

HELP DOCUMENTATION FOR SIDR ADMINISTRATORS



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OVERVIEW

This document will describe the set of features/functions available to users with the SIDR Administrator role. The SIDR Administrator role must be granted by another administrator or by a system administrator. Users with other roles may also have some of the same features/functions available to them, but these roles will not be covered in this document.

MANAGE USERS

MANAGERS AND STAFF

EQD Administrators, EQD Staff members, and AD NRSS users can be added and modified using the Manage > Users > Managers and Staff page. Any NPS user who has an active AD account can be assigned a role in SIDR. Once added to the system a user cannot be deleted; this insures there are no data integrity problems with internal reviews in which that user was associated. In cases where a user no longer needs a role, the user's role can be inactivated. Inactivating a role will remove any access to additional features/functions that user had with the role they were assigned.

ADD A USER

To add a new user as an EQD Administrator, EQD Staff member, or AD NRSS, navigate to the Managers and Staff page from the global toolbar (Manage > Users > Managers and Staff).



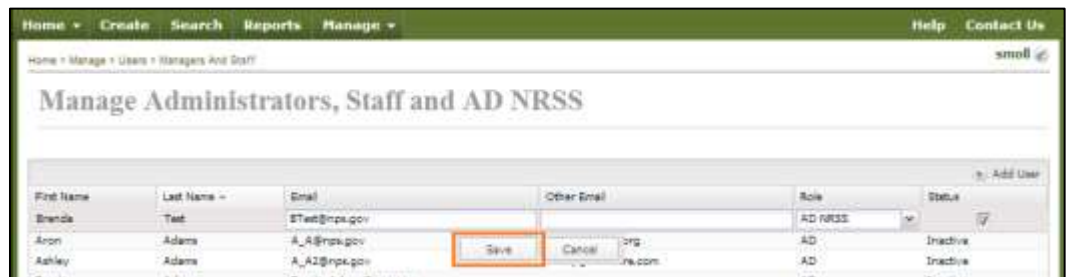
On the Managers and Staff page, click the Add User button on the top of the Manage Administrators, Staff and AD NRSS table.



Begin typing the first name, last name, or email address for the user to be added. After a moment, the system will display the user(s) matching the text entered. Continue typing to narrow the results returned.



Once a user is selected, the system will display the user's information in a new row of the Manage Administrators, Staff and AD NRSS table. Complete the information, select the user's role, verify the Status is set to Active, and click Save.

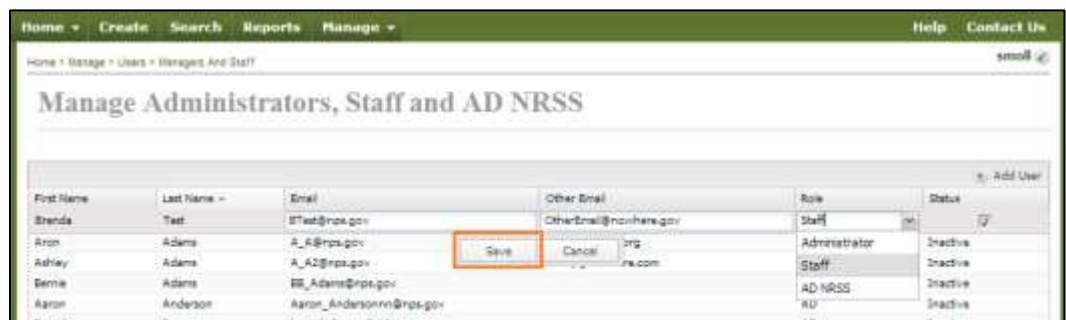


MODIFY A USER

To modify a user's role or information, navigate to the Managers and Staff page (Manage > Users > Managers and Staff).



In the Manage Administrators, Staff and AD NRSS table, double click on the row to be modified to enable in-line editing.



