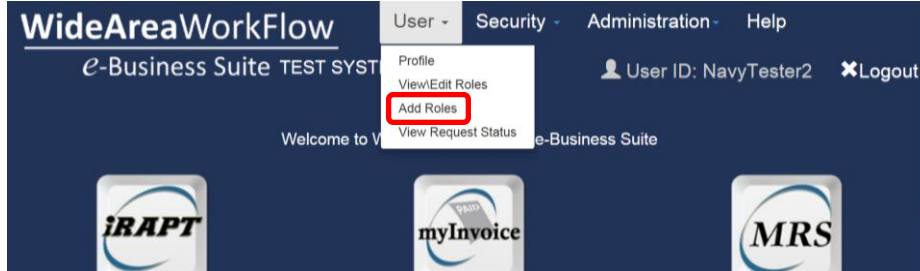


Troubleshooting MRS Report Access

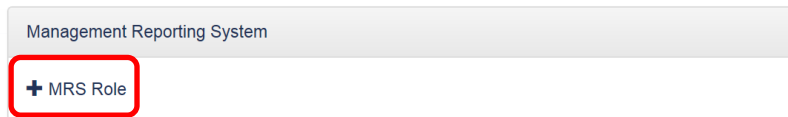
Step 1

1) Register for the Role in the WAWF Suite

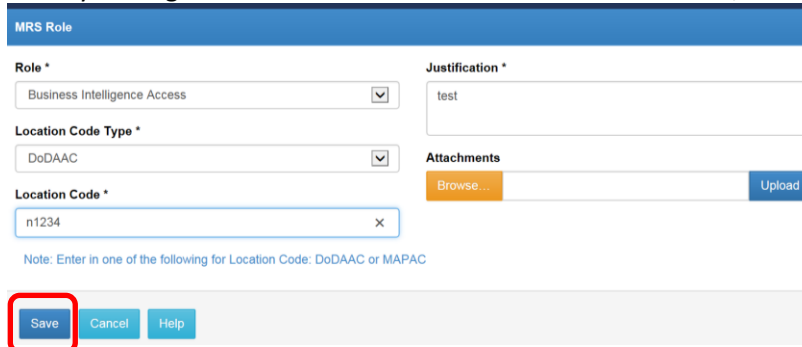
Log in the WAWF Suite <https://wawf.eb.mil/>
Go to “User”, “Add Roles”



Click on “MRS Role”

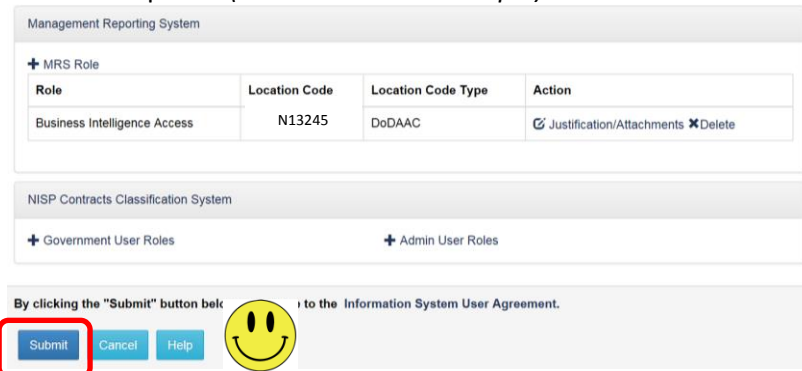


Enter your organization’s “Location Code” and “Justification”, click “Save”



The process is not completed; please ensure to click “Submit”

→Ensure the person listed as your supervisor approves access (an email with a link will be sent). Send the WAWF BI group WAWF-BI@dla.mil an email with your user ID to request access to reports. *(Please continue to step 2)*



