar Resident Office | |
| GVEA | GVEA | Clear Radar Resident Office | |
| MDA Support | MDA | Clear Radar Resident Office | |
| RIM Arch / PDC Inc | RIM/PDC | Clear Radar Resident Office | |
| 354th, CES | 354CES | | |
| Abbott, Jeff | J4COSJLA | Alaska District | 11/26/2008 5:08:29 PM |
| Abbott, Laura | J4CT9L9A | Alaska District | |
| Abbott, Mary | J4CTSJMA | Alaska District | 2/11/2009 12:26:20 PM |
| Ables, Justin | J4COSJMA | Alaska District | |
| Abraham, Mike | BVMA | Clear Radar Resident Office | 2/7/2018 12:23:30 PM |
| Abuamsha, Anton | JAENEARA | Alaska District | 8/15/2011 4:41:11 PM |
| Abunijaj, Jamil | J4ENTANJ | Alaska District | 11/16/2005 4:52:47 PM |
| Adair, James | J4COOJEA | Alaska District | 10/11/2011 11:49:14 AM |
| Adams, Eric | J4ENBEMA | Alaska District | 5/31/2018 5:32:22 PM |
| Afrank, Theresa | J4CT9TMA | Alaska District | 5/25/2018 1:54:48 AM |
| Agbisit, Charlesvincent | TOULACA9 | Alaska District | |
| Albert, Mary | T0RMFMILA | | 3/27/2018 1:33:57 PM |
| Albert, Ron | J4CORRJA | Alaska District | |
| ALCANTARA, ANITA | J0PD9ACA | | |
| Alcantara, Anita C | P0PD9ACA | Gulf Region District | |
| Alcantara, Natasha | J4PMMNYA | Alaska District | 4/28/2010 9:42:17 AM |
| Alexander, Ernest | J4ECAEAA | Alaska District | 6/1/2018 1:11:50 PM |
| Alford, Jeff | A0EDEJEA | Huntsville Center | |
| Alford, Jeff | J4MDAJA | Alaska District | 5/24/2018 2:37:43 PM |

Client: WPF.RMS.Views.Staff.RMSStaffSelection->RMSStaffSelectionView



Enter in a unique RMS ID.

Note: It is recommended to use a three character to identify the employer and the initials of the person being added.



The screenshot shows a dialog box titled "Add Staff Member" with a close button (X) in the top right corner. The dialog box has a header bar with the title. Below the header, there is a message icon (a list with a plus sign) followed by the text "The following information is required to add a new Staff Member". Below this message, there is a horizontal line, then the label "RMS ID" followed by a text input field with a red border. Below the input field, there is another horizontal line, and at the bottom, there are two buttons: "OK" and "Cancel".



Click "OK".