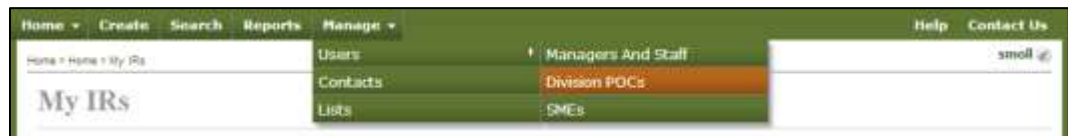
Modify the user's role and information as needed. To inactivate a user, uncheck the Status checkbox. Click Save to commit the changes. Note: the user's UPN, First Name, and Last Name cannot be modified in this system.

MANAGE DIVISION POCs

Division POCs can be added and modified using the Manage Division Points of Contact page (Manage > Users > Division POCs). Any NPS user who has an active AD account can be assigned a role the Division POC role. Once added to the system a user cannot be deleted; insuring there are no data integrity problems with internal reviews in which that user has been associated. In cases where a user no longer needs a role, the user's role can be inactivated. Inactivating a role will remove any access to additional features/functions that user had with the role they were assigned. Division POCs can be managed by Administrators and Staff.

ADD A DIVISION POC

To add a new user as a Division POC, navigate to the Manage Division POCs page from the global toolbar (Manage > Users > Division POCs).



Click the Add User button on the top of the Manage Division Points of Contact table.



Begin typing the first name, last name, or email address for the user to be added. After a moment, the system will display the user matching the text entered. Continue typing to narrow the results returned. Once a user is selected, the system will insert a new row in the table to display the user's information.

Home > Manage > Users > Division POCs

Manage Division Points of Contact

First Name	Last Name	Email	Other Email	Division	Status
Aaron	Anderson				Active
Eric	Bewley				Active
Amos	Robt				Inactive
Brenda	Dev				Inactive
Eric	Ersson				Active
Nathy	Raz				Active
Alan	Goldbrenski				Active
Adam Chris	Halsek				Active
Carlton	Wendell				Active
SThinks	Jones				Active
Chris	Smith				Inactive
CDan	Test				Active

Add User

test@
 ADev Test (adev@nps.gov)
 AKFP TEST (AKFPTEST@nps.gov)
 Andre Test (ATest@nps.gov)
 BDev Test (BDev@nps.gov)
 Brenda Test (BTest@nps.gov)
 CDev Test (CDev@nps.gov)
 chat tester (chattester@nps.doi.net)
 Chuck Test (ctest@nps.gov)

Division: Quality Division
 Quality Division
 Lands and Night Skies Division
 Quality Division
 Inventory and Monitoring Division
 Quality Division
 Lands Division
 Quality Division
 Lands and Night Skies Division
 Division

Complete the information, select a division, and click Save.

Home > Manage > Users > Division POCs

Manage Division Points of Contact

First Name	Last Name	Email	Other Email	Division	Status
Chuck	Test	ctest@nps.gov	test@test.com	Water Resources Division	☒
Eric	Bewley	e_bewley@nps.gov		Environmental Quality Division	Active
CDev	Test	mra_CDev@nps.gov		Air Resources Division	Active
Alan	Goldbrenski	a_goldbrenski@nps.gov	aleg@test.com	Environmental Quality Division	Active

Save **Cancel**

MODIFY A DIVISION POC

To modify a user's role, navigate to the Manage Division POCs page from the global toolbar (Manage > Users > Division POCs) and double click any value in the row. This will enable in-line editing of the row.

Home > Manage > Users > Division POCs

Manage Division Points of Contact

First Name	Last Name	Email	Other Email	Division	Status
Chuck	Test	ctest@nps.gov	test@test.com	Water Resources Division	☒
Eric	Bewley	e_bewley@nps.gov		Natural Sounds and Night Skies Division	Active
CDev	Test	mra_CDev@nps.gov		Land Resources Division	Active
Alan	Goldbrenski	a_goldbrenski@nps.gov	aleg@test.com	Water Resources Division	Active
SIDRTTest72	User	SIDRTTest72@nps.gov		Inventory and Monitoring Division	Inactive
SIDRTTest79	User	SIDRTTest79@nps.gov		Environmental Quality Division	Inactive
SIDRTTest89	User	SIDRTTest89@nps.gov		Environmental Quality Division	Inactive
SIDRTTest88	User	SIDRTTest88@nps.gov		Air Resources Division	Inactive

