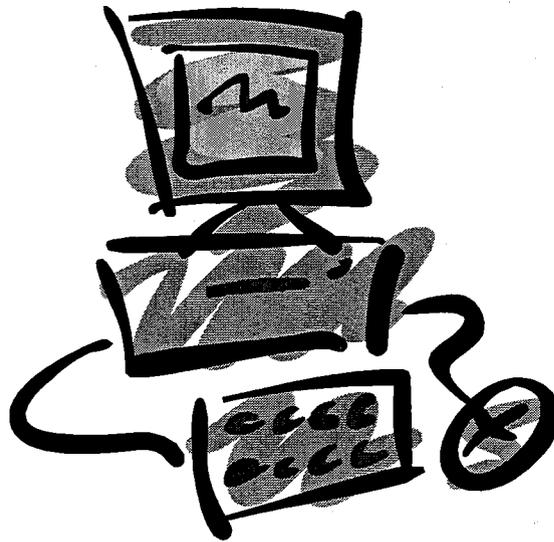


Web FPPS Exercises For SPOC/Security Administrators



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U.S. Department of the Interior
Office of the Secretary
National Business Center

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Table of Contents

	Page
Introduction	2
Exercise 1 - Submit DSAF for New User Ids	3
Exercise 2 - Password Reset	5
Exercise 3 - Add Offices	11
Exercise 4 - Add Users	19
Exercise 5 - Copy / Modify Existing Users	26
Exercise 6 - Add SPO and Users	38
Exercise 7 - Add RO Route Paths	40
Exercise 8 - Add RO and SPO Route Paths	49
Exercise 9 - Add SPO and RO Route Paths	50
Exercise 10 - Time and Attendance Security	54

Introduction

About this Workbook

This workbook is designed as a step-by-step guide for classroom training as well as a useful reference using Microsoft's Internet Explorer Web Browser. It is designed to provide practical hands-on experience for FPPS Security Administrators and Security Point of Contacts (SPOC's).

By the end of the exercises, users will be able to:

- Add, Modify, and Maintain FPPS Users
- Reset Passwords
- Add, Modify, and Maintain a Servicing Personnel Office (SPO) and Requesting Office (RO)
- Add RO and SPO Route Paths
- Add SPO and RO Route Paths
- Add, Modify, and Maintain Time and Attendance Security

Exercises

The exercises in this workbook are designed for personnel designated as FPPS Security Administrators or a Security Point of Contact (SPOC). These exercises assume a familiarity with MS Internet Explorer browser.

Each exercise begins with a stated objective and then instructions on how to perform various tasks associated with the process.

Exercise 1: DSAF – Submit two DSAF requests for new User Ids

In this exercise you will be logging on as Jan Cooper who has the SPOC authority to submit DSAF requests for new user Ids.

1. Open the NBC Mainframe Connectivity software
 - Type the **User ID: PPSJCxx** (where xx = your student number)
 - Type the class assigned password
 - Press **Enter**
2. FPPS Main Menu
 - Type **D** (DSAF)
 - Press **Enter**
 - Review “New Verifications” message
 - Press **Enter** again to continue
3. DSAF Screen
 - Review screen
 - Press **Enter**
4. DSAF Main Menu
 - Type **X** to select **ASC14**
 - Press **Enter**
5. Fill out the DSAF request form (ASC14) using the following information:

Agency:	PPS
Last Name:	Smith
First Name:	Bill
MI:	* (For no middle initial – use an asterisk)
Category:	X to select Civil Service
Address:	City: Denver State: CO
Telephone:	(303) 969-1010
Action Requested:	X to select Add Mainframe User
Access Requested:	X to select FPPS
Special Instructions:	This request is a training exercise. Please ignore.

6. DSAF Submit screen
 - Press **Enter** when finished to submit ASC14 form
 - Review message at the bottom of the screen
 - Press **Enter** again to submit another ASC14 form

7. Fill out the DSAF request form (ASC14) using the following information:

Agency: **PPS**
Last Name: **Pierce**
First Name: **Ken**
MI: ***** (For no middle initial – use an asterisk)
Category: **X** to select Contractor
Address: City: **Denver** State: **CO**
Telephone: **(303) 969-2020**
Action Requested: **X** to select Add Mainframe User
Access Requested: **X** to select FPPS
Special Instructions: **This request is a training exercise. Please ignore.**

8. DSAF Submit screen

- Press **Enter** when finished to submit ASC14 form
- Review message at the bottom of the screen
- Press **F3** to quit

9. DSAF Main Menu

- Type **X** to select Get New Verifications
- Press **Enter**
- Review the information received for the requests you submitted
- Press **Enter** to display the second verification message
- Press **Enter** to display print options
- Type **N**
- Press **Enter** to return to the DSAF Main Menu

12. DSAF Main Menu

- Type **X** to select Get Old Verifications
- Press **Enter** to scroll through the verifications and delete them

13. DSAF Main Menu

- Type **X** to select Exit
- Press **Enter**

14. FPPS Screen

- Type **E** (Exit)
- Press **Enter**

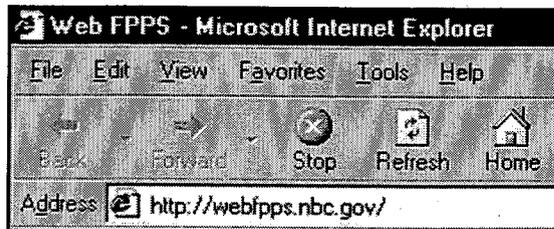
15. Close the NBC Mainframe Connectivity software

Exercise 2: Password Reset

In this exercise you will logon to Web FPPS to reset, revoke and display a user

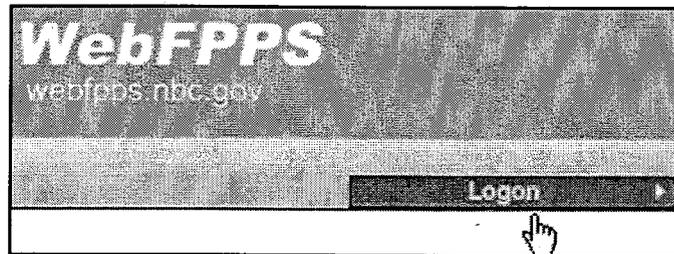
1. Desktop

- Open Microsoft Internet Explorer
- Type the following URL: **http://webfpps.nbc.gov**
- Press **Enter**



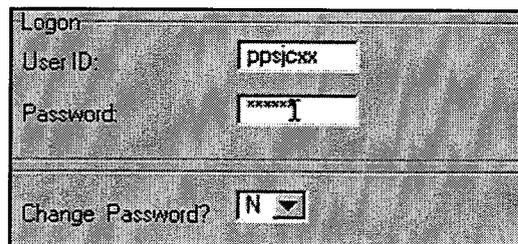
2. Web FPPS Home Page

- Review Web FPPS information
- Click the **Lagon** button



3. FPPS - (National Business Center)

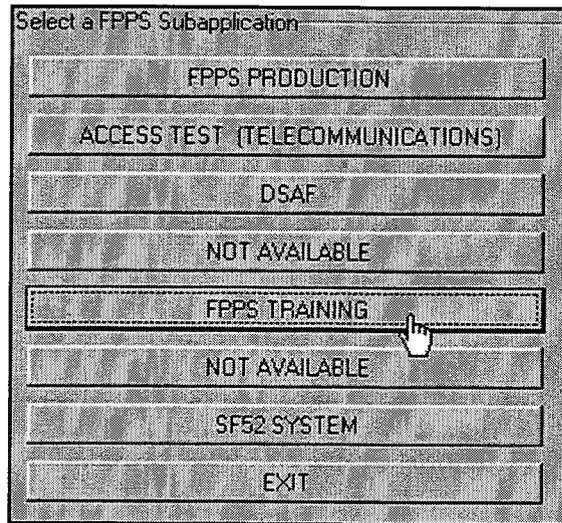
- Click the **Maximize Window** button in the upper right hand corner of the window
- Type User ID: **PPSJCxx** (where xx=your student number)
- Type your class assigned password
- Click **OK**

A screenshot of the Lagon form. It contains the following fields:

- Lagon
- User ID: ppsjcx
- Password: [masked]
- Change Password? N

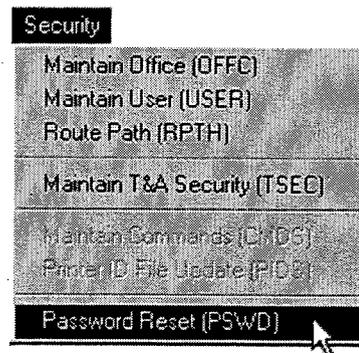
4. FPPS Subapplication

- Click **FPPS TRAINING**



5. FPPS Main Menu

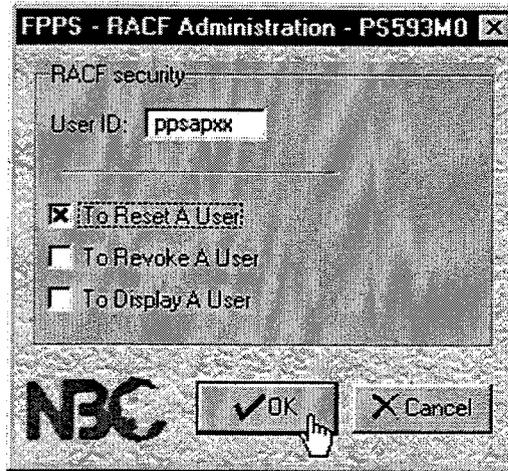
- Click **Security – Password Reset (PSWD)**



To reset a password

6. FPPS – RACF Administration

- Type User ID PPSAPxx
- Select To Reset A User
- Click OK



7. FPPS – (RACF Password Reset)

- Notice that the system access is currently **REVOKED**
- Type new password: **computer**
- Click **OK**

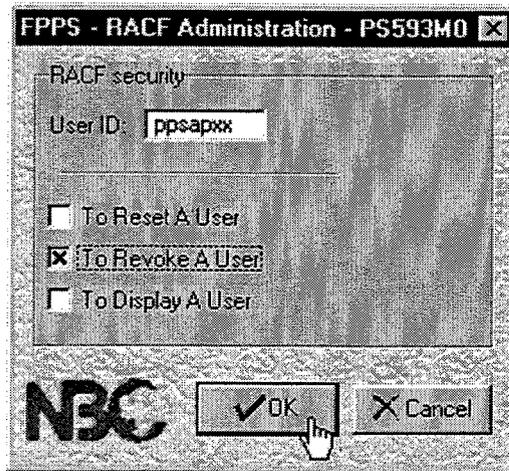
RACF Information	
User ID:	PPSAP47
Name:	ALAN PARKER - TEST
Date Of Last Password Change:	00/00/00
System Access Is Currently:	REVOKED
New Password :	COMPUTER
Reset User Id	YES
Current Password Interval :	_90 (Maximum 090 Days)
Reset Date :	01/24/02 (Or Type Future Effective Date)
Comments:	