RMS

Add Staff Member

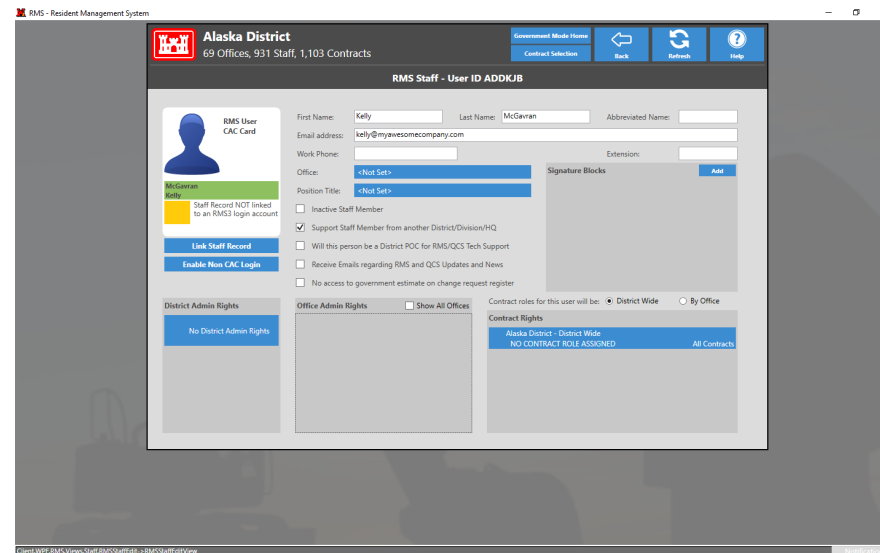
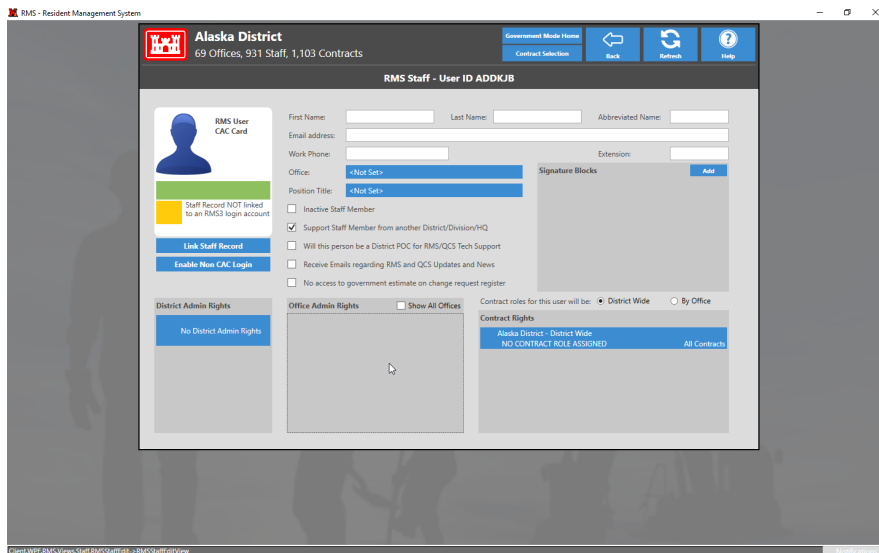
The following information is required to add a new Staff Member

RMS ID



At a minimum the First and Last Name and email of the person being added needs to be entered in.

Note: The email address being entered in has to be the same email that will be used to create the user account.



Add “Contract Rights” for the appropriate level that is needed for the person being added.

The screenshot displays the 'RMS Staff - User ID ADDKJB' form within the 'Alaska District' portal. The user's details are as follows:

- First Name:** Kelly
- Last Name:** McGavran
- Abbreviated Name:** (empty)
- Email address:** kelly@myawesomecompany.com
- Work Phone:** (empty)
- Extension:** (empty)
- Office:** <Not Set>
- Position Title:** <Not Set>

Additional options and checkboxes include:

- Inactive Staff Member
- Support Staff Member from another District/Division/HQ
- Will this person be a District POC for RMS/QCS Tech Support
- Receive Emails regarding RMS and QCS Updates and News
- No access to government estimate on change request register

Contract roles for this user will be: District Wide By Office

Contract Rights:

| | |
|---------------------------------|---------------|
| Alaska District - District Wide | All Contracts |
| NO CONTRACT ROLE ASSIGNED | |

Buttons for 'Link Staff Record' and 'Enable Non CAC Login' are visible. The 'Signature Blocks' section has an 'Add' button. The 'District Admin Rights' section shows 'No District Admin Rights'. The 'Office Admin Rights' section has a 'Show All Offices' checkbox.



When notification is received that the person being added has created their account, click “Enable Non CAC Login”.

The screenshot displays the 'Alaska District' RMS interface. The header includes the Alaska District logo, the text '69 Offices, 931 Staff, 1,103 Contracts', and navigation buttons for 'Government Mode Home', 'Contract Selection', 'Back', 'Refresh', and 'Help'. The main content area is titled '- NON CAC Login' and contains the following text:

NON-CAC Login to Government Mode RMS is allowed but prevents access to the following areas:

- Staff
- District Library
- Summary Reports
- Contract Finances
- Contract Setup

If you enable NON-CAC login for this user, then the user will be able to do all actions for which he/she has been setup under user roles and permissions except for those areas listed above which are prohibited from access without a CAC card.