Save **Cancel**

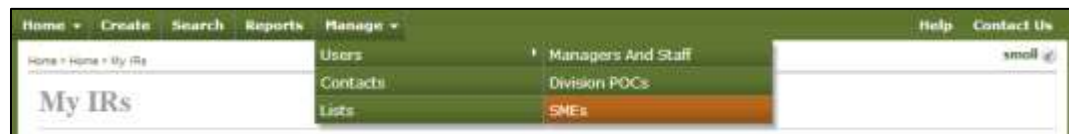
Modify the user's role and information as needed. To inactivate a user, uncheck the Status checkbox. Click Save to commit the changes. Note: the user's UPN, First Name, and Last Name cannot be modified in this system.

MANAGE SMES

Subject Matter Experts (SMEs) can be added and modified using the Manage Subject Matter Experts page (Manage > Users > SMEs). Any NPS user who has an active AD account can be assigned a role the SME role. Once added to the system a user cannot be deleted; insuring there are no data integrity problems with internal reviews in which that user has been associated. In cases where a user no longer needs a role, the user's role can be inactivated. Inactivating a role will remove any access to additional features/functions that user had with the role they were assigned. SMEs can be managed by Administrators, Staff, AD NRSS, and Division POCs.

ADD A SME

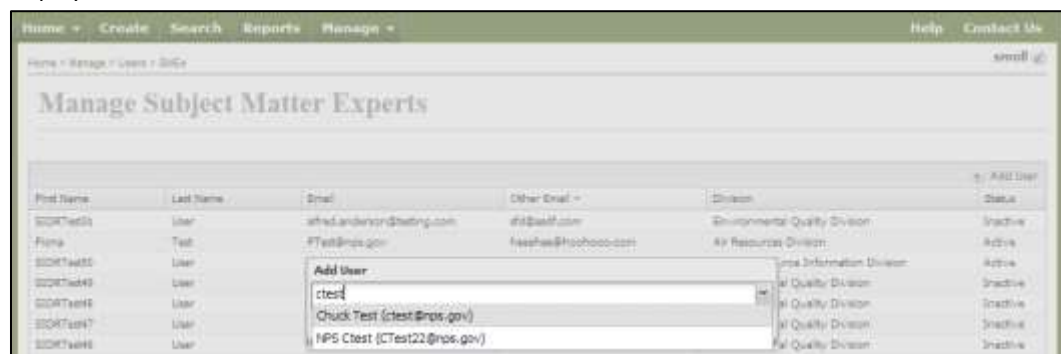
To add a new user as a SME, navigate to the Manage SMEs page from the global toolbar (Manage > Users > SMEs).



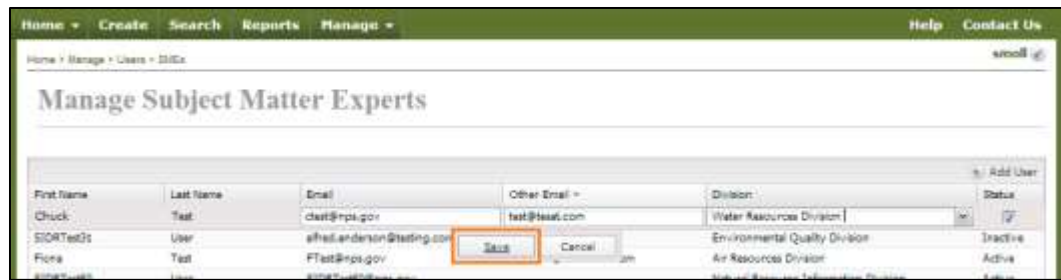
At the top of the Manage Subject Matter Experts page, click the Add User button.



Begin typing the first name, last name, or email address for the user to be added. After a moment, the system will display the user matching the text entered. Continue typing to narrow the results returned. Once a user is selected, the system will insert a new row in the table to display the user's information.