Note: This is Alan's initial logon password

To revoke a password

8. FPPS – RACF Administration

- Type User ID PPSAPxx
- Select To Revoke A User
- Click OK



9. FPPS – (RACF Password Revoke)

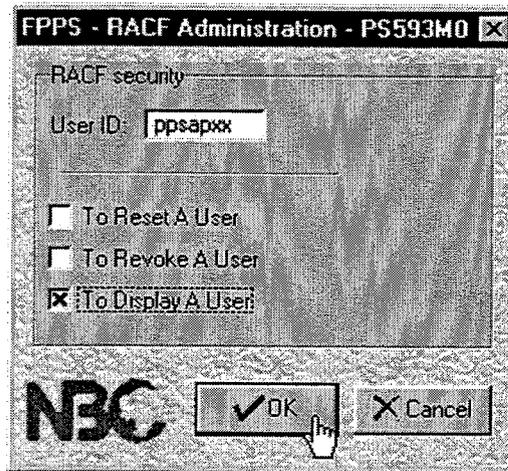
- Notice that the system access is currently **ACTIVE**
- Click OK

RACF Information	
User ID:	PPSAP47
Name:	ALAN PARKER - TEST
Date Of Last Password Change:	00/00/00
System Access Is Currently:	ACTIVE
Revoke System Access:	YES
Revoke Date:	01/25/02 (Or Type Future Effective Date)
Comments:	

To display a password

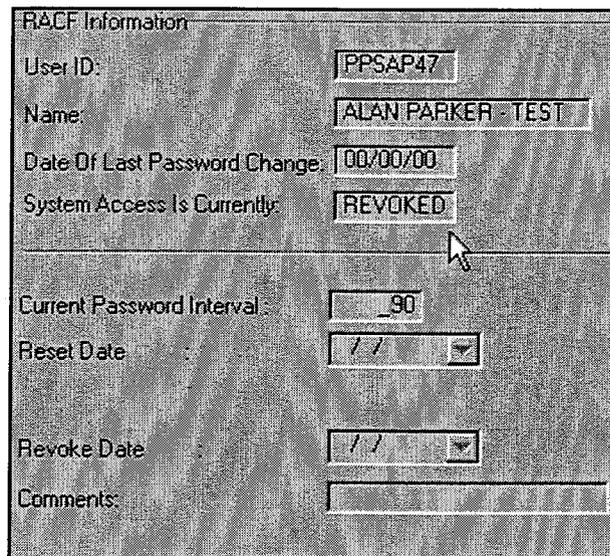
10. FPPS – RACF Administration

- Type User ID **PPSAPxx**
- Select **To Display A User**
- Click **OK**



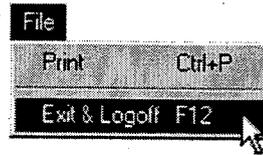
11. FPPS – (RACF Password Display)

- Notice that the information is displayed in protected fields
- Notice that the system access is currently **REVOKED**
- Click **Cancel**



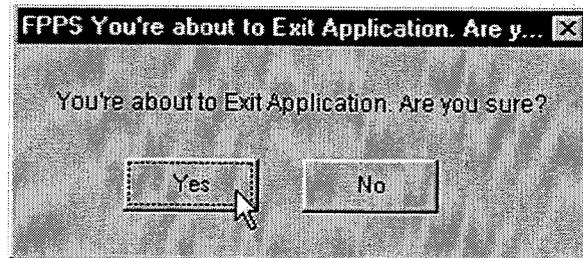
12. FPPS (Main Menu)

- Click **File – Exit & Logoff F12**



13. FPPS Exit Confirmation

- Click **Yes**



14. Microsoft Internet Explorer

- Close the Web Browser

***** STOP – END OF EXERCISE *****

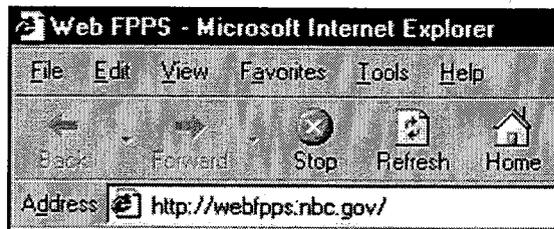
Exercise 3: Add Offices

In this exercise you will logon to Web FPPS and add three offices:

- ADP Division
- Payroll Division
- Finance Division

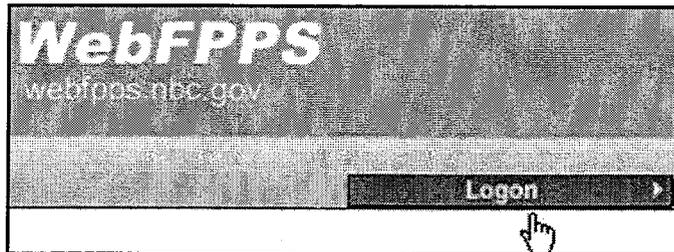
1. Desktop

- Open Microsoft Internet Explorer
- Type the following URL: **http://webfpps.nbc.gov**
- Press **Enter**



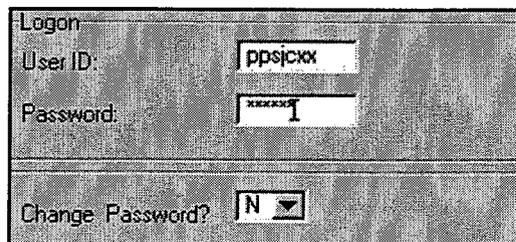
2. Web FPPS Home Page

- Click the **Logon** button



3. FPPS - (National Business Center)

- Click the **Maximize Window** button in the upper right hand corner of the window
- Type User ID: **PPSJCxx** (where xx=your student number)
- Type your class assigned password
- Click **OK**

A screenshot of the FPPS login form. It contains the following fields:

- "User ID:" with the text "ppsjcxx" entered.
- "Password:" with a masked password "XXXXXXXX" and a cursor.
- "Change Password?" with a dropdown menu showing "N".

4. FPPS Subapplication

- Click **FPPS TRAINING**

Select a FPPS Subapplication

FPPS PRODUCTION
ACCESS TEST (TELECOMMUNICATIONS)
DSAF
NOT AVAILABLE
FPPS TRAINING
NOT AVAILABLE
SF52 SYSTEM
EXIT

5. FPPS Main Menu

- Click **Security – Maintain Office (OFFC)**

Security

Maintain Office (OFFC)
Maintain User (USER)
Route Path (RPTH)
Maintain T&A Security (TSEC)
Maintain Commands (CMDS)
Printer ID File Update (PIDS)
Password Reset (PSWD)

6. FPPS – (Office List)

- Click **Add** button

Office List

	Department	Bureau	Subbureau	Organization Code	Office Name	Types
1	IN	47	00	770000	HEADQUARTERS OFFICE	AR

End

NBC

+ Add Change Copy Delete List Access View Cancel

7. FPPS – Copy

- Enter Subbur identification code: **01**
- Click on the arrow in the Organization Code field for help

FPPS - Copy - PS311W1

Copy To:

Department:

Bureau:

Subbureau:

Organization Code:

NBC

8. FPPS – Organization Help

- Click on Organization Title **ADP Division xx** to select it
- Click **OK**

FPPS - Organization Help - PX100W1

Start List From:

Department: Bureau: Subbureau: Organization Code:

Organization List

Department	Bureau	Subbureau	Organization	Organization Title
IN	47	01	000000	
IN	47	01	721000	ADP DIVISION 47
IN	47	01	721300	SYSTEM SOFTWARE BRANCH 47
IN	47	01	721600	SYSTEM SUPPORT BRANCH 47
IN	47	01	726000	PAYROLL DIVISION 47
IN	47	01	726100	PAYROLL OPERATIONS BRANCH 47
IN	47	01	726300	REVIEW & ANALYSIS BRANCH 47
IN	47	01	726500	BENEFITS BRANCH 47
IN	47	01	727000	FINANCE DIVISION 47
IN	47	01	727100	BUDGET BRANCH 47

NBC

9. FPPS – Copy

- Click OK

FPPS - Copy - PS311W1

Copy To

Department: IN
Bureau: 47
Subbureau: 01
Organization Code: 721000

NBC

OK Cancel

10. FPPS – (Office Maintenance)

- Select Office Type **Requesting Office**
- Click on the value **PPDUMMY** in the Printer column to select it
- Type over it with printer id **RMT141**
- Click OK

FPPS - [Office Maintenance]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Office Information

Organization ID: IN 47 01 721000
Office Name: ADP DIVISION 47
Personnel Office ID: Servicing Personnel Office ID:

Office Type Selection

Security Administrator's Office (ADO)
 Concurring/Viewing Office (CVO)
 Requesting Office
 Servicing Personnel Office
 FPPS Administrator
 T&A Security Administrator's Office (TAC)
 Payroll Operations Division

Printer Selection

	Printer	Name	Printer	Name
1	RMT141	DUMMY PRINTER		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Audit Information

User ID: Date: Time:

NBC

OK Cancel

Add three data access definitions:

11. FPPS – (Office Data Access Qualifiers)

- Add the **first** data access definition:
- (Top of screen) Subbureau: **01**
- Organization Code Range: Minimum: **721000** Maximum: **721600**
- (Middle of screen) Type * in the first input field under the **Pay Plan** column
- Click **OK**

FPPS - [Office Data Access Qualifiers]

Application: File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Office Information
Department: IN Bureau: 47 Subbureau: 01 Organization Code Range: Minimum: 721000 Maximum: 721600

Qualification List

	Pay Plan	Grade	Grade	Duty Station	Action Type
1	1				
2					
3					
4					
5					
6					
7					
8					
9					
10					

Audit Information
User ID: PPSJC47 Date: 01/25/2002 Time: 14:43:13.0

Change Action Types OK Cancel

12. FPPS – (Office Data Access List)

- Add the **second** data access definition:
- Type the letter **O** (not zero) in the field under the **Action** column to copy the existing data access definition to a new data access definition
- Click **OK**

FPPS - [Office Data Access List]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Start List From
 Department: IN Bureau: 47 Subbureau: Organization Code: Search

User's Name:

Access List
 Type one or more of the following action codes or space to remove access:
 Action Codes: C=CHANGE D=DELETE E=EXPAND O=COPY R=VIEW PATHS U=VIEW USER
 Organization ID/Office Name: IN 47 01 721000 ADP DIVISION 47

Action	Department	Bureau	Subbureau	Organization Code Range/Minimum	Organization Code Range/Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
O	IN	47	01	721000	721500	*	*	*	*	1		

End

Back OK Cancel

NBC

13. FPPS – (Office Data Access Qualifiers)

- Modify the existing data access definition:
- (Top of screen) Subbureau: **01**
- Organization Code Range: Minimum: **721300** Maximum: **(blank)**
- Click **OK**

14. FPPS – (Office Data Access List)

- Add the **third** data access definition:
- Type the letter **O** in one of the **Action** column fields to copy an existing data access definition to a new data access definition
- Click **OK**

15. FPPS – (Office Data Access Qualifiers)

- Modify the existing data access definition:
- (Top of screen) Subbureau: **01**
- Organization Code Range: Minimum: **721600** Maximum: **(blank)**
- Click **OK**

16. FPPS – (Office Data Access List)

- You should see three data access definitions on the screen:

FPPS - [Office Data Access List]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Start List From
 Department: IN Bureau: 47 Subbureau: I Organization Code: Search

Access List
 Type one or more of the following action codes or space to remove access:
 Action Codes: C=CHANGE D=DELETE E=EXPAND O=COPY R=VIEW PATHS U=VIEW USER
 Organization ID/Office Name: IN 47 01 721000 ADP DIVISION 47

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		

End

NBC

Back OK Cancel

- Click OK to save your office

17. FPPS – (Office List)

- Notice that the ADP Division has been added

Office List

	Department	Bureau	Subbureau	Organization Code	Office Name	Types
1	IN	47	00	770000	HEADQUARTERS OFFICE	A,R
2	IN	47	01	721000	ADP DIVISION 47	R

End

18. **FPPS – (Office List) screen**

- Click **Add** to add another office
- Use the following information:

Subbureau: **01**
Organization Code: **726000 (Payroll Division)**
Office Type: **Requesting Office**
Printer ID: **RMT141**

Data Access Definitions:

IN	xx	01	726*	*	*	*	*
IN	xx	01	726100	*	*	*	*
IN	xx	01	726300	*	*	*	*
IN	xx	01	726500	*	*	*	*

- Click **OK** to save the Payroll Division office

19. **FPPS – (Office List)**

- Add another office using the following information:

Subbureau: **01**
Organization Code: **727000 (Finance Division)**
Office Type: **Concurring/Viewing Office (CVO), and**
 Requesting Office
Printer ID: **RMT141**

Data Access Definitions:

IN	xx	01	727000	*	*	*	*
IN	xx	01	727100	*	*	*	*
IN	xx	01	727200	*	*	*	*

- Click **OK** to save the Finance Division office

20. **FPPS – (Office List)**

- Click **Cancel** to return to the FPPS Main Menu

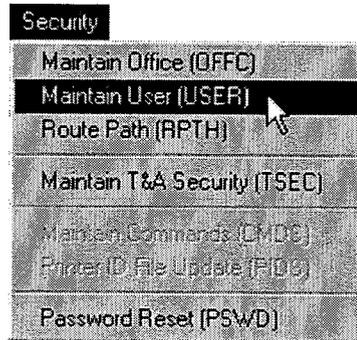
***** STOP – END OF EXERCISE *****

Exercise 4: Add Users

In this exercise you will add users to the ADP Division office, assigning commands and signature authority to each user.

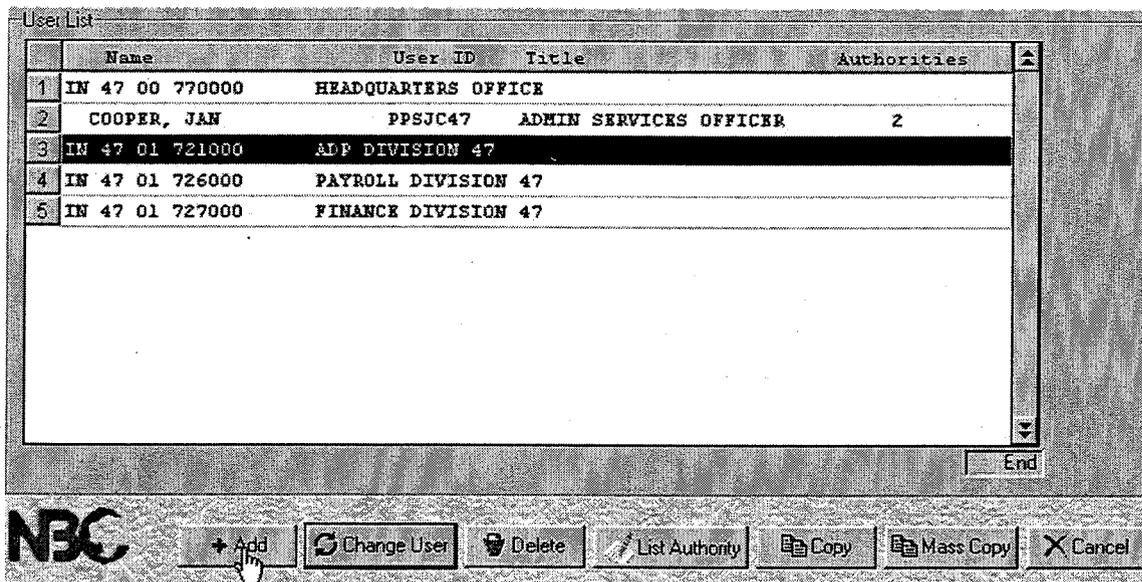
1. FPPS - Main Menu

- Click **Security – Maintain User (USER)**



2. FPPS - (User List)

- Click on the **ADP Division** to select it
- Click the **Add** button



3. FPPS - Add User ID

- Type the user ID for Bill Smith: PPSBSxx
- Click OK

FPPS - Add User ID - PS331W1

New User ID

User ID: ppsbsxx

Add User ID

Department: IN

Bureau: 47

Subbureau: 01

Organization Code: 721000

NBC

OK Cancel

4. FPPS – (User Maintenance)

- Type the following information:
 - Title: **Sup Sys Analyst**
 - SSN: **0xxxx6575** (Type your "xx" number twice)
 - Department: **IN** (already there)
 - Bureau: **xx** (already there)
 - Subbureau: **01**
 - Organization Code: **721000**
 - Download Auth: **Y**
- Click **Add/Change E-Mail Address** button

FPPS - [User Maintenance]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

User Information

User ID: PPSBS40

Last Name: SMITH

First Name: BILL

Middle Name:

Title: SUP SYS ANALYST

SSN: 040406575

Department: IN

Bureau: 40

Subbureau: 01

Organization Code: 721000

Download Authorization: Y

Audit Information

User ID: Date: Time:

NBC Add/Change E-Mail Address OK Cancel

5. FPPS – E-Mail Address

- Type **billsmith@doi.gov**
- Click **OK**

FPPS - E-Mail Address Window - PS336W1

E-Mail Address

E-Mail Address: billsmith@doi.gov

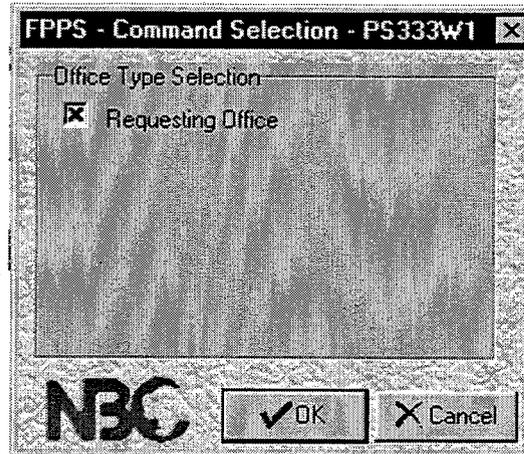
NBC OK Cancel

6. FPPS – (User Maintenance)

- Click OK

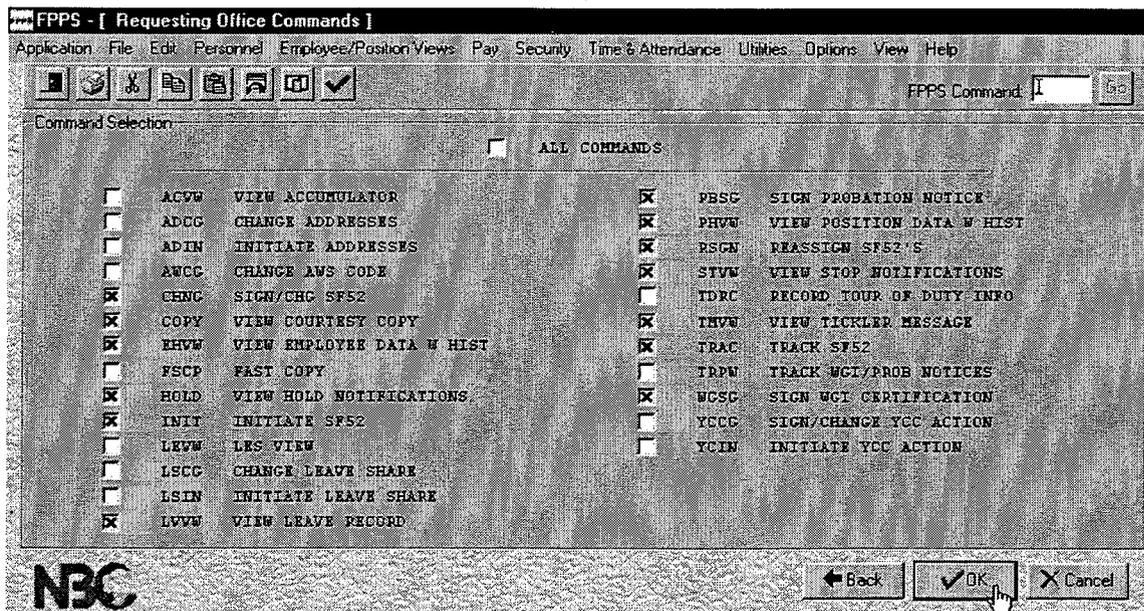
7. FPPS - Command Selection

- Select Requesting Office
- Click OK
-



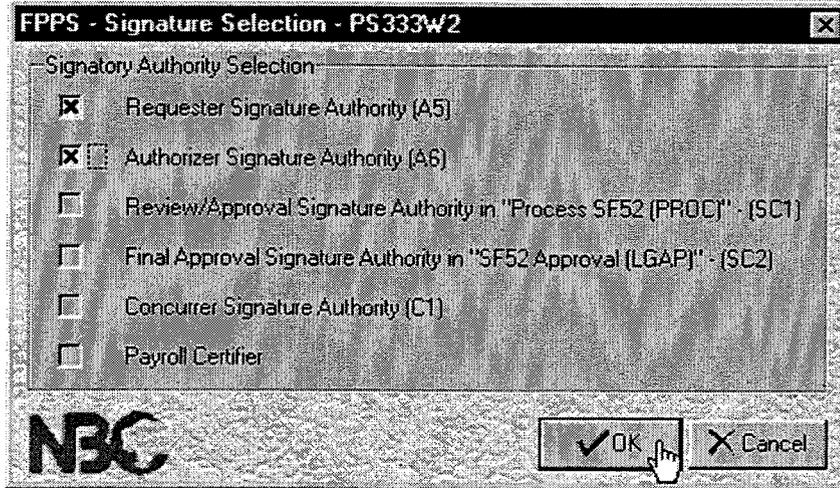
8. FPPS – (Requesting Office Commands)

