

Integrated System Model - ISM
"System of Systems"

Welcome to the IPDE Module On-Line User Manual



Developed for the US Coast Guard

September 2006

1.1 Purpose of the IPDES Module of ISM

The **Integrated Product Date Element (IPDE) System** is the initial module to be released within the ISM "System of Systems".

The **Integrated Product Date Element (IPDE) System** will be a web based collaborative environment for posting contractually driven requirements and passing interactive email messages to users needing notification. Ancillary files related to CDRLs as well as a CDRL calendar will be housed here as well. Because this is the first component of the overall ISM 'system-of-systems' that needs to be deployed we will utilize Rapid Development techniques to gain early customer input into the design and structure of the IPDE. IPDE will reside on the same hosted System Architecture as the other ISM modules allowing for easy exchange of data amongst various components. The IPDE module will graphically display CDRL tasks and milestones in a calendar format. The status of CDRLS on the Calendar will be color coded for easy analysis (Beige for established in system but not yet sent to the Government for review, Green for Accepted no Comments, Yellow for Accepted with Comments, Red for Returned with Comments). Users can click on a CDRL from the Calendar to see the detailed history of actions taken representing an audit trail from inception to the current state of the CDRL. In addition to the actual CDRL files, of which multiple files and multiple versions can be attached, other related information such as meeting notes, issues related to the CDRL, disputes over interpretation of the requirement, etc., can be documented and linked to the CDRL Master record. The history of the CDRL from creation to completion can be tracked by date and person taking actions. In essence then all pertaining information related to the CDRL Master Record will be available including contracted mandated files and other ancillary documents.

While the IPDE module will be used initially to track the posting of contract deliverables, providing versioning, role based security access, notification of new documents ready for review, acknowledgement of receipts of said documents, it could readily be expanded over the course of this project to included all requests for additional requirements for the Field Support Desk and the ISM system. The initial Access Portal will have graphical representation of the RB-M program (logs, pictures of the boats) but function as a user registration point, a system administrator's tool for managing users and establishing and assigning roles to users. Over the course of the ISM development this Access portal will evolve to support all the functions of the Field Support Desk.

The IPDES system will reside within the same secure commercially hosted environment the ISM system resides on and therefore will inherit the same security, high availability, interoperability capabilities. Role based security will be implemented in such a way that users will only see the menu options available to their role. Access to the IPDE Module would be restricted to the roles that various users are supplied by the system administrator. These roles would be supplied to the system administrator by the Government (for Government reviewers) and they could maintain these lists on-line through another secured table accessed from the Access Portal which will evolve to support all the functions of the Field Support Desk over the course of the development cycle of ISM. The entire system would be accessible 24 x 7 through a standard web browser.

1.2 How IPDE is Structured

The IPDE module is comprised of various elements associated to each other in a hierarchical manner. At its highest level IPDE consists of Master Artifacts, which can be actual CDRL deliverables mandated by the contract, general correspondence, Government initiated correspondence, and contractual correspondence. Below that are SubCDRLs (second level) that represent repetitive occurrences of the Master Artifact as for example status reports, where the Master Artifact might be 041-002 IT Integrator Report and the SubCDRL records would represent each monthly report, as for example Sept_2006_ITI_report, October_2006_ITI_Report, etc.. Another case would be 085-001 3D Tech Data Packages would be the Master CDRL and SubCDRLs would further delineate various types of engineering drawings or Tech Data Packages.

Below the SubCDRL level is the SubCDRLItem level where multiple files can be attached as well as comments.

1.2.1 Roles

There are certain generic functions performed by the major actor groups using the IPDE:

- Contractor Responsibilities
 - Provide ability to create and submit master artifacts (including CDRLs) to the Government
 - Attach and archive deliverable CDRL files
 - Attach multiple files and multiple types of files
 - Assign users to different groups
 - Associate different groups of users to various master artifacts
 - Send deliverable CDRL files to Government Reviewers
 - Notify via email
- Government Responsibilities
 - Review, comment, and set disposition of active CDRLs
 - Can't change the CDRL files
 - Return to contractor
 - Send email notification (automatic) – attach email comments
 - Initiate correspondence to designated contractor groups

There are five(5) User Roles in this module

- Contractor lead rep (superuser)
- Contractor rep
- Government Reviewer
- Government lead Reviewer (superuser)
- View only users - (Mgmt)

1.2.1.1 Permissions

Permissions grant access to certain aspects of the IPDE module and restrict access to other features.