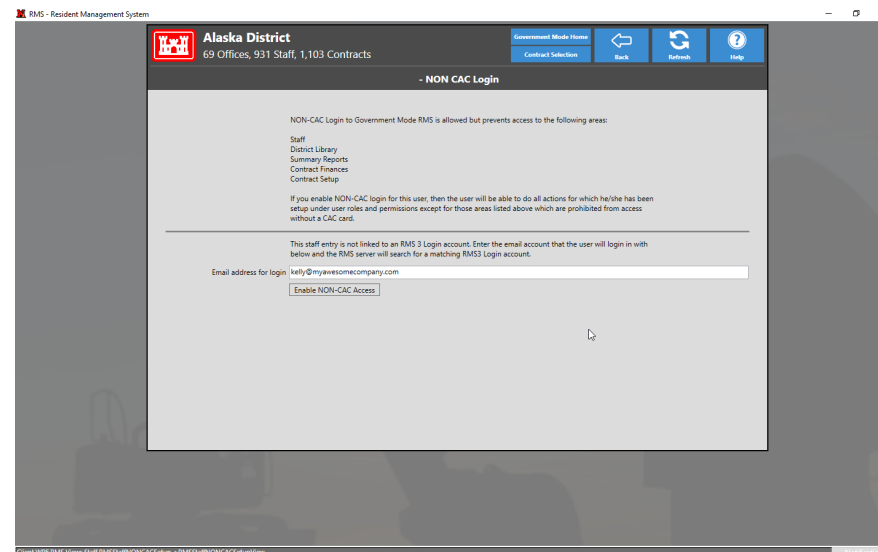
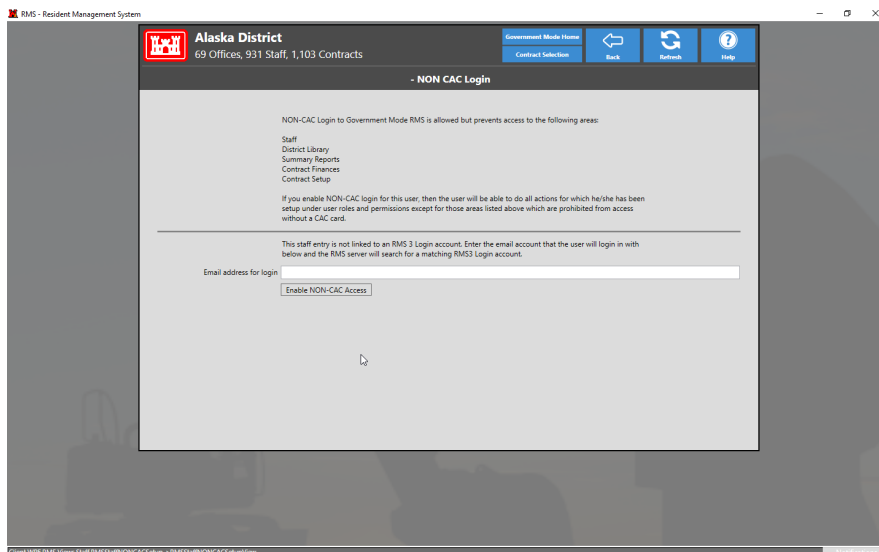
This staff entry is not linked to an RMS 3 Login account. Enter the email account that the user will login in with below and the RMS server will search for a matching RMS3 Login account.

Email address for login

The bottom of the window shows the client path: Client\WPF\RMS\Views\Staff\RMSStaffNONCACSetup->RMSStaffNONCACSetupView and a 'Notifications' button.



Enter in the email address the account created with. Click “Enable NON-CAC Access”. This will link the staff recorded to the user account.



Note: The user may have to log in twice.
First time will finish the link to RMS and
the second time will allow them in.