- Select these commands: CHNG, COPY, EHVW, HOLD, INIT, LVVW, PBSG, PHVW, RSGN, STVW, TMVW, TRAC, WGSG
- Click OK



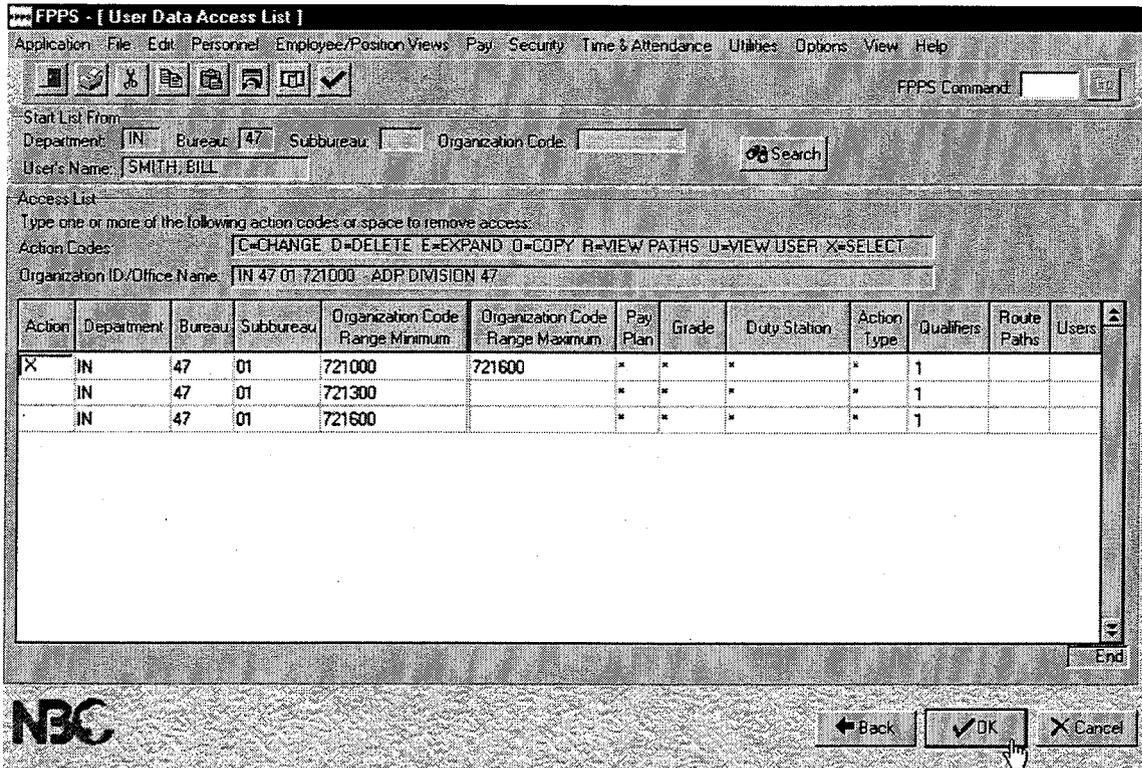
9. FPPS - Signature Selection

- Select both **Requester Signature Authority** and **Authorizer Signature Authority**
- Click **OK**



10. FPPS – (User Data Access List)

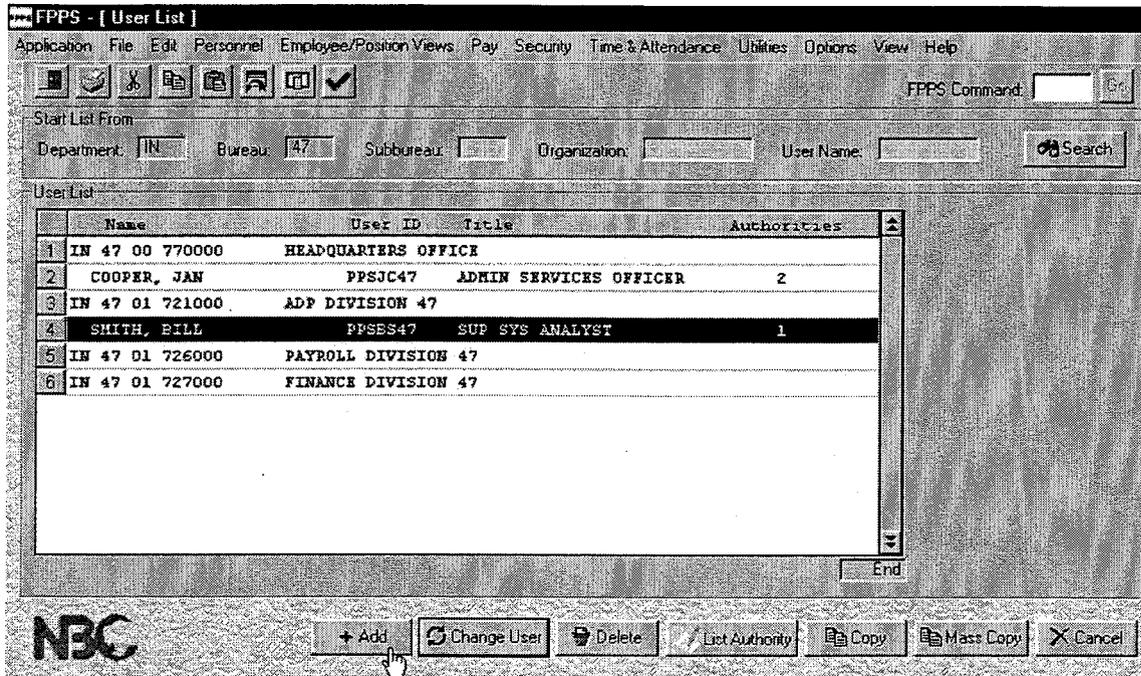
- Type **X** in Action column to select IN xx 01 721000 – 721600 * * * *
- Click **OK**



Notice that Bill Smith has been added to the ADP Division.

11. FPPS - (User List)

- Click on the row under the ADP Division containing Bill Smith's name
- Click the **Add** button



Add Sam Young to the ADP Division using the following information:

User ID: PPSSYxx

FPPS – (User Maintenance)

Title: **Systems Analyst**
 SSN: **0xxxx8331**
 Department: **IN (already there)**
 Bureau: **xx (already there)**
 Subbureau: **01**
 Organization Code: **721000**
 Download Auth: **Y**
 Add E-Mail: **samyong@doi.gov**

On subsequent windows:

Select **Requesting Office**
 Select commands: **CHNG, COPY, EHVW, INIT, LVVW, PBSG, RSGN, STVW, TRAC, WGSG**

Select **Requestor Signature Authority**
 Select Data Access: **IN xx 01 721300 * * * ***

Notice that Sam Young has been added to the ADP Division.

12. FPPS - (User List)

- Click on one of the rows under the ADP Division containing a user's name
- Click the **Add** button

Add Shirley Newton to the ADP Division using the following information:

User ID: **PPSSNxx**

FPPS – (User Maintenance)

Title: **Program Analyst**
SSN: **0xxxx1032**
Department: **IN (already there)**
Bureau: **xx (already there)**
Subbureau: **01**
Organization Code: **721000**
Download Auth: **N (already there)**
Add E-Mail: **shirleynewton@doi.gov**

On subsequent windows:

Select Requesting Office

Select these commands: **AWCG, CHNG, COPY, EHVW, INIT, LVVW, PBSG, RSGN, TRAC, WGSG**

Select Requestor Signature Authority

Select Data Access: **IN xx 01 721600 * * * ***

You should see the names of Shirley Newton, Bill Smith, and Sam Young listed under the ADP Division.

13. FPPS – (User List)

- Click **Cancel** to return to the FPPS Main Menu

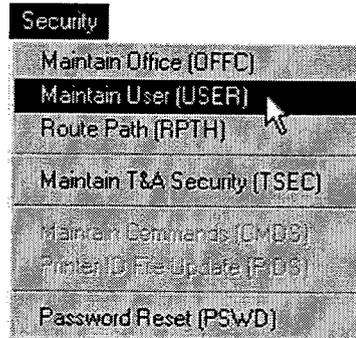
***** STOP – END OF EXERCISE *****

Exercise 5: Copy/Modify Existing Users

In this exercise you will copy the profile from an existing user and modify it to create new users, assigning different commands and signature authority.

