TOPIC: Editing and Accessing Employees WBS Subscription

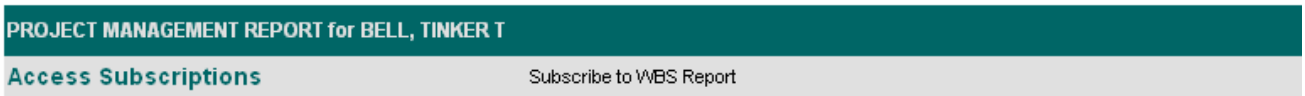
Where: Employee Leave Balance Page
Who: POC's, Approvers or Center Administrators – Users with permissions [Can Edit Employee Subscriptions, Can Get Dropbox Report]
When: Anytime

Purpose:
To provide the Point of Contact (POC), Approver or Center Administrator with the capability to enter a subscription and view a report on behalf of another employee.

Procedure:

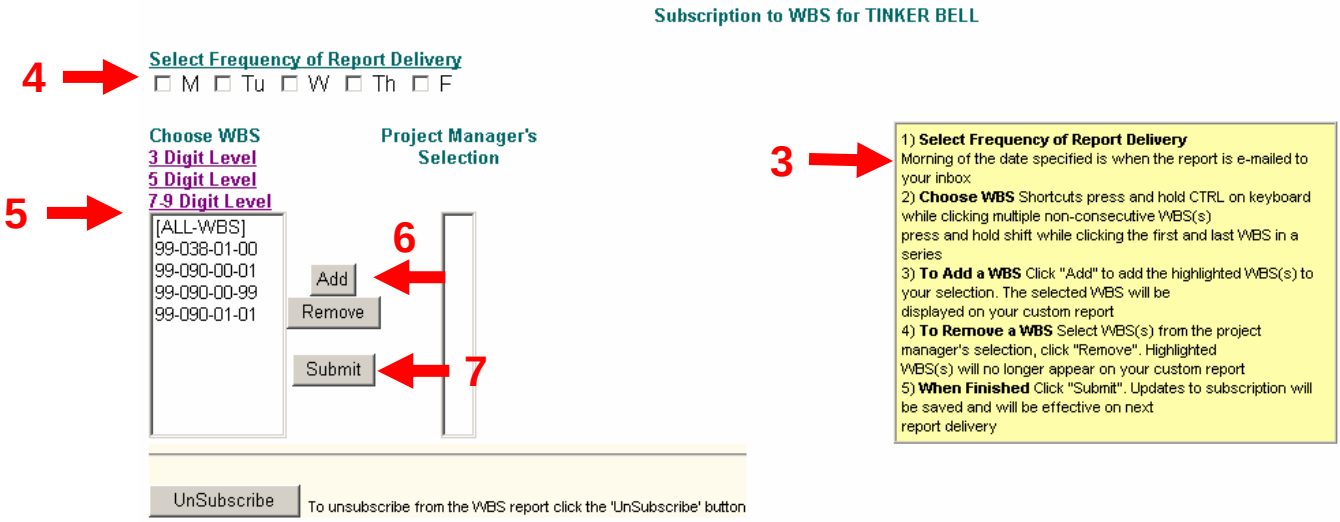
1. After logging in to WebTADS, locate the employee for whom you would like to enter a subscription. Click on the Leave Balance page for the employee.

2. To create a subscription to the report for this employee, click "Access Subscriptions." 1

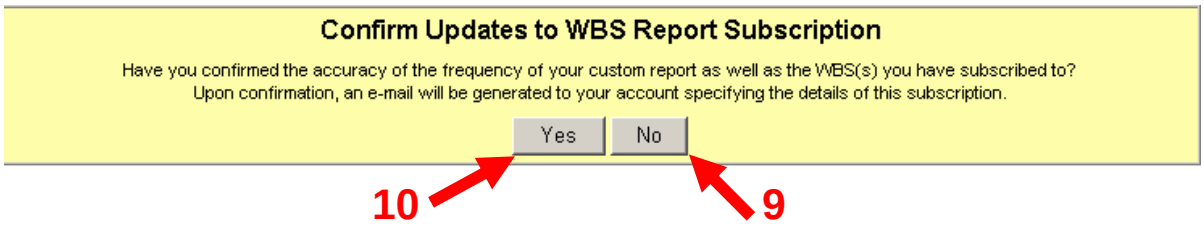


2

3. The subscription form is now displayed. The instructions located in the yellow box to the right provide details on how to complete the subscription form.
4. Select frequency of report delivery by choosing the day(s) of the week.
5. Choose WBS(s). WBS(s) can be chosen by either the 3, 5, 7 or 9 digit level, or a combination of each. Click to highlight the appropriate WBS and click Add.
6. To remove a WBS from the Project Manager's selection, click to highlight the WBS, click Remove.
7. When complete, click Submit.



8. Upon submitting the subscription, a confirmation box appears.
9. Click No if changes are necessary. Make any needed changes, then click Submit.
10. Click Yes to confirm updates to the WBS Report Subscription.



Result:

Subscription details will be saved. The subscribed user should begin receiving an e-mail on the next scheduled day that the requested report has been generated. The report is available in WebTADS at the bottom of the subscription page for the subscribed days (see below). The report will open in Microsoft Excel when the date "link" is clicked.

CURRENT REPORTS			
DATE	DETAIL	PPE	SIZE
20050329	E	04/02/2005	10.573MB
20050328	E	04/02/2005	10.297MB

Special Considerations:

To be removed from the report e-mail list, click Unsubscribe from the bottom of the subscription page.

An e-mail will be sent to the employee's e-mail address provided by the center. This e-mail address is displayed on the employee's timesheet in the top right corner. Verify that this is the correct address and update if necessary.

When choosing WBS(s), an option is available to choose [ALL WBS]. This option will provide the user with all WBS(s) available to the center. Only project /resource managers needing access to all WBS(s) should choose [ALL WBS].