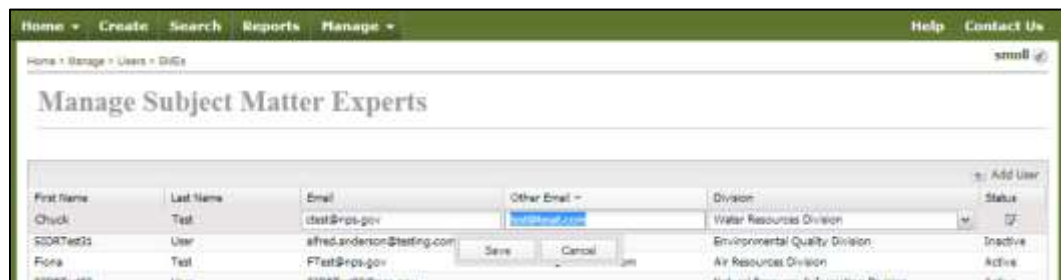


Complete the contact information if needed, select the user's Division, then click Save.



MODIFY A SME

To modify a user's role, navigate to the Manage SMEs page from the global toolbar (Manage > Users > SMEs) and double click any value in the row. This will enable in-line editing of the row.



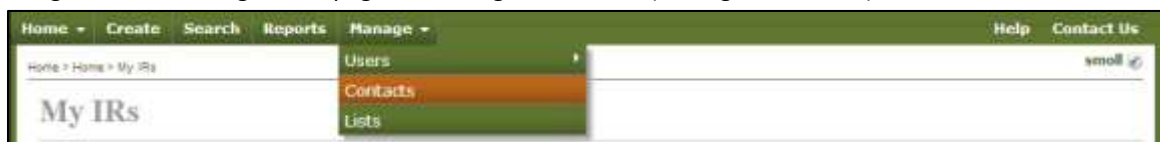
Modify the user's role and information as needed. To inactivate a user, uncheck the Status checkbox. Click Save to commit the changes. Note: the user's UPN, First Name, and Last Name cannot be modified in this system.

MANAGE CONTACTS

Contacts are used to capture the contact information of the person who will be receiving the output of the IR process known as the Response Contact. Contacts can be NPS employees or non-NPS employees since none of their information will be used outside of SIDR and no access will be granted to the individual by adding them as a contact.

CREATE A CONTACT

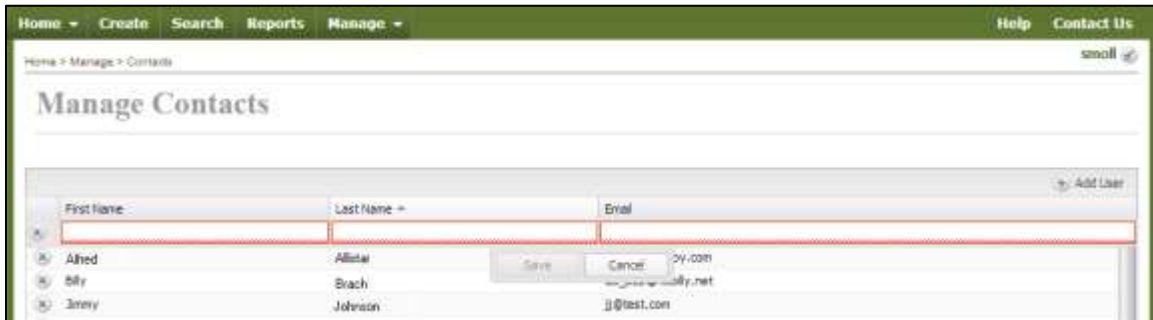
Contacts can be added from the management page (Manage > Users > Contacts) or from within an Internal Review on the Routing tab. Either path provides the same input form. To add a new contact, navigate to the Manage SMEs page from the global toolbar (Manage > Contacts).



At the top of the Manage Contacts table click Add User. This will add a new row to the table.



Enter the First Name, Last Name, and Email for the new contact and click Save.



The new contact will display in the table.



Alternatively, from the Create IR or Edit IR page navigate to the Routing tab. Next to the Response Contact field, click the Add New Contact button.

Home - Create Search Reports Manage - Help Contact Us

Create IR: 2013-0022

Draft → Assigned → Validation → Complete

* Indicates Required for Promotion.