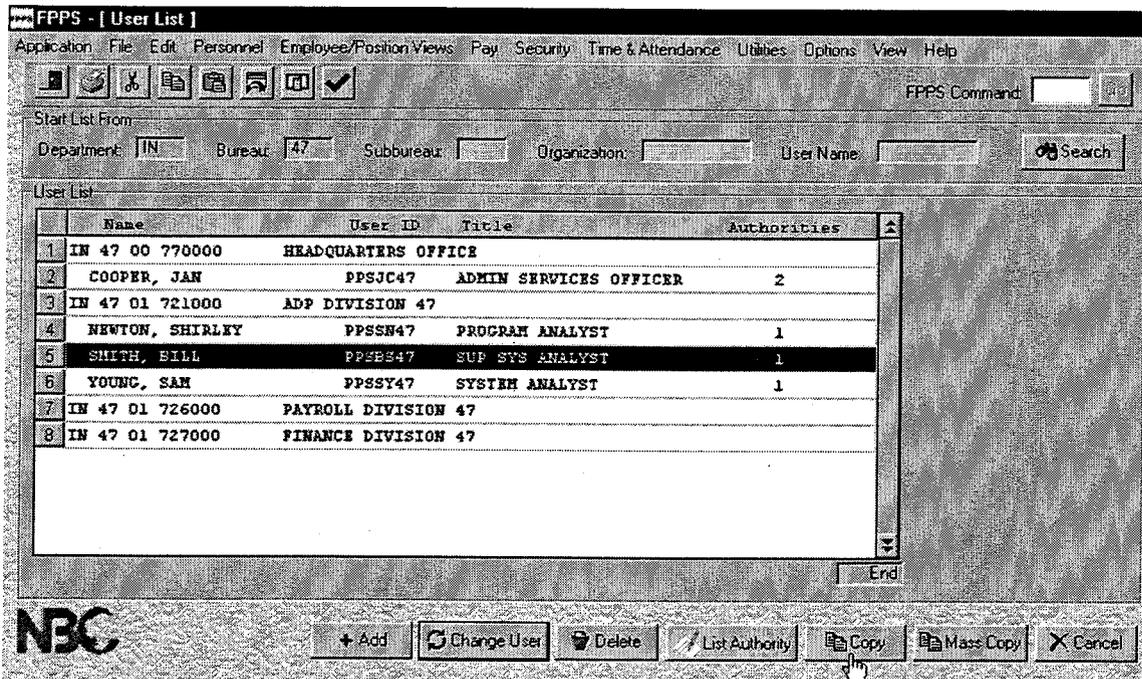
1. FPPS - Main Menu

- Click **Security – Maintain User (USER)**



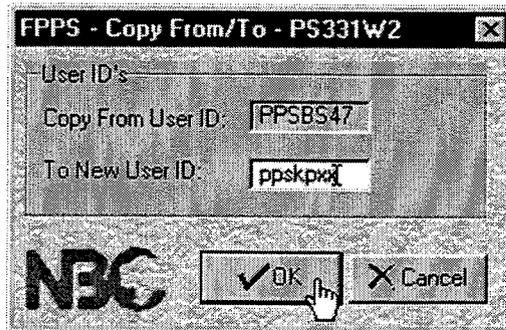
2. FPPS - (User List)

- Click on user **Bill Smith** in the ADP Division
- Click the **Copy** button



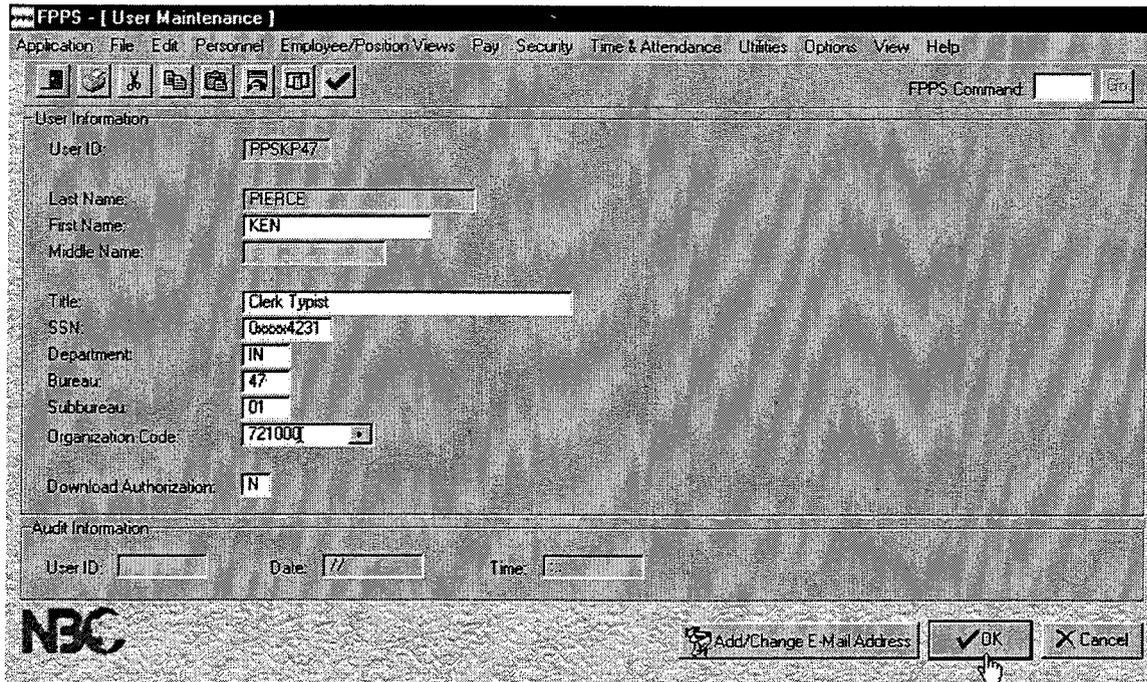
3. FPPS – Copy From/To

- Type the user ID for Ken Pierce: **PPSKPxx**
- Click **OK**



4. FPPS – (User Maintenance)

- Type the following information:
 - Title: **Clerk Typist**
 - SSN: **0xxxx4231** (Type your "xx" number twice)
 - Department: **IN** (already there)
 - Bureau: **xx** (already there)
 - Subbureau: **01**
 - Organization Code: **721000**
 - Download Auth: **Y**
 - Add E-Mail: **kenpierce@doi.gov**
- Click **OK**



Notice that Ken Pierce has been added to the list of users in the ADP Division

5. FPPS – (User List)

- Click on user Ken Pierce
- Click List Authority

FPPS - [User List]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Start List From
 Department: IN Bureau: 47 Subbureau: Organization: User Name: Search

	Name	User ID	Title	Authorities
1	IN 47 00 770000	HEADQUARTERS OFFICE		
2	COOPER, JAN	PPSJC47	ADMIN SERVICES OFFICER	2
3	IN 47 01 721000	ADP DIVISION 47		
4	NEWTON, SHIRLEY	PPSSN47	PROGRAM ANALYST	1
5	PIERCE, KEN	PPSKP47	CLEPRK TYPIST	1
6	SMITH, BILL	PPSB47	SUP SYS ANALYST	1
7	YOUNG, SAM	PPSSY47	SYSTEM ANALYST	1
8	IN 47 01 726000	PAYROLL DIVISION 47		
9	IN 47 01 727000	FINANCE DIVISION 47		

End

+ Add Change User Delete List Authority Copy Mass Copy Cancel

6. FPPS – (User Access Authority List)

- Click Change button

FPPS - [User Access Authority List]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Office Information
 IN 47 01 721000 ADP DIVISION 47

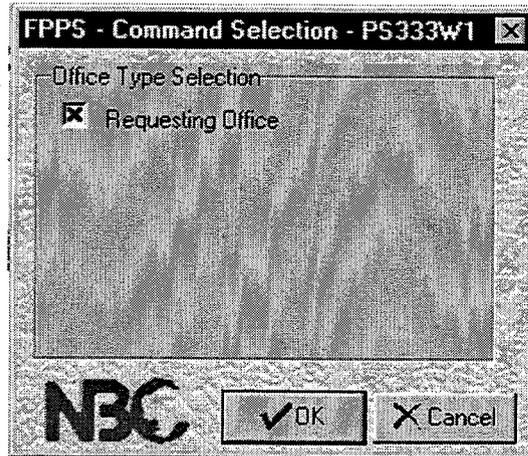
	Name	User ID	Access And/Or Signature Authority	Data Accesses
1	PIERCE, KEN	PPSKP47	REQ AUT	1

End

+ Add Delete View List Access Back Change OK Cancel

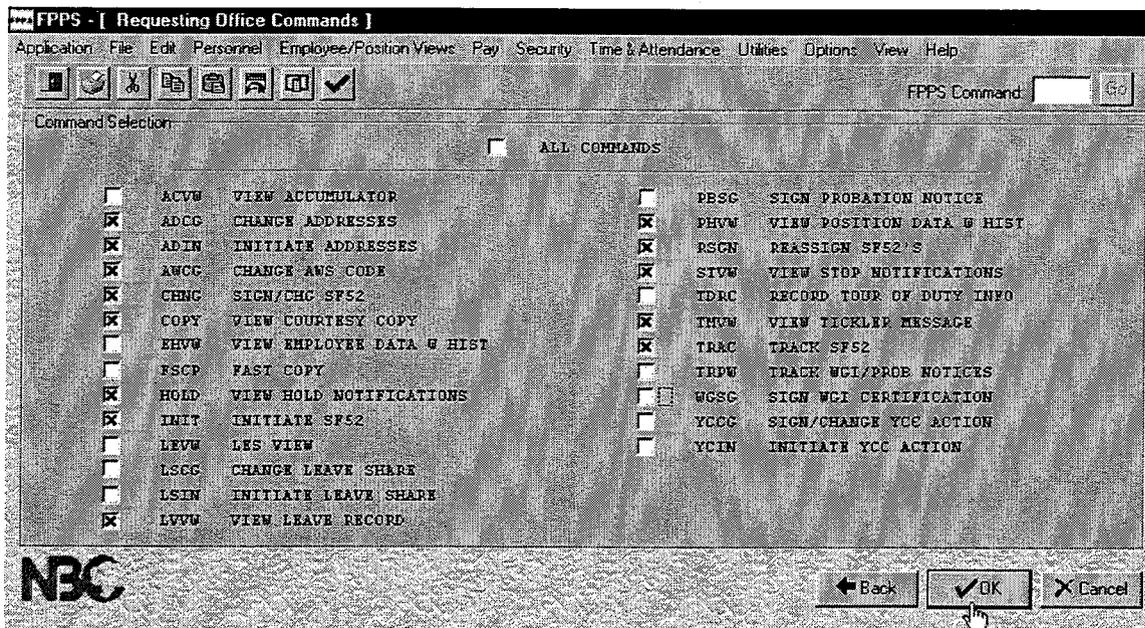
7. FPPS – Command Selection

- Click OK



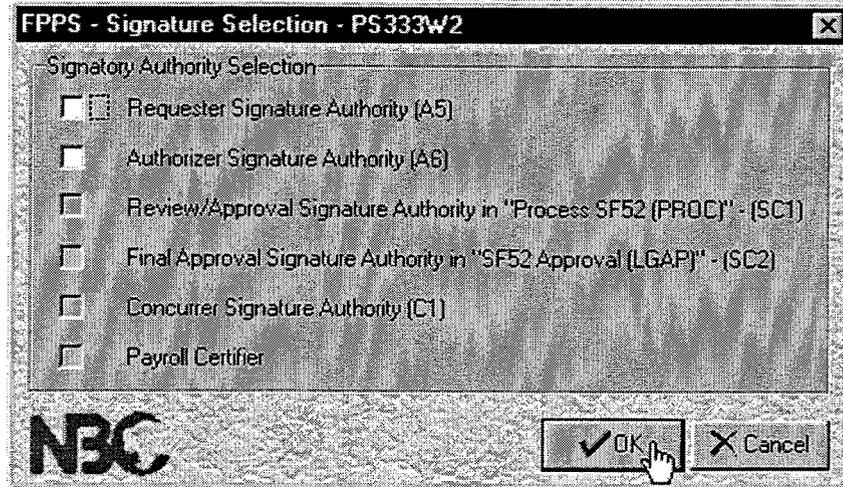
8. FPPS – (Requesting Office Commands)