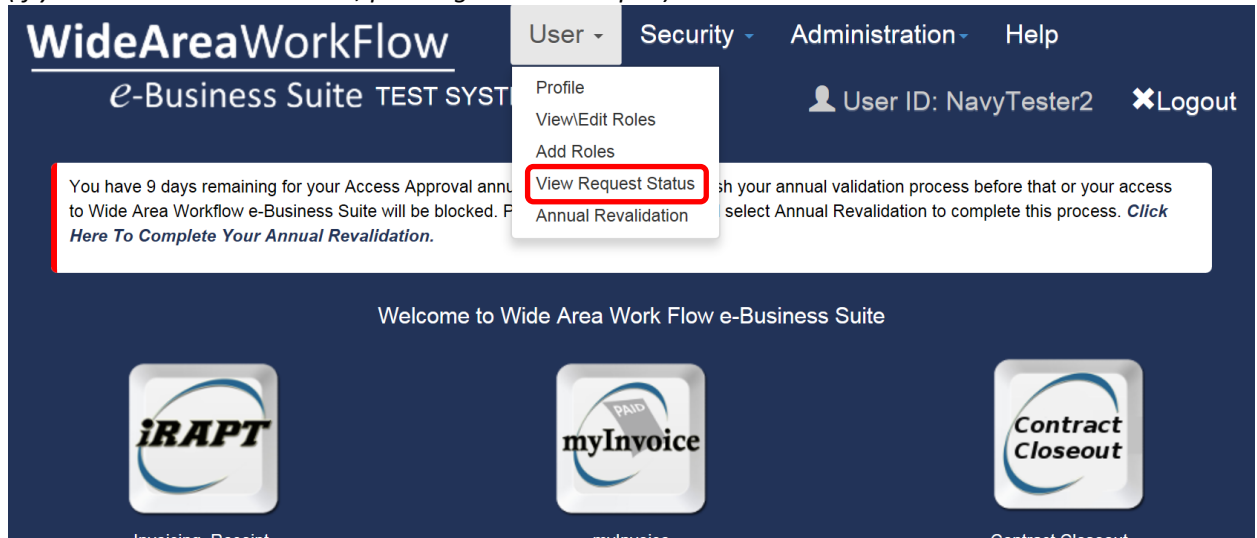
Step 2

2) Check Access to the MRS Role in WAWF

Log in the WAWF Suite <https://wawf.eb.mil/>

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 account profile to approve the role.


The system sends the supervisor an email with a link to approve.

Management Reporting System 							
Role	Group	Location Code	Extension	Status	Access Approval Status	Action	Justification
Business Intelligence Access	NAVY	N48142	NA	INACTIVE	APPROVAL REQUIRED	-Select- <input type="checkbox"/>	 Justification

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


→Contact your group administrator to activate your role.

Group Administrator Lookup is here <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: iRAPT Group administrator activated

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

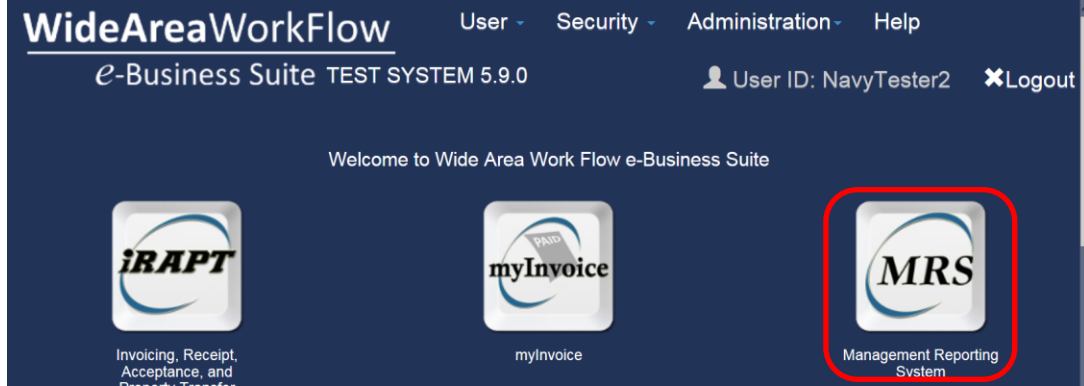
Management Reporting System 							
Role	Group	Location Code	Extension	Status	Access Approval Status	Action	Justification
Business Intelligence Access	NAVY	N48142	NA	ACTIVE	ATTACHED IN WAWF	NA	NA

3) Check Access to Reports in the MRS module



Log in the WAWF Suite <https://wawf.eb.mil/>

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



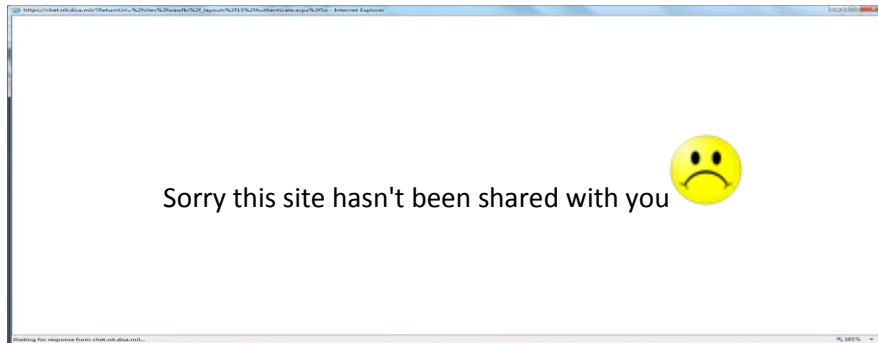
No reports show on the "User Report Screen" in the MRS.

→Email WAWF BI group WAWF-BI@dla.mil with your userID 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 with your userID to verify if your account is active.



A list of Reports appears, you are ready to pull reports.