Document Details Attachments/Links Routing Reviewers

* NRSS Response Due

* Lead Comments Due

* Division POC Comments Due

* SME Comments Due

* Response Contact [Add New Contact](#)

* Response Channel ☒ Email
☐ Web

AD NRSS Final Approval ☐ Approval Required

ADs

In the Add New Contact popup, enter the First Name, Last Name, and Email for the new contact then click Save.

Home - Create Search Reports Manage - Help Contact Us

Create IR: 2013-0022

Draft → Assigned → Validation → Complete

* Indicates Required for Promotion.

Document Details Attachments/Links Routing Reviewers

* NRSS Response Due

* Lead Comments Due

* Division POC Comments Due

* SME Comments Due

* Response Contact

* Response Channel ☒ Email
☐ Web

AD NRSS Final Approval ☐ Approval Required

ADs

Add New Contact

* First Name Chris

* Last Name

* Email

Save Cancel

After the popup closes, click the dropdown arrow for Response Contact and select the newly created contact.

Home Create Search Reports Manage Help Contact Us

Create IR: 2013-0022

Draft → Assigned → Validation → Complete

* Indicates Required for Promotion.

Document Details Attachments/Links Routing Reviewers

* NRSS Response Due
 * Lead Comments Due
 * Division POC Comments Due
 * SME Comments Due
 * Response Contact
 * Response Channel
 AD NRSS Final Approval

Response Contact dropdown:
 Allstar, Alfred
 Brach, Billy
 Christopher, Chris
 Contact, New
 Johnson, Jimmy

Add New Contact

MODIFY A CONTACT

Existing contacts can be modified only on the Manage Contacts page. Modifications to the contact's First Name and Last Name will be reflected in all internal reviews with which the contact is associated. To modify an existing contact, navigate to the Manage Contacts page from the global toolbar (Manage > Contacts).

Home Create Search Reports Manage Help Contact Us

Home > Home > My IRs

My IRs

Manage dropdown:
 Users
 Contacts
 Lists

Double click on any of the values for the contact to be modified. The row will switch to in-line editing mode.

Home Create Search Reports Manage Help Contact Us

Home > Manage > Contacts

Manage Contacts

+ Add User

	First Name	Last Name	Email
1	Chris	Christopher	chris.christopher@do.net
2	Alfred	Allstar	al@do.net
3	Billy	Brach	bbrach@do.net
4	New	Contact	newcontact@do.gov
5	Jimmy	Johnson	jjohnson1@do.gov

Save Cancel

Modify the values as needed and click Save. The table will then show the updated information.



REMOVE A CONTACT

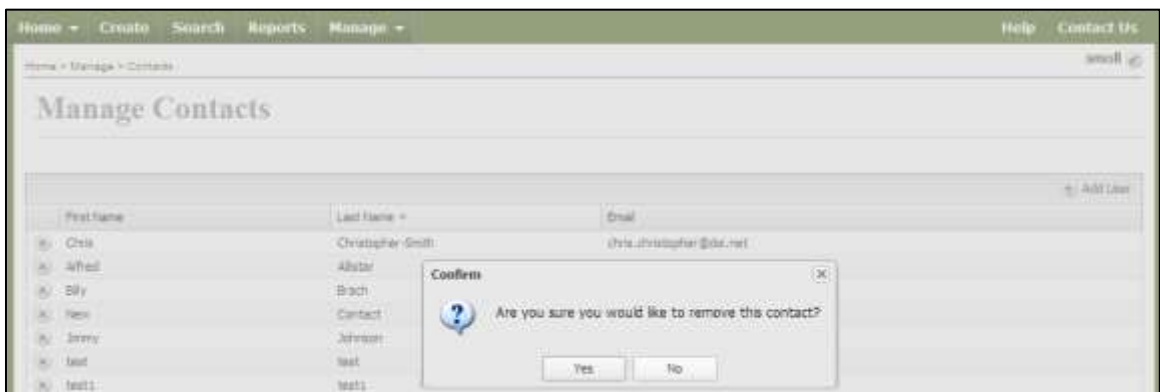
Contacts can be removed from the system via the Manage Contacts page. Removed contacts will not be displayed in Response Contact list of new Internal Reviews, but will continue to display in existing Internal Reviews where the contact is the Response Contact. To remove a contact, navigate to the Manage Contacts page from the global toolbar (Manage > Contacts).