Page: Add/Edit New CDRL / Artifact

Roles:

Rights (CRUD Matrix)

- | | |
|----------------------------------|---|
| • Contract Lead Rep -- Superuser | Create, Update, Delete, Archive *, Read |
| • Contractor Rep | Read |
| • Gov Lead Reviewer | Read |
| • Gov Reviewer | Read |
| • Management | Read |

Show Not Null fields with a Blue Asterix

* Note: This is done automatically when all SubCDRLs for this CDRL have been reached Status = "Closed" – user cannot manually change

Page: Add/Edit SubCDRL

Roles:

- Contract Lead Rep -- Superuser
- Contractor Rep
- Gov Lead Reviewer
- Gov Reviewer
- Management

Rights (CRUD Matrix)

- Create, Update, ~~Delete~~, Archive, Read
- Create, Update, Delete, Read
- Read
- Read
- Read

Show Not Null fields with a Red Asterix

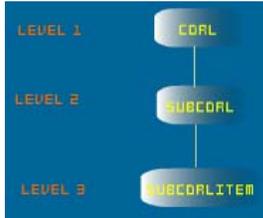
Only Government Reviewer can change disposition field – make literal for Contractor Rep.

Status Field is set automatically – make it a literal

Add hint to Due Date icon “Click to access Calendar”

Add Hint on Hyperlink SubCDRL No “Click to add SubCDRL Deliverable files”

Show Hierarchy key – highlighted on SubCDRL level



Page: Add/Edit SubCDRLItem

Roles:

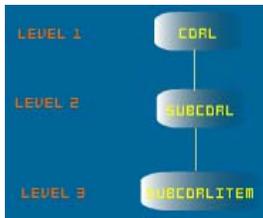
- Contract Lead Rep -- Superuser
- Contractor Rep
- Gov Lead Reviewer
- Gov Reviewer
- Management

Rights (CRUD Matrix)

- Create, Update, ~~Delete~~, Archive, Read
- Create, Update, ~~Delete~~, Archive, Read
- Read
- Read
- Read

