Warrant Details Editor
Task Aids

To foster a high-performing, qualified civilian acquisition workforce.

https://www.fai.gov/
FAI@mail.mil
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Introduction
Warrant Process

Part 1: Form Component:
1. Warrant Details Editor enrolls User in Certification Candidate group to provide application form access
2. Warrant Details Editor notifies User that they have access to the form
3. User completes the Warrant application form
4. The application form routes through approval workflow
5. Warrant Approvers approve, deny, or deny and return the form
6. Warrant application form moves to Approved status after final approval level

Part 2: Certification component
1. User is enrolled in the corresponding Warrant Certification by the Warrant Details Editor (using reports to identify Users)
2. When User completes all Certification requirements they are marked as “Certified” in the Certification

Part 3: Test Component
1. User is dynamically enrolled in test
2. User does not receive notification they have been enrolled in the test
3. Warrant Details Editor uses reports to identify Users that have been enrolled in the test
4. Warrant Details Editor enters Warrant information (ex. Warrant ID, Limitations) and notifies User they can complete the test
5. User completes the test
6. User accesses their SF-1402
Add User to a Warrant Candidate Group

When you want to give a Warrant candidate access to a Warrant Form...

**Steps 1 & 2:** Hover over the Admin tab, then click Org Units.

**Step 3:** Click Manage Organizational Unit Hierarchy.

**Step 4:** Click the + next to Warrant Candidates to view the Agency Warrant Candidate groups.

**Steps 5:** Locate your Agency’s Warrant Candidate group and click the Edit icon in the Options column.

**Step 6:** Scroll down to the Group Criteria section. Click the User icon.
Add User to a Warrant Candidate Group (Cont. 1)

**Step 7**: A new window will open. Enter the Warrant Candidate’s DAU ID into the **ID** field.

```
<table>
<thead>
<tr>
<th>Last Name</th>
<th>ID</th>
<th>Manager's Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Username</td>
<td></td>
</tr>
</tbody>
</table>
```

**Step 8**: Click **Search**.

```
<table>
<thead>
<tr>
<th>Last Name</th>
<th>ID</th>
<th>Manager's Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Username</td>
<td></td>
</tr>
</tbody>
</table>
```

**Step 9**: Click the **blue +** in the **Add column** to select the Warrant Candidate.

```
Search Results
<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Identifier</th>
<th>ID</th>
<th>User Name</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Manager1, GSA</td>
<td>General Services Administration (Organization)</td>
<td>GSA_Manager_001</td>
<td>GSA_Manager_001</td>
<td></td>
</tr>
</tbody>
</table>
```
Add User to a Warrant Candidate Group (Cont. 2)

When you want to give a Warrant candidate access to a Warrant Form...

**Step 10:** The Warrant Candidate will be added to the **Selected User section**. Click **Done**.

![Selected User Table](image)

**Step 11:** The Warrant Candidate will populate in the **Group Criteria section** on the **Edit Warrant page**. Click **Save** to finish adding the Warrant Candidate to the group. You will be returned to the Manage Group page.

![Group Criteria](image)
Proxy Enroll User in a Warrant Certification

When you want to enroll a User in a Warrant Certification...

**Steps 1 & 2:** Hover over the Certifications tab, then click Certification Management.

**Step 3:** Enter the title of the certification you would like to enroll a User into using the Certification Title field.

**Step 4:** Click Search.

**Step 5:** Locate the certification in the search results. Click the Add User icon in the Options column.

**Step 6:** On the Proxy Enrollment for Certification page, select Standard in the Enrollment section to enroll the User in the Certification. **Note:** to enroll Users as Certified, select Certified and select the date you would like them to be certified.
Steps 7: In the **Assignment section**, select when you would like the Certification to be assigned to the User: **Immediately** or on a **Fixed Date**.

Step 8: In the **Status section**, select **Assign & Approve Certification**.

Steps 9: In the **Select Users section**, choose **Users** from the Select OU Criteria menu.

Step 10: The **Select Users window** will open. Enter the **DAU ID** of the User you wish to proxy enroll in the **ID** field.
Proxy Enroll User in a Warrant Certification (Cont. 2)

Steps 11: Click Search.