Click the grey 'X' next to the contact to be removed.



When the system prompts for confirmation of the removal, click Yes.



The Manage Contacts page will refresh with the contact no longer displayed.

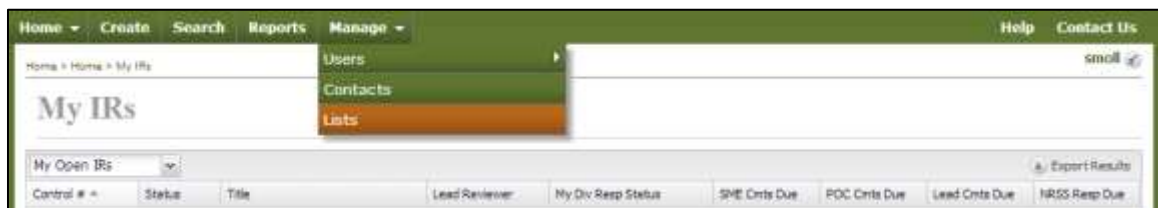


MANAGE LISTS

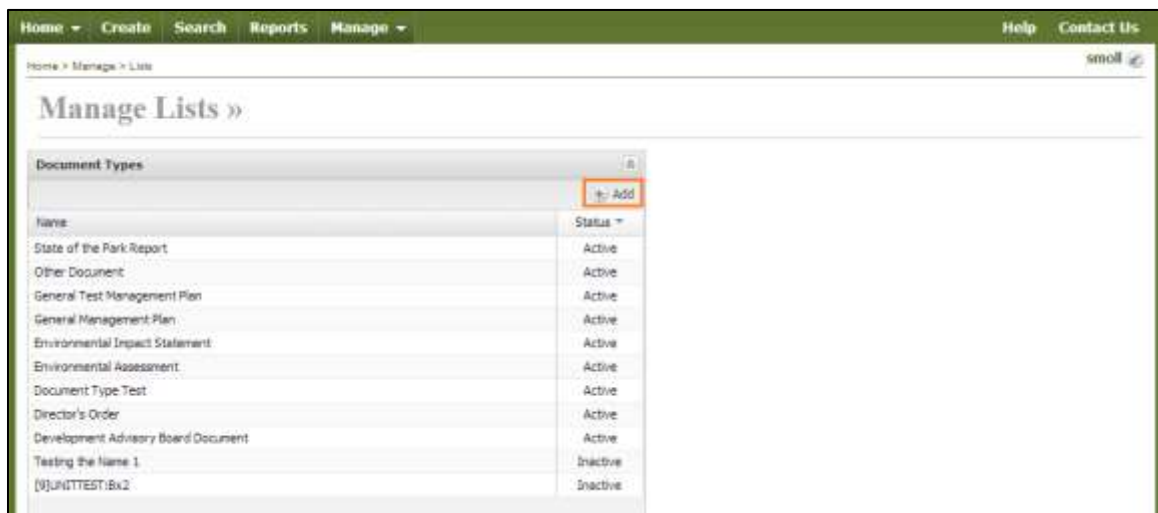
The Manage Lists page allows users to add, edit, and inactivate list items for Document Types and Attachment Types. Changes made to a list item will be reflected in all internal reviews that use that item.

ADD LIST ITEM

To add an item to a list, navigate to the Manage Lists page from the global toolbar (Manage > Lists).



Expand the list that will be modified by clicking on the name of the list or the down arrow icon. At the top of the table, click Add.



Enter the Name and ensure the Active box is checked. Then click Save.