Show Not Null fields with a Red Asterix

Show Hierarchy key – highlighted on SubCDRLItem level

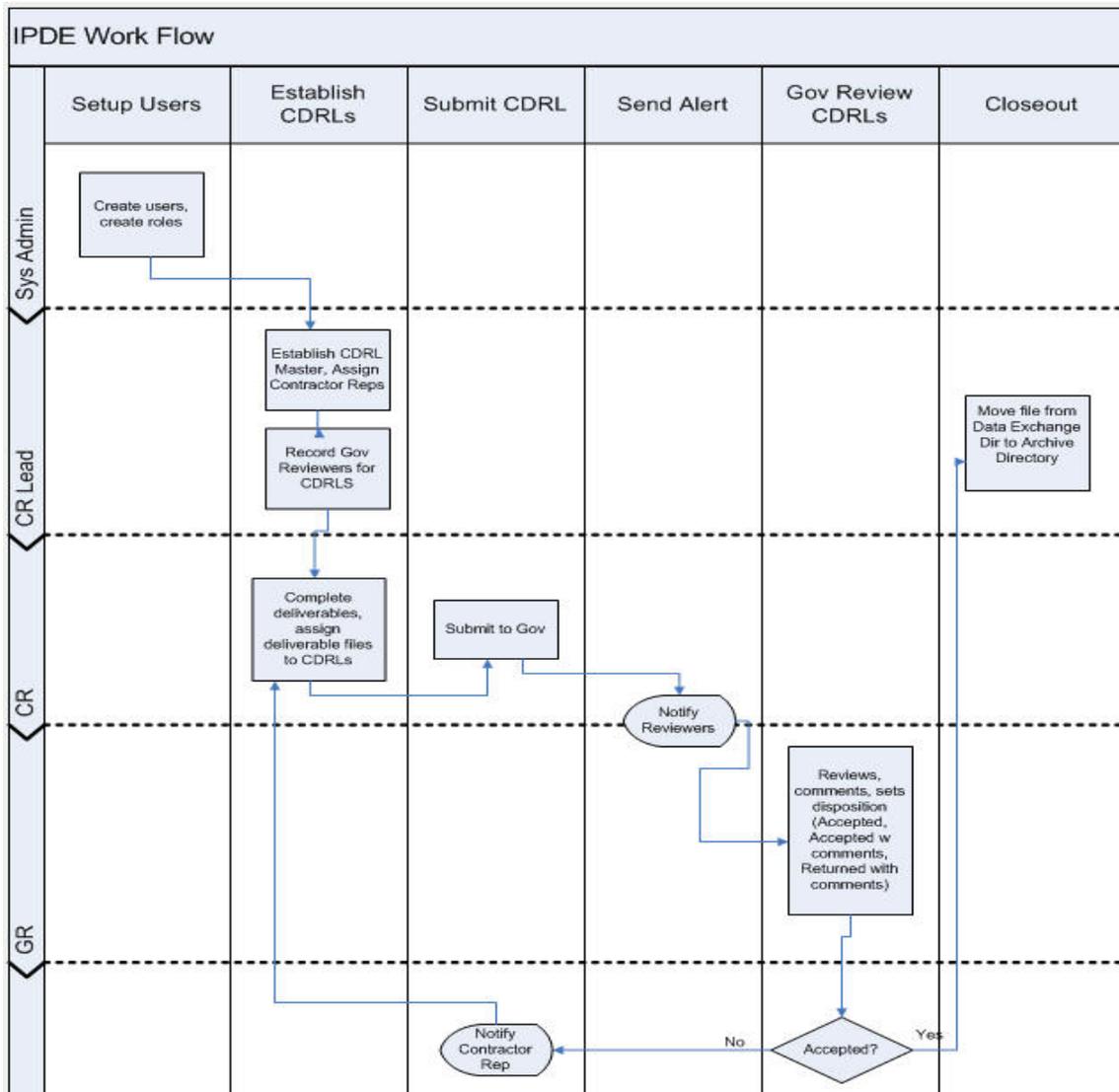


Change <Item Image> label to <Load Item File>

Only Contract Lead Rep – Superuser can activate the <Notify Government> button – either disable or hide unless Contractor lead Rep -- Superuser is logged in.

On the Government Side a <Notify Contractor> button will appear instead of the <Notify Government> button. Only Government Lead Reviewer – Superuser can activate this button.

Only Government Lead Reviewer can change Disposition



1.2.1.2 Roles Restrictions on Menu Options

Menus can be restricted to various user roles (usually on System Administrator has the rights to change this). The following screen capture shows how this will work:

Assign Menu Roles

Menu Name SubCDRL Category
 Menu URL ../Category/ShowCategoryTablePage.aspx

*Role

For each menu option the system admin will select the roles which can access this piece of the ISM Module menu. After setting up several roles associated with this menu option it will show up as follows:

Edit Menu

*Menu Name
 Menu URL
 Menu Order
 Menu Parent
 Menu Has Rows

Menu Roles

| <input type="checkbox"/> | Role |
|--------------------------|---------------------|
| <input type="checkbox"/> | Contractor Lead Rep |
| <input type="checkbox"/> | Contractor Rep |
| <input type="checkbox"/> | System Admins |

This indicates that only users with the three roles shown above will be able to view this menu option.

1.2.2 Disposition and Status Tags

Disposition of SubCDRLs is a key attribute that gets set by the Government after reviewing the contractual deliverable document. The following logic describes what the various Disposition status mean:

If Disposition = "Accepted no Comments" then

- Entire CDRL Master and associated files are archived (CDRL_state = "closed")
- Color Coded "Green" on Calendar - no deficiencies
- Does not appear on active list for Contractor reps or Gov Reviewers
- Can be unset - pulled back from archive (by whom?, why?) and re-established as an active record

Elsif Disposition = "Under Review"

- Contractor finished the deliverable and has sent to the Government for review
- Review is underway.

Elsif Disposition = "Conditionally Accepted"

- Goes back to Contractor Rep to make changes per comments
- They add new version of deliverable file (add new file to list, archive older file)
- Color Coded "Yellow" on calendar - minor deficiencies
- = History log record created: who, what, when
- Goes back to Contractor Rep to make changes per comments (Use Case 3 and 4 loops until Disposition = "Accepted no Comments")
- History log record created: who, what, when

Elsif Disposition = "Returned with Comments"

- Goes back to Contractor Rep to make changes per comments (Use Case 3 and 4 loops until Disposition = "Accepted no Comments")
- Color Coded "Red" on Calendar - Major Deficiencies
- They add new version of deliverable file (add new file to list, archive older file)

Elsif Disposition = "Open" means CDRL created but not yet worked on.

Elsif Disposition = "Closed" means SubCDRL has been accepted by the Government and taken off the active list of CDRLs being reviewed.

Status flags determine where the SubCDRL is in the process flow.

Work flow elements: CDRL.CDRL_state determines where the CDRL record and child records show up -

```
if CDRL.CDRL_state = "SENT_TO_GOV" then
    In Gov Reviewer's Table Grid if they are assigned to
    this CDRL,
elseif CDRL.CDRL_state = "SENT_TO_CONTRACTOR" then
    In Contractor Reps Table Grid if they are assigned to
    this CDRL,
elseif CDRL.CDRL_state = "OPENED" then
    In Contractor Reps Table Grid if they are assigned to
    this CDRL - lets them review it internally until ready to
    send to Gov,
elseif CDRL.CDRL_state = "CLOSED" then
    Only available in archived state for those who have
    permissions to view archive records,
End if;
```

1.2.3 Accessing IPDE from the Web

The link to access the IPDE module of ISM is <https://www.rbmsupport.com>. Notice this is now a secure environment.