- Select the commands **ADCG**, **ADIN**, and **AWCG** *in addition* to those already selected
- Remove the commands **EHVW**, **PBSG**, and **WGSG**
- Click OK



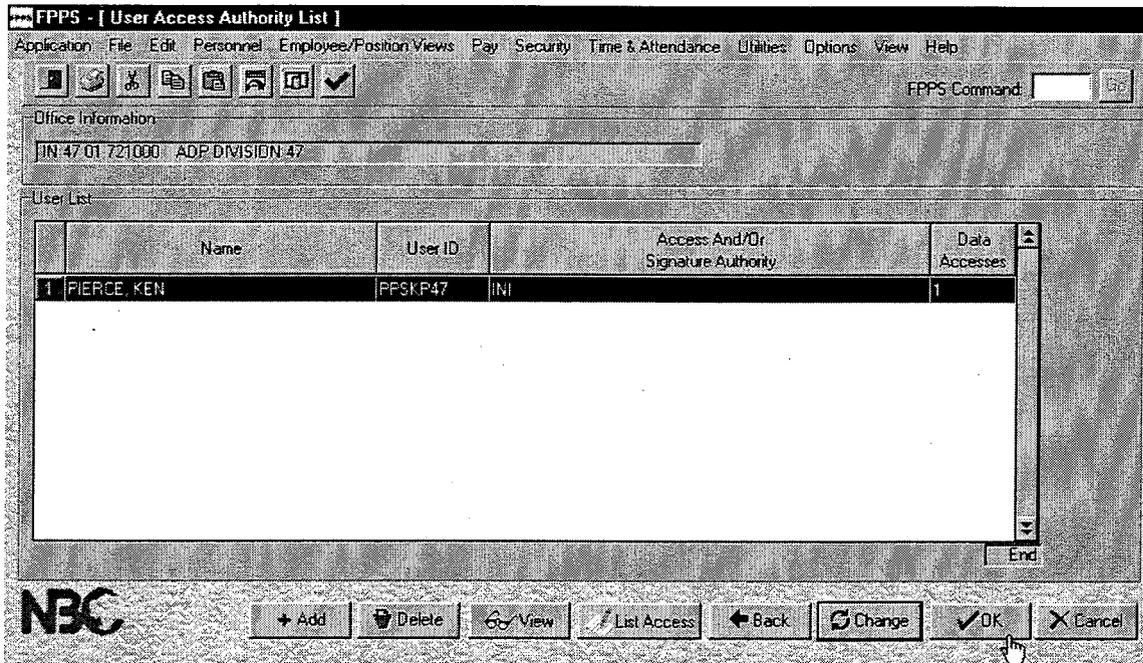
9. FPPS - Signature Selection

- Remove both Xs from **Requester Signature Authority** and **Authorizer Signature Authority** to create an Initiator user type
- Click **OK**



10. FPPS – (User Access Authority List)

- Notice the user type is now INI
- Click **OK**



Add the first user (Jim Nash) to the Finance Division

1. FPPS - (User List)

- Click on the **Finance Division** to select it
- Click the **Add** button

2. FPPS - Add User ID

- Type the user ID for Jim Nash: **PPSJNxx**
- Click **OK**

3. FPPS – (User Maintenance)

- Type the following information:
Title: **Financial Manager**
SSN: **0xxxx8336**
Department: **IN (already there)**
Bureau: **xx (already there)**
Subbureau: **01**
Organization Code: **727000**
Download Auth: **Y**
Add E-Mail: **jimnash@doi.gov**

- Click **OK**

4. On subsequent windows:

- Select **Requesting Office**
- Select **all commands**
- Select **Authorizer Signature Authority**
- Select **all three** data access definitions:

<u>X</u>	IN	xx	01	727000	*	*	*	*
<u>X</u>	IN	xx	01	727100	*	*	*	*
<u>X</u>	IN	xx	01	727200	*	*	*	*

Add John Meyer to the Finance Division by copying from Jim Nash

1. FPPS - (User List)

- Click on user **Jim Nash** in the Finance Division
- Click the **Copy** button

2. FPPS – Copy From/To

- Type the user ID for John Meyer: **PPSJMxx**
- Click **OK**

3. FPPS – (User Maintenance)

- Type the following information:

Title:	Program Assistant
SSN:	0xxxx4622
Department:	IN (already there)
Bureau:	xx (already there)
Subbureau:	01
Organization Code:	727000
Download Auth:	Y
Add E-Mail:	johnmeyer@doi.gov
- Click OK

Change John Meyer's command selections and signature authority

1. FPPS – (User List)

- Click on user **John Meyer**
- Click **List Authority**

2. FPPS – (User Access Authority List)

- Click **Change** button

3. FPPS – Command Selection

- Click **OK**

4. FPPS – (Requesting Office Commands)

- Remove some of the commands (you decide)
- Click **OK**

5. FPPS - Signature Selection

- Remove the **X** from **Authorizer Signature Authority**
- Click **OK**

6. FPPS – (User Access Authority List)

- Notice the user type is now **INI**
- Click **OK**

Add two more users (Sue Miller and Gayle Hopewell) to the Finance Division using the add or copy options and the following information:

Sue Miller

User ID: PPSSMxx

FPPS – (User Maintenance)

Title: Budget Analyst
SSN: 0xxxx9033
Department: IN (already there)
Bureau: xx (already there)
Subbureau: 01
Organization Code: 727000
Download Auth: Y
Add E-Mail: suemiller@doi.gov

On subsequent windows:

Select Requesting Office
Select commands: (you decide)
Select Requester Signature Authority
Select Data Access: IN xx 01 727100 * * * *

Gayle Hopewell

User ID: PPSGHxx

FPPS – (User Maintenance)

Title: Financial Admin
SSN: 0xxxx5801
Department: IN (already there)
Bureau: xx (already there)
Subbureau: 01
Organization Code: 727000
Download Auth: Y
Add E-Mail: gaylehopewell@doi.gov

On subsequent windows:

Select Requesting Office
Select commands: (you decide)
Select Requester Signature Authority
Select Data Access: IN xx 01 727200 * * * *

Use the START LIST FROM fields at the top of the screen to display all users in the Finance Division

1. FPPS – (User List)

- Type Subbureau **01**
- Type Organization **727000**
- Click **Search** button

Add Jack Garrison to the Finance Division as an authorizer and concurrer by copying from Jim Nash to Jack Garrison

Jack Garrison

User ID: PPSJGxx

FPPS – (User Maintenance)

Title: Budget Officer
SSN: 0xxxx3325
Department: IN (already there)
Bureau: xx (already there)
Subbureau: 01
Organization Code: 727000
Download Auth: Y
Add E-Mail: jackgarrison@doi.gov

Use the START LIST FROM fields at the top of the screen to re-display all users in the Finance Division

1. FPPS – (User List)

- Type Subbureau **01**
- Type Organization **727000**
- Click **Search** button

List the authorities for Jack Garrison

1. FPPS – (User List)

- Select **Jack Garrison**
- Click **List Authority** button

2. FPPS – (User Access Authority List)

- Click **Add** button

3. **FPPS – Command Selection**
 - Select **Concurring/Viewing Office**
 - Click **OK**
 4. **FPPS – (Concurring/Viewing Office Commands)**
 - Select **All Commands**
 - Click **OK**
 5. **FPPS – Signature Selection**
 - Notice that Concurring Signature Authority (C1) is already selected
 - Click **OK**
 6. **FPPS – (User Data Access List)**
 - Notice that the appropriate data access definition is not listed on the screen
 - Type **O** in any action field to copy an existing data access definition
 - Click **OK**
 7. **FPPS – (User Data Access Qualifiers)**
 - Modify the existing data access definition
 - Type Subbureau **01**
 - Type Organization Code Range Minimum * (asterisk)
 - Click **OK**
 8. **FPPS – (User Data Access List)**
 - Select **IN xx 01 * * * * ***
 - Click **OK**
 9. **FPPS – (User Access Authority List)**
 - Notice Jack Garrison now has two authorities
 - Click **OK**
-

Change John Meyer's name and title

1. **FPPS – (User List)**
 - Select John Meyer
 - Click **Change User** button
2. **FPPS – (User Maintenance)**
 - Change John Meyer's name and title to whatever you would like
 - Click **OK**

Add users to the Payroll Division

Use the START LIST FROM fields at the top of the screen to display all users in the Payroll Division

Mary Davis

User ID: PPSMDxx
Title: Payroll Program Manager
SSN: 0xxxx4134
Subbureau: 01
Organization Code: 726000
Download Auth: Y
Add E-Mail: marydavis@doi.gov
Office Type: Requesting Office
Commands: (you decide)
Signature Authority: Authorizer
Select Data Access: IN xx 01 726* * * * *

Doug Crawford

User ID: PPSPDCxx
Title: Secretary
SSN: 0xxxx2346
Subbureau: 01
Organization Code: 726000
Download Auth: Y
Add E-Mail: dougcrawford@doi.gov
Office Type: Requesting Office
Commands: (you decide)
Signature Authority: Initiator
Select Data Access: IN xx 01 726* * * * *

Joan Adams

User ID: PPSJAxx
Title: Deputy Payroll Manager
SSN: 0xxxx9303
Subbureau: 01
Organization Code: 726000
Download Auth: Y
Add E-Mail: joanadams@doi.gov
Office Type: Requesting Office
Commands: (you decide)
Signature Authority: Requester and Authorizer
Select Data Access: IN xx 01 726* * * * *

Steve Price

User ID: PPSSPxx
Title: Payroll Specialist
SSN: 0xxxx5771
Subbureau: 01
Organization Code: 726000
Download Auth: Y
Add E-Mail: steveprice@doi.gov
Office Type: Requesting Office
Commands: (you decide)
Signature Authority: Requester
Select Data Access: IN xx 01 726100 * * * *

Ruth Brown

User ID: PPSRBxx
Title: Supervisory Accountant
SSN: 0xxxx3193
Subbureau: 01
Organization Code: 726000
Download Auth: Y
Add E-Mail: ruthbrown@doi.gov
Office Type: Requesting Office
Commands: (you decide)
Signature Authority: Requester
Select Data Access: IN xx 01 726300 * * * *