Name	Status
State of the Park Report	Active
Other Document	Active
General Test Management Plan	Active
General Management Plan	Active
Environmental Impact Statement	Active
Environmental Assessment	Active
Document Type Test	Active
Director's Order	Active
Development Advisory Board Document	Active
Testing the Name 1	Inactive
[9]UNITTEST:Bx2	Inactive

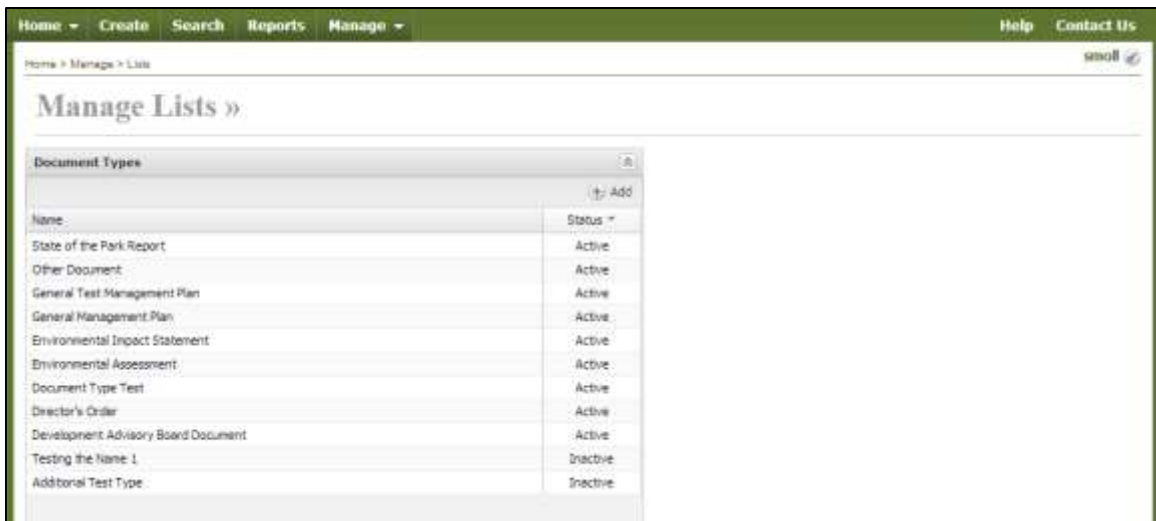
The table will refresh with the new item displayed.

Name	Status
New Document Type	Active
State of the Park Report	Active
Other Document	Active
General Test Management Plan	Active
General Management Plan	Active
Environmental Impact Statement	Active
Environmental Assessment	Active
Document Type Test	Active
Director's Order	Active
Development Advisory Board Document	Active

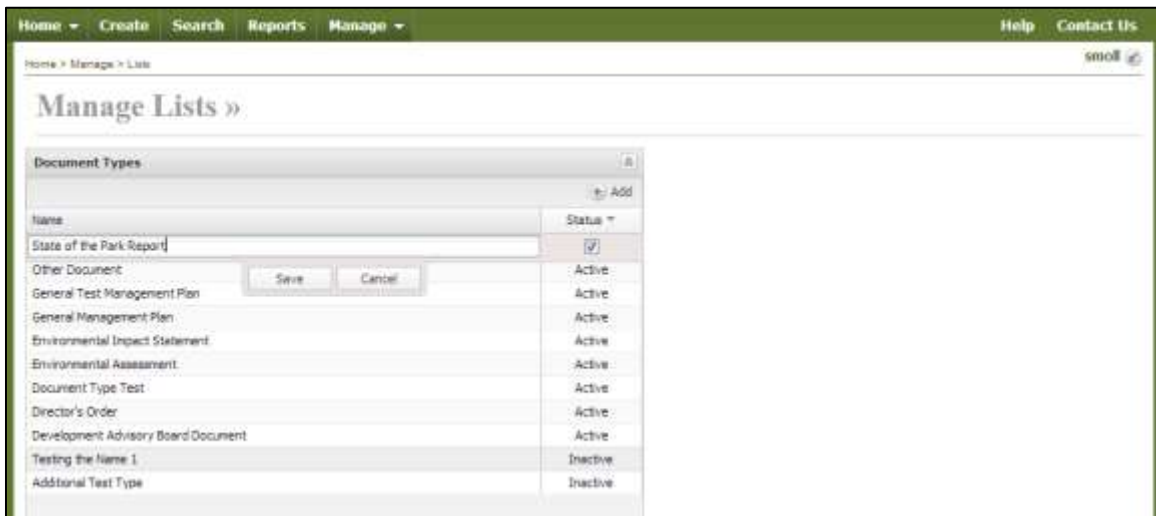
MODIFY LIST ITEM

List items can be modified via the Manage Lists page. Modifying the name of a list item will affect all internal reviews that have used the item. To modify a list item, navigate to the Manage Lists page from the global menu (Manage > Lists).