1.2.4 Logging In

ISM and the IPDE module within ISM are controlled by user accounts and logins. The following screen shows the login screen. Note: You must be set up with an account by your system administrator to use the IPDE module.



Once you login press the [OK] button to proceed.

1.2.5 User Interface

1.2.5.1 Tree Navigator

All modules of ISM such as the IPDE will be shown as nodes of a Tree. The view of this tree menu will change based on the role of the users, so as to restrict users to only pieces of the system they have a need to access. The following image depicts the tree navigator within ISM. On top the user sees their name associated with their account.



Note that the users name appears at the top of the Tree Navigator.

1.2.6 Use Cases – Contractor View

The tree navigator can expand or collapse based on hitting the + or – icon in the square box. The tree navigator contains all the steps in all the processes being used the Trademark office.

1.2.6.1 Create a Master Artifact

The Contractor Lead representative is normally the person responsible for adding a new Master Artifact record. The following screen shows the fields to be completed. If you are a user with

rights to view this option (typically the Contractor Lead Rep, go to the Tree Navigator → Control Panel -- > Artifact Master. The following screen will appear.

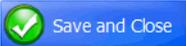
Note: Those fields with a blue asterisk next to them represent the required fields on this screen. The Number field is a user assigned number that identifies the Master Artifact and should be unique. The name field is a description of the Master Artifact. The Artifact type can be any number of user defined groups, with the caveat that one domain value must be “CDRL, as this designates the contract deliverable item to be submitted to the Government. Other major types of Artifacts might be “Contractual Correspondence”, and “General Correspondence”, Government Initiated”. The Status defaults to “Open” when the Artifact is initially created. This is not an editable field for users. Frequency is a user defined field but should reflect where a Master artifact is due only “once” or periodically (“Weekly”, “Monthly”, “Quarterly”, Annually”) The Disposition field is “Open” by default. When first submitted to the Government the disposition changes automatically to “Under Review”. Only the Government reviewers (with a “SuperUser” tag) can change the disposition from there on and “Notify the Contractor”. The Owner information identifies who is the stakeholder responsible for the Master Artifact and their contact information. The details fields allows for a fuller description of the Artifact.

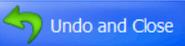
1.2.6.2 Control Panel

1.2.6.3 Assign Users to Groups and Groups to Artifacts

Typically the initial step in populating the IPDE module is identify all the potential user groups that might need to be involved in the using the IPDE Module. The path to the Users option is as follows: ISM→ Control Panel → User Groups. Clicking this menu option brings up this screen:

Add Email Group



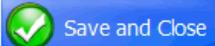


*Email Group

Type in the name of the user group and hit the [Save and Close] button or add multiple User Groups by hitting the [Save and Add new Record] button.

The next step in populating the IPDE module is identify all the potential users of this module. The Users menu option is available to the System Administrator and the Contractor Lead Rep roles at the following path ISM→ System Admin→ Users. Clicking this option brings up the following page.

Add a New User





*Username

*Password

*First Name

*Last Name

*Phone

*Email

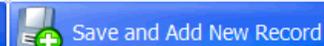
*Organization

Direction

Super User

User name and password are set by the person entering the data. This is the information needed by each individual user to access the entire ISM system. These are required fields as denoted by the blue asterix. The First and last name fields identify the user and are self evident. The phone number and email are needed for contacting people using the system. The users can then be assigned to one of the organization such as Marinette or Kvichak or the Government. These organization are established from accessing the following path: ISM→ IPDE → Control Panel → Organization. Accessing this menu option will bring up the following screen:

Add a New Organization


*Organization

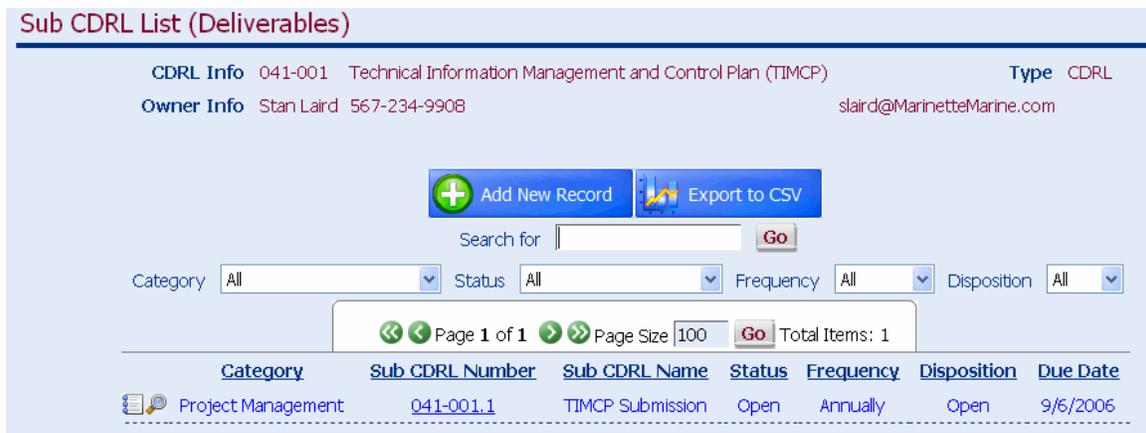
Enter the Organization Filed info and hit the [Save and Close] button or the [Save and Add New Record] button to add multiple organizations.