Susan Frazier

User ID: PPSSFxx
Title: Accountant
SSN: 0xxxx4419
Subbureau: 01
Organization Code: 726000
Download Auth: Y
Add E-Mail: susanfrazier@doi.gov
Office Type: Requesting Office
Commands: (you decide)
Signature Authority: Requester
Select Data Access: IN xx 01 726500 * * * *

*** STOP – END OF EXERCISE ***

Exercise 6: Add SPO and Users

In this exercise you will add the Servicing Personnel Office and the users in the SPO

1. **FPPS Main Menu**
 - Click **Security – Maintain Office (OFFC)**
2. **FPPS – (Office List)**
 - Click **Add** button
3. **FPPS – Copy**
 - Enter Subbur identification code: **01**
 - Click on the arrow in the Organization Code field for help
4. **FPPS – Organization Help**
 - Type **775** in the Organization Code field
 - Click **Search** button
 - Click on Organization Title **Personnel Office xx** to select it
 - Click **OK**
5. **FPPS – Copy**
 - Click **OK**
6. **FPPS – (Office Maintenance)**
 - Type Personnel Office Id **1111**
 - Type Servicing Personnel Office Id **DO**
 - Select Office Types **Requesting Office** and **Servicing Personnel Office**
 - Click on the value **PPDUMMY** in the Printer column to select it
 - Type over it with printer id **RMT141**
 - Click **OK**

Add five data access definitions:

IN	xx	01	*	*	*	*	*
IN	xx	01	775*	*	*	*	*
IN	xx	01	775100	*	*	*	*
IN	xx	01	775200	*	*	*	*
IN	xx	01	775300	*	*	*	*

- Click **OK** to save the Personnel Office

Notice that the Personnel Office has been added

Add users to the Personnel Office

**** All users are in IN xx 01 775000 ****

Notice that most users in the Personnel Office have two signature authorities, each with a different data access definition

User Info	Commands	Screens	Signature Authority	Data Access
Linda Walker PPSLWxx Pers Mgmt Spec 0xxxx8366	RO – All	N/A	AUT	IN xx 01 775*
	SPO – All except RLUP	All Screens	SC1, SC2	IN xx 01 *
Lois Edwards PPSLExx Secretary 0xxxx3122	RO – All except PBSG and WGSG	N/A	INI	IN xx 01 775*
Nancy Kennedy PPSNKxx Class Spec 0xxxx9243	RO – All	N/A	REQ	IN xx 01 775100
	SPO – All except LGAP and RLUP	All except Personnel Action Information	SC1	IN xx 01 *
Sharon Roberts PPSSRxx Staff Spec 0xxxx5826	RO – All	N/A	REQ	IN xx 01 775200
	SPO – All	All Screens	SC1, SC2	IN xx 01 *
Larry Jacobson PPSLJxx Processing Supv 0xxxx5625	RO – All	N/A	REQ	IN xx 01 775300
	SPO – All except LGAP	All Screens	SC1	IN xx 01 *

Notice the users that have been added to the Personnel Office

***** STOP – END OF EXERCISE *****

Exercise 7: Add RO Route Paths

In this exercise you will logon to Web FPPS to establish the Requesting Office route paths

1. **Desktop**
 - Open **Microsoft Internet Explorer**
 - Type the following URL: **webfpps.nbc.gov**
 - Press **Enter**
2. **Web FPPS Home Page**
 - Click the **Logon** button
3. **FPPS - (National Business Center)**
 - Click the **Maximize Window** button in the upper right corner
 - Type User ID: **PPSJCxx** (where xx=your student number)
 - Type your class assigned password
 - Click **OK**
4. **FPPS Subapplication**
 - Click **FPPS TRAINING**
5. **FPPS Main Menu**
 - Click **Security – Route Path (RPTH)**
6. **FPPS – (Route Path List)**
 - Select the **Finance Division**
 - Click the **Add** button
7. **FPPS – Add Path**
 - Select **Qualified for one or more Data Accesses**
 - Notice that Requesting Office Route Path is already selected
 - Click **OK**
8. **FPPS – (Route Data Access List)**
 - Type **X** to select IN xx 01 727000 * * * *
 - Click **OK**
9. **FPPS – Users In Office**
 - Type sequence numbers as follows:
40 GARRISON, JACK AUT
20 GARRISON, JACK CON
10 MEYER, JOHN INI
30 NASH, JIM AUT
 - Click **OK**
10. **FPPS – (Route Path Sequence)**
 - Type Route Path Name: **QUALIFIED BY 727000**

- Select **Servicing Personnel Offices**
- Click **Search** button

FPPS - [Route Path Sequence]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities

Organization ID: Route Path Name:

Retrieve Additional Users or Servicing Personnel Office Names

User by Office
 User by Name
 Servicing Personnel Offices

Route Path

	Seq	User Name	Access Authorities
1	010	MEYER, JOHN	INI
2	020	GARRISON, JACK	CON
3	030	NASH, JIM	AUT
4	040	GARRISON, JACK	AUT

11. FPPS – Servicing Personnel Office

- Type **SPO** in the Seq column
- Click **OK**

12. FPPS - (Route Path Sequence)

- Click **OK** button to save the Route Path

13. FPPS – (Route Path List)

- Notice that the first Route Path has been added to the Finance Division

Add the second qualified Route Path to the Finance Division

1. FPPS – (Route Path List)

- Select the row containing the first Route Path under the **Finance Division**
- Click the **Add** button

2. FPPS – Add Path

- Select **Qualified for one or more Data Accesses**
- Click **OK**

3. FPPS – (Route Data Access List)

- Type **X** to select IN xx 01 727100 * * * *
- Click **OK**

4. FPPS – Users In Office

- Type sequence numbers as follows:
50 GARRISON, JACK AUT
30 GARRISON, JACK CON
10 MEYER, JOHN INI
20 MILLER, SUE REQ
40 NASH, JIM AUT
- Click **OK**

5. FPPS – (Route Path Sequence)

- Type Route Path Name: **QUALIFIED BY 727100**
- Select **Servicing Personnel Offices**
- Click **Search** button

6. FPPS – Servicing Personnel Office

- Type **SPO** in the Seq column
- Click **OK**

7. FPPS - (Route Path Sequence)

- Click **OK** button to save the Route Path

8. FPPS – (Route Path List)

- The second Route Path has been added to the Finance Division

Add the third qualified Route Path to the Finance Division

1. FPPS – (Route Path List)

- Select any row containing a Route Path under the **Finance Division**
- Click the **Add** button

2. FPPS – Add Path

- Select **Qualified for one or more Data Accesses**
- Click **OK**

3. FPPS – (Route Data Access List)

- Type **X** to select IN xx 01 727200 * * * *
- Click **OK**

4. FPPS – Users In Office

- Type sequence numbers as follows:

50	GARRISON, JACK	AUT
30	GARRISON, JACK	CON
20	HOPEWELL, GAYLE	REQ
10	MEYER, JOHN	INI
40	NASH, JIM	AUT
- Click **OK**

5. FPPS – (Route Path Sequence)

- Type Route Path Name: **QUALIFIED BY 727200**
- Select **Servicing Personnel Offices**
- Click **Search** button

6. FPPS – Servicing Personnel Office

- Type **SPO** in the Seq column
- Click **OK**

7. FPPS - (Route Path Sequence)

- Click **OK** button to save the Route Path

8. FPPS – (Route Path List)

- The third Route Path has been added to the Finance Division

Add three qualified Route Paths to the ADP Division

1. FPPS – (Route Path List)

- Select the **ADP Division**
- Click the **Add** button

2. FPPS – Add Path

- Select **Qualified for one or more Data Accesses**
- Click **OK**

3. FPPS – (Route Data Access List)

*(This route path needs to be qualified by IN xx 01 721000 * * * *)*

Notice that the appropriate data access definition is not listed on the screen)

- Type **O** to copy an existing definition
- Click **OK**

4. FPPS – (Route Data Access Qualifiers)

- Modify the existing data access definition
- Type Subbureau: **01**
- Type Organization Code Range Minimum: **721000**
- Click **OK**

5. FPPS – (Route Data Access List)

- Type **X** to select **IN xx 01 721000 * * * ***
- Click **OK**

6. FPPS – Users In Office

- Type sequence numbers as follows:

10	PIERCE, KEN	INI
20	SMITH, BILL	REQ AUT
- Click **OK**

Add Jack Garrison, who is located in a different office, as a Concurrer to the Route Path

7. FPPS – (Route Path Sequence)

- Type Route Path Name: **QUALIFIED BY 721000**
- Select **Users By Office**
- Click **Search** button

8. FPPS – Users in Office

- Type Department: **IN**
- Type Bureau: **xx**
- Type Subbureau: **01**
- Type Org Code: **727000**
- Click **Search** button
- Type sequence number as follows:
15 GARRISON, JACK CON
- Click **OK** button

9. FPPS – (Route Path Sequence)

- Select **Servicing Personnel Offices**
- Click **Search** button

10. FPPS – Servicing Personnel Office

- Type **SPO** in the Seq column
- Click **OK**

11. FPPS - (Route Path Sequence)

- Click **OK** button to save the Route Path

12. FPPS – (Route Path List)

- The first Route Path has been added to the ADP Division

Add the second qualified Route Path to the ADP Division

1. FPPS – (Route Path List)

- Select the row containing the first Route Path in the **ADP Division**
- Click the **Add** button

2. FPPS – Add Path

- Select **Qualified for one or more Data Accesses**
- Click **OK**

3. FPPS – (Route Data Access List)

- Type **X** to select **IN xx 01 721300 * * * ***
- Click **OK**

4. FPPS – Users In Office

- Type sequence numbers as follows:
10 PIERCE, KEN INI
30 SMITH, BILL REQ AUT
20 YOUNG, SAM REQ
- Click **OK**

5. **FPPS – (Route Path Sequence)**
 - Type Route Path Name: **QUALIFIED BY 721300**
 - Select **Users By Office**
 - Click **Search** button

6. **FPPS – Users in Office**
 - Type Department: **IN**
 - Type Bureau: **xx**
 - Type Subbureau: **01**
 - Type Org Code: **727000**
 - Click **Search** button
 - Type sequence number as follows:
15 GARRISON, JACK CON
 - Click **OK** button

7. **FPPS – (Route Path Sequence)**
 - Select **Servicing Personnel Offices**
 - Click **Search** button

8. **FPPS – Servicing Personnel Office**
 - Type **SPO** in the Seq column
 - Click **OK**

9. **FPPS - (Route Path Sequence)**
 - Click **OK** button to save the Route Path