Steps 12: In the search results, click the Name of the User you wish to proxy enroll.

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager, GSA</td>
<td>GSA_Manager</td>
</tr>
<tr>
<td>Manager1, GSA</td>
<td>GSA_Manager_001</td>
</tr>
</tbody>
</table>

Steps 13: Back on the Proxy Enrollment for Certification page, the User will populate in the Select Users section. Include Subordinates will be checked by default. Uncheck Include Subordinates.

Step 14: Repeat steps 9 through 13 to add more Users or click Next.
Proxy Enroll User in a Warrant Certification (Cont. 3)

**Steps 15:** On the second Proxy Enrollment for Certification page, review the proxy enrollment information. Confirm the Users you wish to add are checked in the **Users section**. Then, click **Submit**. You will then see the **Proxy Enrollment page**.

The **Proxy Enrollment page** will display the proxy enrollment along with its status. Within a few minutes, the proxy enrollment will process, and the status will change from Queued to Processed.
Update Training Details

When you want to enroll a User in a Warrant Certification...

Step 1: Use the “Search for a User” and “View User’s Transcript” task aids to navigate to the User Transcript needing Warrant Details edits.

1. User Information
   - Search for a User
   - View User’s Transcript

Step 2: Locate the **SF-1402 Access** test on the User’s Transcript. The title of the test will have your Agency noted at the front. Click the **dropdown arrow** across from the course name.

2. GSA SF-1402 Access
   - Due: No Due Date
   - Status: Registered

Steps 3: From the dropdown menu, select **View Training Details**.

3. GSA SF-1402 Access
   - Launch Test: None
   - Status: Registered
   - Option: View Training Details

Step 4: On the training page, click **Edit Transcript Details** at the top of the page.

4. GSA SF-1402 Access
   - Training Details
   - Edit Transcript Details
Step 5: On the Edit Transcript Details page, enter the User’s specific Warrant information into the **Warrant fields**.

![Warrant fields](image)

Step 6: At the bottom of the window, add a comment explaining the updates that were made into the **Comments** field.

![Comments field](image)

Step 7: Click **Save**.
Reports
View and Download Custom Reports

When you want to filter and download a report...

Steps 1 & 2: Hover over the Reports tab, then click Custom and Shared Reports.

Step 3: On the left-hand side of the screen, click Shared With Me to see reports that have been shared with you.

Step 4: Click the Report Name you would like to view to update the report filters.
Step 5: Update the **filters** as needed. The filters will vary based on the report.

Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.

Step 7: Click the **Download Options** icon in the top right corner to see the formats available for this report.

Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.
Additional Resources
## Additional Resources

<table>
<thead>
<tr>
<th>Support Area</th>
<th>Support Provided</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defense Acquisition University (DAU) Help Desk</td>
<td>• FAI CSOD System Questions and Issues&lt;br&gt;• FAI CSOD System Errors and Troubleshooting&lt;br&gt;• Password Issues and Resets</td>
<td>Email: <a href="mailto:DAUHelp@dau.edu">DAUHelp@dau.edu</a>&lt;br&gt;Phone: (703) 805-3459, X1</td>
</tr>
<tr>
<td>Your Agency's Acquisition Career Manager (ACM)</td>
<td>• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements&lt;br&gt;• Agency-specific Acquisition Policies and Procedures&lt;br&gt;• Career Development Training and Development Opportunities</td>
<td><a href="https://www.fai.gov/humancapital/acquisition-career-manager-acm">https://www.fai.gov/humancapital/acquisition-career-manager-acm</a></td>
</tr>
<tr>
<td>FAI Website FAQs</td>
<td>• FAI CSOD Migration&lt;br&gt;• Acquisition Training&lt;br&gt;• Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM)&lt;br&gt;• More!</td>
<td><a href="https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs">https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs</a></td>
</tr>
<tr>
<td>FAI Staff</td>
<td>All other questions</td>
<td><a href="mailto:faicsod@gsa.gov">faicsod@gsa.gov</a></td>
</tr>
</tbody>
</table>