The Direction Field is accessed from a pull down list and if you are a contractor defaults to “Send to Gov”.

The Superuser flag is important (and is added in a subsequent section) because it indicates this user can transmit SubCDRLItems to the Government if their organization is Marinette or can submit responses to the Contractor if their organization is Gov. This flag is used to limit the number of people transmitting CDRL deliverables and official review responses.

1.2.6.4 Creating SubCDRL classes

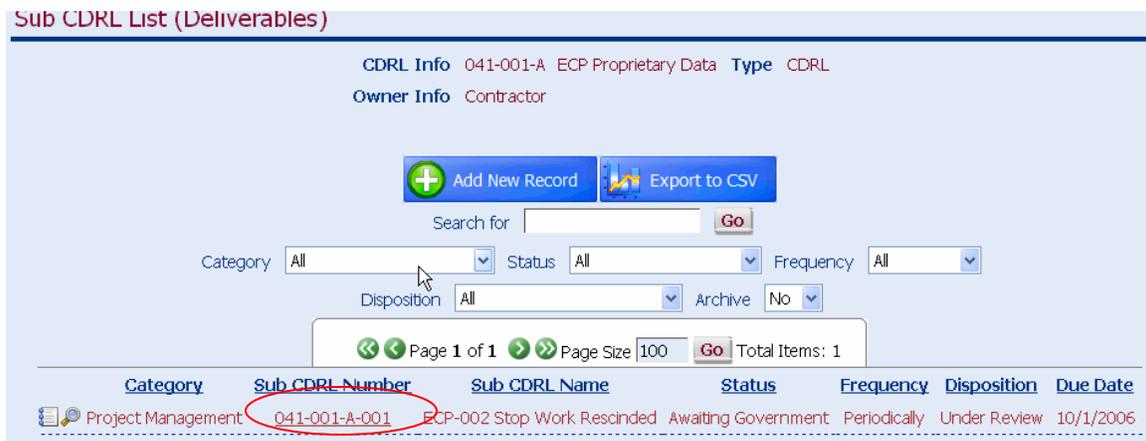
Note: The focus of this section is to address the CDRL type Master Artifacts. After a Master Artifact has been created one or more SubCDRL records are created. The following screen illustrates this:



Clicking the [Add New Record] Button brings the user to this screen.

1.2.6.5 Attaching Items to SubCDRLs

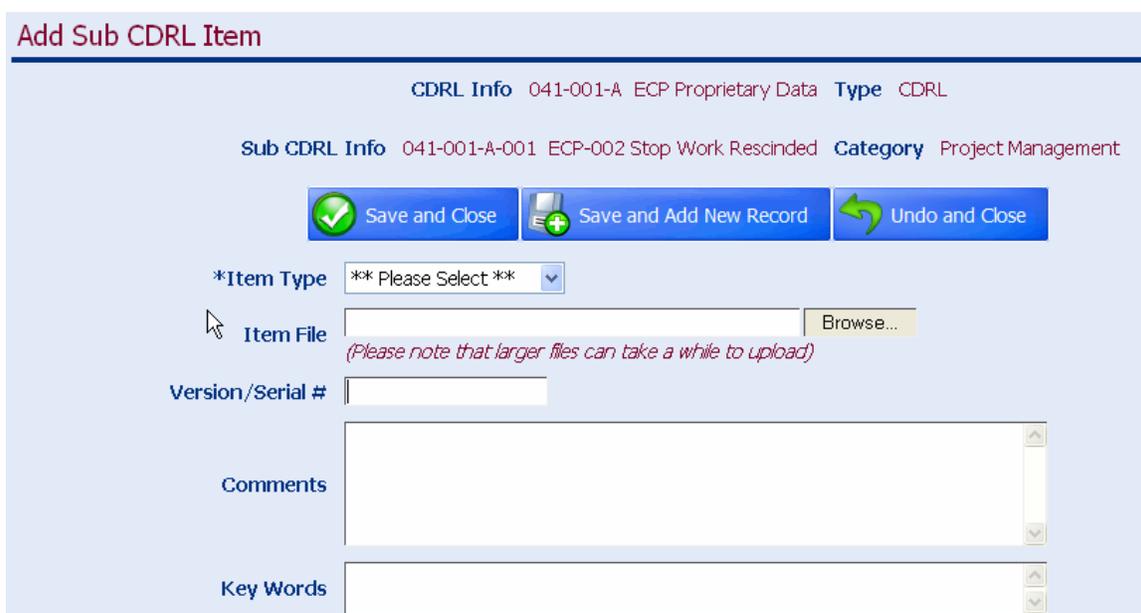
To add Items to SubCDRLs click on the SubCDRL number hyperlink for the rrecord you want to attach items to. See below.



