Troubleshooting MRS Report Access
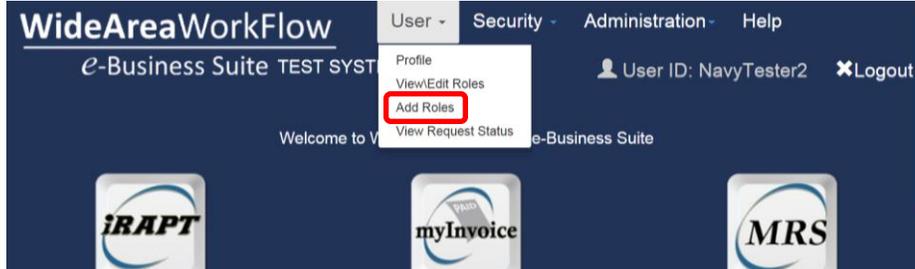
Step 1 ➡️

1) **Register for the Role in the WAWF Suite**
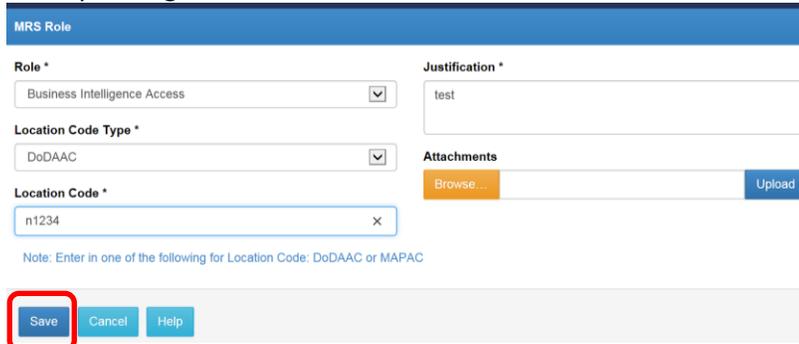Log in the WAWF Suite
Go to "User", "Add Roles"

Click on "MRS Roles"

Enter your organization's "Location Code" and "Justification", click "Save"

The process is not completed; please ensure to click "Submit"
➔Send the WAWF BI group WAWF-BI@dla.mil an email to request access.
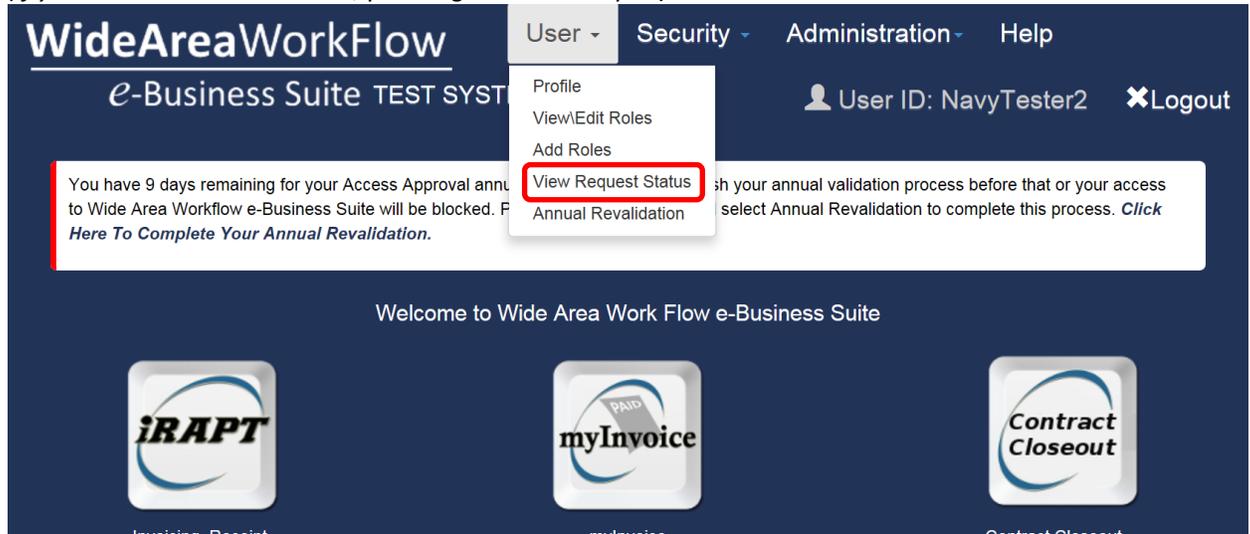*(Please continue to step 2)*

2) Check Access to the MRS Role in WAWF

Log in the WAWF Suite

Go to "User", "View Request Status" and look for the "Business Intelligence Access" role.