Expand the list that will be modified by clicking on the name of the list or the down arrow icon. Next double click on the name of the list item being modified to enable the in-line editing of the row.

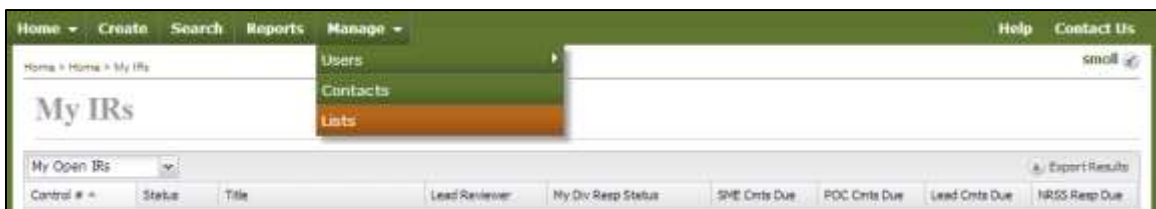


Modify the list item as needed and click Save.



INACTIVATE LIST ITEM

List items can be inactivated via the Manage Lists page. Inactivating a list item will prevent the item from being selected for new internal reviews, but will not affect existing internal reviews that have used the item. To inactivate a list item, navigate to the Manage Lists page from the global menu (Manage > Lists).



Expand the list that will be modified by clicking on the name of the list or the down arrow icon. Next double click on the name of the list item being inactivated to enable the in-line editing of the row.

Home > Manage > Lists			
Manage Lists »			
Document Types			
Attachment Types			
Add			
Name	Description	Link Type	Status
Web Link	A link to a web page which contain...	Web Type	Active
Supplemental Info	Other associated documents which...	File Type	Active
Sharepoint Document (view only)	Doc is stored in sharepoint - only...	Web Type	Active
Shared Document (S drive)	Document is located in Shared dri...	Web Type	Active
Review Document (Link)	Web Link to Document	Web Type	Active
Review Document	Document provided with the revi...	File Type	Active
Other	A document associated with the r...	File Type	Active
Internal Memo	Document generated within the d...	File Type	Active

Uncheck the Active box in the Status column to inactivate the item. Then click Save.

Home > Manage > Lists			
Manage Lists »			
Document Types			
Attachment Types			
Add			
Save Cancel			
Name	Description	Link Type	Status
Web Link	A link to a web page which contain...	Web Type	Active
Supplemental Info	Other associated documents which...	File Type	☐
Sharepoint Document (view only)	Doc is stored in sharepoint - only...	Web Type	Active
Shared Document (S drive)	Document is located in Shared dri...	Web Type	Active
Review Document (Link)	Web Link to Document	Web Type	Active
Review Document	Document provided with the revi...	File Type	Active
Other	A document associated with the r...	File Type	Active
Internal Memo	Document generated within the d...	File Type	Active

The list will refresh with the item in the Inactive state. Items can be re-activated by checking the Active box.

Home > Manage > Lists			
Manage Lists »			
Document Types			
Attachment Types			
Add			
Name	Description	Link Type	Status
Web Link	A link to a web page which contain...	Web Type	Active
Sharepoint Document (view only)	Doc is stored in sharepoint - only...	Web Type	Active
Shared Document (S drive)	Document is located in Shared dri...	Web Type	Active
Review Document (Link)	Web Link to Document	Web Type	Active
Review Document	Document provided with the revi...	File Type	Active
Other	A document associated with the r...	File Type	Active
Internal Memo	Document generated within the d...	File Type	Active
Supplemental Info	Other associated documents which...	File Type	Inactive
Letter/Correspondence	Letter/Correspondence received.	File Type	Inactive
Fax	Fax	File Type	Inactive