Hit the Add New Record Button on the Manage SubCDRL Item screen.



This brings up the following screen.



Complete the required fields and click the [Save and Close] or [Save and Add New Record]

1.2.6.6 SuperUser

Super users will be able to see the [Notify Government] button or [Notify Contractor] button depending on whether they have been assigned a contractor or Government role. The following screen shot illustrates this.

Edit User

Save and Close Save and Refresh Undo and Close Delete and Close

*Username
*Password
*First Name
*Last Name
*Phone
*Email
*Organization
Direction
Super User

User Email Groups

Add Delete

Page 1 of 1 Page Size 10 Go Total Items: 3

| <input type="checkbox"/> | Email Group |
|--------------------------|-------------|
| <input type="checkbox"/> | Engineering |
| <input type="checkbox"/> | Gov |
| <input type="checkbox"/> | Sys Admin |

User Roles

Add Delete

Page 1 of 1 Page Size 10 Go Total Items: 2

| <input type="checkbox"/> | Role |
|--------------------------|---------------------|
| <input type="checkbox"/> | Contractor Lead Rep |
| <input type="checkbox"/> | System Admins |

If the SuperUser Check is active (checked) the user will see the following on the SubCDRL Listing screen:

Manage Sub CDRL Item List

CDRL Info 041-001 Technical Information Management and Control Plan (TIMCP) Type CDRL

Sub CDRL Info 041-001.1 TIMCP Submission Project Management

Status Open Disposition Open

Notify Government
 Add Item
 Add Comments
 Close

Search for

Item Type All Direction All Archived? No

Page 1 of 1
 Page Size 100
 Total Items: 1

| Item Type | Item File | Version/Serial # | Direction | Archived? | Created By | Created On |
|-----------|-------------------|------------------|-----------|-----------|--------------|--------------------|
| CDRL | CDRL_DIDIndex.htm | | | No | Chris Larkin | 9/15/2006 12:36 PM |

If the superuser box is not checked this button will not be visible.

1.2.6.6.1 Limiting Visibility of various Item Types

There may instances where it is desirable to limit the visibility of some of the items attached to SubCDRL records. This is accomplished by setting up the various SubCDRLItem types in the Control Panel. Note: Typically the Technical Lead Rep is the only role with the ability to change these items. The path to get to the Control Panel is ISM→IPDE→Control Panel→SubCDRLItem Type. Upon clicking this tree node the following screen will appear.

Edit Item Type

Save and Close
 Save and Refresh
 Undo and Close
 Delete and Close

*Item Type

For Contractor For Government

Clicking the “For Contractor” Button will filter the Item Type in the Add SubCDRL Item screen to only be seen by users with Roles such as Contractor Lead Rep and Contractor Rep. Similarly if the “For Government” box is checked then those Items of that type will be seen in the Government pull down list for Item type. If both are checked then all user can see this and thus select this type of item.

1.2.6.7 Tips and Helpful Hints

1.2.6.7.1 Archiving a SubCDRLItem record.

If the user wants to archive a file attachment they can press the Disk Icon for the record they want under the Archived? Column. This will change the archived status from No, meaning active, to “Yes”, meaning the file will not show up on subsequent work flow transmissions to the Government. Pressing the Archive Icon will bring up the following prompt.

Manage Sub CDRL Item List

CDRL Info 041-001 Technical Information Management and Control Plan (TIMCP) Type CDRL

Sub CDRL Info 041-001.1 TIMCP Submission Project Management

Status Open Disposition Returned with Comments

Search for

Item Type All Direction All Archived? No

Total Items: 1

| Item Type | Item File | Version/Serial # | Direction | Archived? | Created By |
|-----------|------------------|------------------|-----------|-----------|--------------|
| CDRL | 23536171p[1].pdf | | | No | Chris Larkin |

Microsoft Internet Explorer

Are you sure? This action will take this item off the Active list?