(If you don't see the MRS role, please go back to step 1.)

Inactive/*Approval* Required: User Submitted Request, but Supervisor has not approved yet.

→Contact the individual listed as your supervisor in the acccount profile to approve the role.

Management Reporting System							
Role	Group	Location Code	Extension	Status	Access Approval Status	Action	Justification
Business Intelligence Access	NAVY	N48142	NA	INACTIVE	APPROVAL REQUIRED	-Select-	Justification

Inactive/*Review* Required: Supervisor approved, but group administrator has not activated yet

→Contact your group administrator to activate your role.

GAM Look up https://wawf.eb.mil/xhtml/unauth/help/help.xhtml

Management Reporting System							
Role	Group	Location Code	Extension	Status	Access Approval Status	Action	Justification
Business Intelligence Access	NAVY	N48142	NA	INACTIVE	REVIEW REQUIRED	NA	NA

Active: Group administrator activated

This is what the MRS role should look like in WAWF. *(Please continue to step 3.)*

Management Reporting System							
Role	Group	Location Code	Extension	Status	Access Approval Status	Action	Justification
Business Intelligence Access	NAVY	N48142	NA	ACTIVE	ATTACHED IN WAWF	NA	NA

Step 3

3) Check Access to Reports in the MRS module

Log in the WAWF Suite
Click on the "MRS" module *(If you don't see the MRS icon, please go back to steps 1 and 2.)*
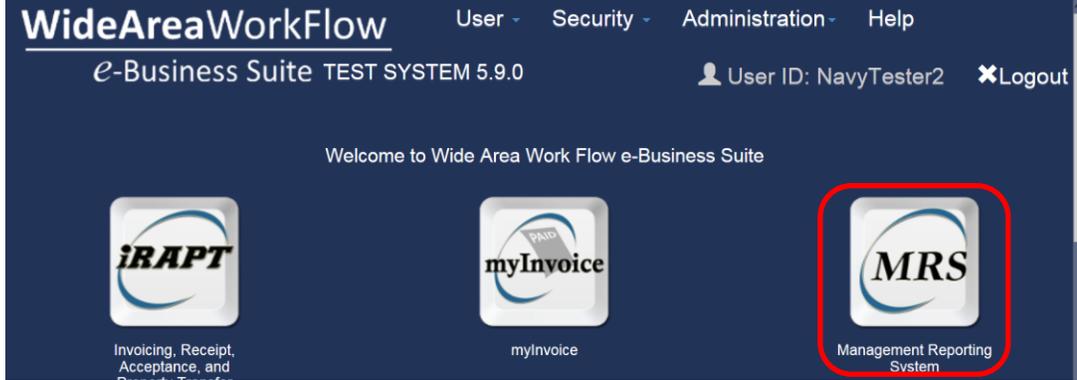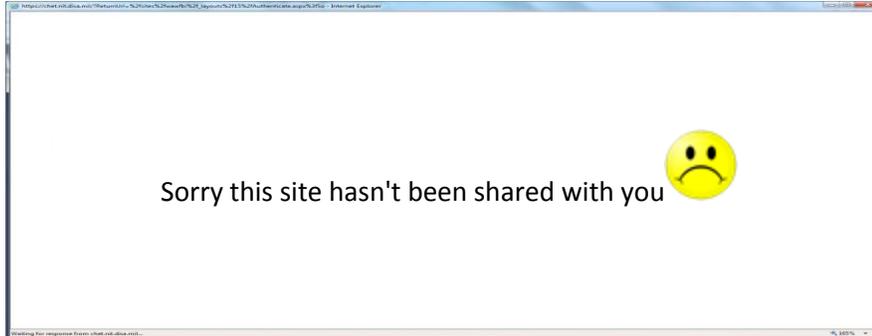

No reports show on the "User Report Screen" in the MRS.
→Email WAWF BI group WAWF-BI@dla.mil to request access to reports.

This means the PMO hasn't added the user to the WAWF BI Visitors Group within the MRS.
→Email the WAWF BI Group WAWF-BI@dla.mil to verify if your account is active.

Sorry this site hasn't been shared with you

A list of Reports will appears.