10. **FPPS – (Route Path List)**
 - The second Route Path has been added to the ADP Division

Add the third qualified Route Path to the ADP Division

1. **FPPS – (Route Path List)**
 - Select any row containing a Route Path in the **ADP Division**
 - Click the **Add** button

2. **FPPS – Add Path**
 - Select **Qualified for one or more Data Accesses**
 - Click **OK**

3. **FPPS – (Route Data Access List)**
 - Type **X** to select **IN xx 01 721600 * * * ***
 - Click **OK**

4. FPPS – Users In Office

- Type sequence numbers as follows:
20 NEWTON, SHIRLEY REQ
10 PIERCE, KEN INI
30 SMITH, BILL REQ AUT
- Click **OK**

5. FPPS – (Route Path Sequence)

- Type Route Path Name: **QUALIFIED BY 721600**
- Select **Users By Office**
- Click **Search** button

6. FPPS – Users in Office

- Type Department: **IN**
- Type Bureau: **xx**
- Type Subbureau: **01**
- Type Org Code: **727000**
- Click **Search** button
- Type sequence number as follows:
15 GARRISON, JACK CON
- Click **OK** button

7. FPPS – (Route Path Sequence)

- Select **Servicing Personnel Offices**
- Click **Search** button

8. FPPS – Servicing Personnel Office

- Type **SPO** in the Seq column
- Click **OK**

9. FPPS - (Route Path Sequence)

- Click **OK** button to save the Route Path

10. FPPS – (Route Path List)

- The third Route Path has been added to the ADP Division

Extra Practice

Scenario: Ken Pierce (ADP Division) is leaving his job. Sheila Casey will replace him. She will be the same user type and have the same command selections and data access authority as Ken Pierce. As a Security Administrator, what do you need to do to make this change? (Assume that you have already obtained Sheila Casey's user ID.)

1. Since Sheila will be the same user type with the same commands and data access as Ken Pierce, it is easiest to copy *from* Ken to Sheila. Use the following information for Sheila:

User ID:	PPSSCxx
Title:	Secretary
SSN:	0xxxx2246
Office ID:	IN xx 01 721000

2. Delete Ken Pierce from the User List screen. (Note: When you delete a user, that user is automatically deleted from the route path.)

3. Change all three route paths in the ADP Division. On the Route Path Sequence screen, select USERS BY OFFICE. Assign a sequence number to add Sheila to the route path.

4. Send a DSAF request to delete the user ID for Ken Pierce (PPSKPxx).

Note: On the DSAF form, enter only the user's name and user ID in the appropriate spaces and select the delete option. In the Special Instructions, add a note that this is a training exercise.

More Extra Practice

Using the principles learned in this exercise, add qualified route paths to the Payroll Division. Include Jack Garrison (CON) of the Finance Division (IN xx 01 727000).

***** STOP – END OF EXERCISE *****

Exercise 8: Add RO and SPO Route Paths

In this exercise you will establish the Requesting Office and Servicing Personnel Office route paths to the Personnel Office

1. **FPPS Main Menu**
 - Click **Security – Route Path (RPTH)**
2. **FPPS – (Route Path List)**
 - Select the **Personnel Office**
 - Click the **Add** button
3. **FPPS – Add Path**
 - Create four Qualified RO Route Paths using the following information:
 - Select **Qualified for one or more Data Accesses**
 - Select **Requesting Office Route Path**
4. **FPPS – (Route Data Access List)**
 - Select/Create data access definitions as follows:

IN xx 01 775000	*	*	*	*
IN xx 01 775100	*	*	*	*
IN xx 01 775200	*	*	*	*
IN xx 01 775300	*	*	*	*
5. **FPPS – Users In Office**
 - Sequence the users
6. **FPPS – (Route Path Sequence)**
 - Type a route path name for each route path
 - Add the SPO to each route path

Create a default SPO route path within the Personnel Office

1. **FPPS – (Route Path List)**
 - Add a new route path the Personnel Office
2. **FPPS – Add Path**
 - Select **Default for all Data Accesses**
 - Select **Servicing Personnel Office Route Path**
3. **FPPS – Users In Office**
 - Sequence the users
4. **FPPS – (Route Path Sequence)**
 - Type a route path name

***** STOP – END OF EXERCISE *****

Exercise 9: Add SPO/RO Route Paths

In this exercise you will add the SPO/RO route paths from the Personnel Office back to the Requesting Offices

1. **FPPS Main Menu**
 - Click **Security – Route Path (RPTH)**
2. **FPPS – (Route Path List)**
 - Select a row under the **Personnel Office**
 - Click the **Add** button
3. **FPPS – Add Path**
 - Select **Within Grade Increase/Probationary Notice Path**
 - Notice that **Qualified for one or more Data Accesses** is already selected
 - Click **OK**
4. **FPPS – (Route Data Access List)**
 - Create three **NEW** data accesses (copy/modify) as follows:
IN xx 01 721000 * * * *
IN xx 01 721300 * * * *
IN xx 01 721600 * * * *
• Select **IN xx 01 721000 * * * ***
5. **FPPS – Users In Office**
 - Type sequence numbers as follows:
10 JACOBSON, LARRY
KENNEDY, NANCY
20 ROBERTS, SHARON
WALKER, LINDA
 - Click **OK**
6. **FPPS – (Route Path Sequence)**
 - Type Route Path Name: **WGI/PROG - QUALIFIED BY 721000**
 - Select **Users by Office**
 - Click **Search** button
7. **FPPS – Users in Office**
 - Type Department: **IN**
 - Type Bureau: **xx**
 - Type Subbureau: **01**
 - Type Org Code: **721000**
 - Click **Search** button
 - Type sequence number as follows:
30 SMITH, BILL

- Click **OK** button
8. **FPPS – (Route Path Sequence)**
- Click **OK**

Add the second Within Grade Increase/Probationary Notice Path to the Personnel Office

1. **FPPS – (Route Path List)**
 - Select a row under the **Personnel Office**
 - Click the **Add** button
3. **FPPS – Add Path**
 - Select **Within Grade Increase/Probationary Notice Path**
 - Click **OK**
4. **FPPS – (Route Data Access List)**
 - Select **IN xx 01 721300 * * * ***
5. **FPPS – Users In Office**
 - Type sequence numbers as follows:
 - 10** JACOBSON, LARRY
 - KENNEDY, NANCY
 - 20** ROBERTS, SHARON
 - WALKER, LINDA
 - Click **OK**
6. **FPPS – (Route Path Sequence)**
 - Type Route Path Name: **WGI/PROG - QUALIFIED BY 721300**
 - Select **Users by Office**
 - Click **Search** button
7. **FPPS – Users in Office**
 - Type Department: **IN**
 - Type Bureau: **xx**
 - Type Subbureau: **01**
 - Type Org Code: **721000**
 - Click **Search** button
 - Type sequence numbers for Bill Smith and Sam Young
 - Click **OK** button
8. **FPPS – (Route Path Sequence)**
 - Click **OK**

Add the third Within Grade Increase/Probationary Notice Path to the Personnel Office

1. **FPPS – (Route Path List)**
 - Select a row under the **Personnel Office**
 - Click the **Add** button

3. **FPPS – Add Path**
 - Select **Within Grade Increase/Probationary Notice Path**
 - Click **OK**

4. **FPPS – (Route Data Access List)**
 - Select **IN xx 01 721600 * * * ***

5. **FPPS – Users In Office**
 - Type sequence numbers for SPO users
 - Click **OK**

6. **FPPS – (Route Path Sequence)**
 - Type Route Path Name: **WGI/PROG - QUALIFIED BY 721600**
 - Select **Users by Office**
 - Click **Search** button

7. **FPPS – Users in Office**
 - Type Department: **IN**
 - Type Bureau: **xx**
 - Type Subbureau: **01**
 - Type Org Code: **721000**
 - Click **Search** button
 - Type sequence numbers for Bill Smith and Shirley Newton
 - Click **OK** button

8. **FPPS – (Route Path Sequence)**
 - Click **OK**

Add a Within Grade Increase/Probationary Notice Path to the Personnel Office from the Personnel Office

1. **FPPS – (Route Path List)**
 - Select a row under the **Personnel Office**
 - Click the **Add** button

2. **FPPS – Add Path**
 - Select **Within Grade Increase/Probationary Notice Path**
 - Click **OK**

3. **FPPS – (Route Data Access List)**
 - Select **IN xx 01 * * * ***

4. **FPPS – Users In Office**
 - Type sequence numbers as follows:
 10 **JACOBSON, LARRY**
 20 **KENNEDY, NANCY**
 30 **ROBERTS, SHARON**
 40 **WALKER, LINDA**
 - Click **OK**

5. **FPPS – (Route Path Sequence)**
 - Type Route Path Name: **WGI/PROG – SPO PATH**
 - Click **OK**

Extra Practice

Add SPO/RO route paths to the Finance Division and Payroll Division

***** STOP – END OF EXERCISE *****

Exercise 10: Time and Attendance Security

In this exercise you will establish a Time and Attendance office, add the users to the office, and assign signature authority and commands to the users.

1. **FPPS Main Menu**
 - Click **Security – Maintain T&A Security (TSEC)**
2. **FPPS – (T&A Office List)**
 - Click **Add** button
3. **FPPS – Add**
 - Enter Subbureau identification code: **01**
 - Enter Organization Code: **726000**
 - Click **OK**
4. **FPPS – (T&A Office Maintenance)**
 - Click the drop down arrow in the Action field
 - Select **Add**
 - Click **OK**
5. **FPPS – Add**
 - Enter New User ID: **PPSTSxx** (Tom Sanders)
 - Enter New Sequence Number: **10**
 - Click **OK**
6. **User Information**
 - Enter the following information for Tom Sanders:

SSN:	0xxxx7773
Dept:	IN
Bur:	xx
Subbur:	01
Org:	726000
 - Press Enter
7. **FPPS – Signature Authority**
 - Click the drop down arrow
 - Select **Yes**
 - Click **OK**
8. **FPPS – Commands**
 - Select **All Commands**
 - Click **OK**

Notice that Tom Sanders has been added to the Payroll Division Time and Attendance Office as a Certifier with all five T&A commands

Practice with the following User Ids. You decide the sequence number, signature authority, and which commands to assign for each user.

All Users are located in the Payroll Division: IN xx 01 726000

User ID	Name	SSN
PPSSMxx	Sue Miller	0xxxx9033
PPSJMxx	John Meyer	0xxxx4622
PPSGWxx	George Wilson	0xxxx5639
PPSMDxx	Mary Davis	0xxxx4134
PPSJNxx	Jim Nash	0xxxx8336

LOGOFF