OK Cancel

Selecting “Yes” will continue the archive process and the item will not longer show up on the lists of child items (unless the filter Archived? = “Yes”).

1.2.6.7.2 File naming conventions

The following section address items that are under the control of the users and not driven by the logic embedded in the application. As a suggestion, when SubCDRL Items such as CDRL deliverable files are being attached and submitted a process should be defined which assures that the names of the deliverable files are understandable to those viewing the attached item list. As an example, if the initial file name for a ITI status report was named “Sept_2006_ITIstatus_v1.doc” and it was “returned with comments” by the Government reviewer which requires a re-submittal of a revised file, the initial file should be archived a new one created. The easiest way to do this is to copy the file, revise the sections needing revision, and saving the file as a revised name, something such as “Sept_2006_ITIstatus_v2.doc”.

1.2.6.7.3 Archiving older files

Furthering the discussion in the section above, when a revision of an attached file is required because of Government reviewers comments then the initial process should be to:

- Copy the original file and rename
- Archive the current file using the archive icon

Manage Sub CDRL Item List

CDRL Info 041-001 Technical Information Management and Control Plan (TIMCP) Type CDRL

Sub CDRL Info 041-001.1 TIMCP Submission Project Management

Status Open Disposition Open

Search for

Item Type All Direction All Archived? No

Page 1 of 1

 Page Size 100

 Total Items: 1

| Item Type | Item File | Version/Serial # | Direction | Archived? | Created By | Created On |
|-----------|------------------|------------------|-----------|-----------|--------------|------------------|
| CDRL | CDRL 041-001.doc | 3345 | | No | Chris Larkin | 9/4/2006 1:02 PM |

1.2.6.7.4 Large File Sizes

Currently there is a 5 meg file size limitation on Items attached to the SubCDRL item. On a interim patch release we will implement a enhanced capability to handle file size attachments up to 100 megabytes which should satisfy all known IPDE requirements.

1.2.6.7.4.1 Encryption

All communication processes involved in the IPDE module will be running over secure socket layer (https).

1.2.6.7.4.2 Data Security – Daily DB Backups

A daily backup will be run off peak hours so that in the event of a disaster only a single day's (or part thereof) data would be lost. Monthly a copy of the cumulative data will be cut to a DVD and stored in a vault at EDO's headquarters in Arlington, Virginia.

1.2.6.7.5 How to Handle Sensitive Data

There are a few instances where data being submitted as part of a SubCDRL has a component that should be restricted to a smaller group because of its sensitivity. The following process should be employed to address this:

Step 1. Break the file into the general and sensitive components as multiple files.

Step 2: Password protect the sensitive component file

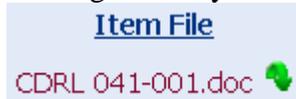
Step 3: Attach both files as part of the SubCDRL item list.

Step 4: Send the password to the sensitive component file to the selected subgroup of users that need to review that part of the deliverable.

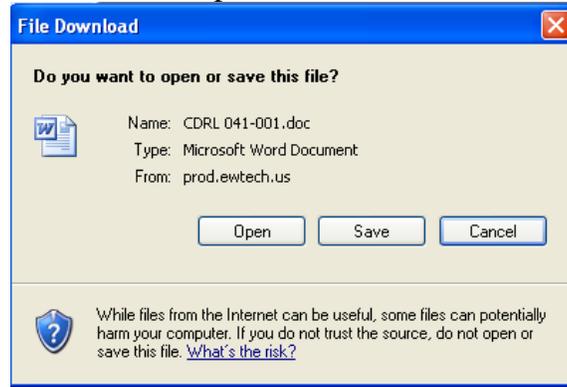
1.2.6.8 Notify Government

Once a Contractor Rep with a SuperUser tag hits the [Notify Government] button an email is sent to all Groups associated with the CDRL Master. The email will have the SubCDRL Number and SubCDRL Name on the Subject line. A hypertext link allows the

Government reviewers to click on the link to go directly to the review screen in the IPDE



module as shown below. Clicking the green arrow will bring up the attached item. The user can then Open or Save the file to their hard disk or network



drive as shown below:

Manage Sub CDRL Item List

CDRL Info 041-001 Technical Information Management and Control Plan (TIMCP) Type CDRL

Sub CDRL Info 041-001.1 TIMCP Submission Project Management

Status Open Disposition Open

Search for

Item Type Direction Archived?

Page 1 of 1

 Page Size

 Total Items: 1

| Item Type | Item File | Version/Serial # | Direction | Archived? | Created By | Created On |
|-----------|------------------|------------------|-----------|-----------|--------------|------------------|
| CDRL | CDRL 041-001.doc | 3345 | | No | Chris Larkin | 9/4/2006 1:02 PM |

1.2.7 Government View

1.2.7.1 Review CDRL Documents

1.2.7.1.1 eMail Hyperlinks

Upon "notification to Gov" an email will be sent to the associated groups and users within the groups linked to that CDRL. On the subject line of the email will be the SubCDRL Number and SubCDRL Name. In the body of the email will be a hyperlink as follows:

<http://ism.rbmsupport.com/ISM/Security/ReviewSubCDRL.aspx?SubCDRLID=1234>

Note: This is a sample. When pressed this will bring the user to the SubCDRL Item screen for that SubCDRL.

1.2.7.1.2 Changing Disposition of SubCDRL

If the user has been assigned with a SuperUser tag he or she can submit responses back to the contractor. As they

1.2.7.2 Initiate a Correspondence Thread to Contractor

1.2.8 Management View

1.2.8.1 Calendar Function

The calendar function tracks CDRL items by due date. To appear on the calendar the logged in user must be in a group which is linked to the master Artifact record. All CDRLs will show up in the corresponding day on the calendar. The following shows a sample of the calendar with a SubCDRL shown.

My Calendar

Category: All | Frequency: All | Disposition: All | Status: All

< Previous Month | **September, 2006** | Next Month >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----------------------------|-----|-------|-----|
| 27 | 28 | 29 | 30 | 31 | Sep 1 | 2 |
| 3 | 4 | 5 | 6 041-001.1 041-001.2 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

SubCDRLs are color coded to represent their disposition status. Red means Disposition = “Returned with Comments”, Yellow means Disposition = “Approved with Comments”, Green means Disposition status = “Approved No Comments”, and Blue means Disposition = “Under Review”. Clicking on either of the items shown in the September 6th date will bring the user to the SubCDRLItem screen.

1.3 System Administrator View

There a range of options available to the system administrator, from managing users and roles, to tracking the results of meetings. The following screen shows what the System Administrator menu looks like.

1.3.1 Managing System Users

This feature provides the System Administrator the ability to setup and manage users in the IPDE module of the ISM system. Use the following path from the tree navigator to gain access (Note: For security reasons only the system administrator will have rights to

add or change users in the system). ISM→ System Admin →Users. Clicking on the “Users” node of the tree will bring up the following screen listing existing users.

User List

+ Add New Record
Export to CSV

Search for Go

Organization

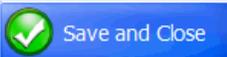
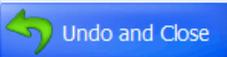
<<
<
Page 1 of 1
>
>>
Page Size

Go
Total Items: 19

| | <u>Full Name</u> | <u>Username</u> | <u>Phone</u> | <u>Organization</u> |
|--|----------------------|-----------------|-----------------|---------------------|
| | Akesh Gupta | akeshgupta | 5169670973 | EDO |
| | CDR Jerry Doherty | jdoherly | 202267 | USCG |
| | Chris Larkin | clarkin | 571-243-0392 | EDO |
| | Christine Owen | COWEN | 715-735-9341 | Marinette |
| | Contractor Rep 2 | contractor2 | 345-098-0003 | Marinette |
| | Contractor Rep 3 | contractor3 | 456-098-9908 | Marinette |
| | Contractor Rep1 | contractor1 | 703-908-1123 | EDO |
| | Diana Harnois | DHARNOIS | 715-735-9341 | Marinette |
| | George Gonzales | george | 6313347868 | Marinette |
| | Government Reviewer1 | gov1 | 202-111-1234 | USCG |
| | Government Reviewer2 | gov2 | 202-234-0098 | USCG |
| | Government Reviewer3 | gov3 | 202-908-4456 | USCG |
| | LCDR Douglass Liess | dliess | 202-908-4456 | USCG |
| | Marc Jamo | mjamo | 715-735-9341 | Marinette |
| | Rose Smith | rsmith | 715-735-9341 | Marinette |
| | Stan Laird | slaird | 7157359341x6316 | Marinette |
| | Steve Johannes | sjohannes | 703-824-4148 | EDO |
| | TANYA MARTIN | TMARTIN | 715-735-9341 | Marinette |
| | Vicki Smith | vsmith | 202-908-7896 | USCG |

Enter a new user by pressing the [Add New Record] Button. The following screen will appear.

Add a New User

*Username

*Password

*First Name

*Last Name

*Phone

*Email

*Organization

Direction

Super User

There is a fair amount of work to be in determining the user community that will be using IPDE and what the Role each user would have to allow use and maintenance of the system while at the same time protecting the integrity of data in the system.