CHAPTER TWENTY -TABLE OF CONTENTS

20 1

20.1 Contract Assignment Certifications 3

20.2 Drop-down Lists 9

LIST OF FIGURES

Figure 1. Contract Assignment List Screen 3

Figure 2. Certify/De-Certify Contract Assignment (PBCA) 4

Figure 3. Property De-Certify Confirmation message window. 6

Figure 4. Certify/De-Certify User Assignment (PBCA) 6

Figure 5. Property De-Certify Confirmation message window 8

20

Contract Assignment Certification

Objectives:

By the end of this chapter, you will be able to:

- Certify/Decertify contract assignments.
- Search Information by user id or contract number.

It is required by the National Institute of Standards and Technology (NIST) that Housing periodically certify assignment rights to properties/contracts within their assigned offices.

PBCA Coordinators can only certify users for their assigned offices. PBCA Coordinators must certify/decertify each individual user and their role for all contracts in their designated office.

Event Notifications and Email messages will be sent to PBCA coordinators, as reminders, before the Certification Due Date and for overdue certifications.

Contract Assignment Event Notifications

The PBCA Coordinators for each office will receive an Event Notification (EN) to inform them when their certifications are due. They will receive an EN one month before their office's Certification Due Date. The PBCA Coordinator for each office will also receive one Event Notification for each week that they have at least one contract/user assignment that has not been certified (max of four, overdue Notifications). If a PBCA Coordinator is responsible for more than one office, they will receive these notifications for each office's Certification Due Date.

Contract Assignment Email Notifications-

The PBCA Coordinators for each office will receive an Email to inform them when their certifications are due. They will receive an Email one month before their office's Certification Due Date. The PBCA Coordinator for each office will also receive one Email for each week that they have at least one contract/user assignment that has not been certified (max of four, overdue Emails). Emails are automatically sent out with Event Notifications, by the system. If a PBCA Coordinator is responsible for more than one office, they will receive these emails for each office's Certification Due Date.

20.1 Contract Assignment Certifications

Certifications for all contracts must be made twice a year. REMS enables users to do this through the Contract Assignment Certification module. The Contract Assignment List Page will display all the Contracts and related assignments for each office. Certifications for PBCAs are based on each contract in a given office. Each individual user and their role must be certified. The PBCA coordinators, REMS Certification Manager, and all Intranet users, except Guest, have access to this screen.

The Contract Assignment list displays all contracts, related properties and assigned users. The contract assignments can be accessed via the Contract Number or User.

To search current assignments

1. From the REMS home page, click on the *Contract Assignment Certification* button and the **Contract Assignment screen** displays. The page will display information for your assigned office.

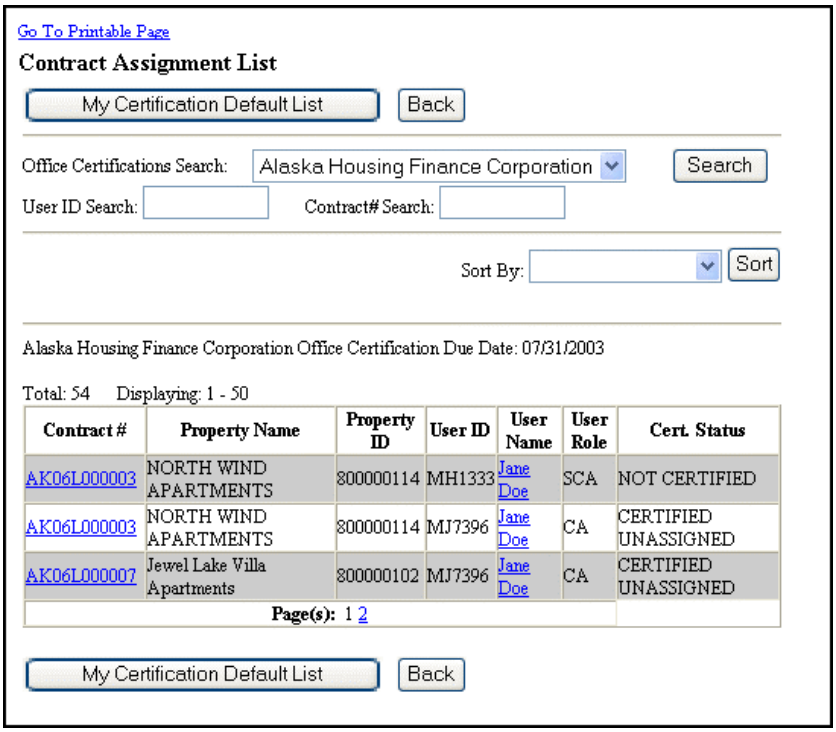


Figure 1. Contract Assignment List Screen

2. Enter User Id,

   OR

   Contract Number.

3. Click on Search and the Contract Assignment List screen refreshes with the search results.

> ✍ *Note: If the PBCA Coordinator is assigned to multiple offices, the system will default to the office that is closest to its certification period. To select another office assigned to you, select the office name from the drop-down list to view the Contract Assignment List for that office.*

To certify by contract:

1. From the **Contract Assignment List** screen, click on the contract number link and the **Certify/De-certify Contract Assignment (PBCA)** screen displays.

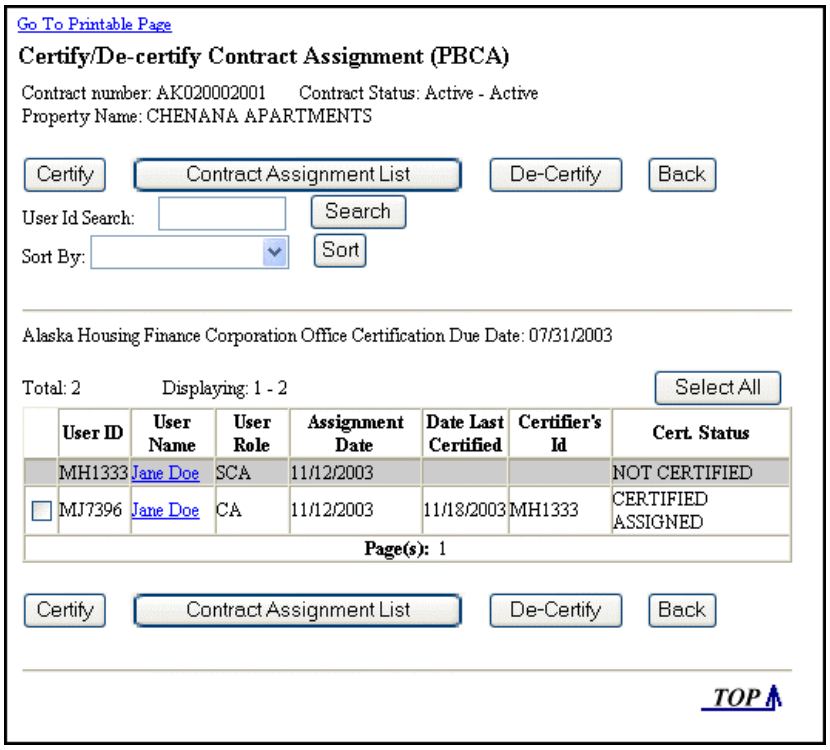


Figure 2. Certify/De-Certify Contract Assignment (PBCA)

2. Select the checkbox of the User you want to certify on this contract.

   OR

   Click on Select All.

> *Note: Selecting all only selects all items on the current page. If there are multiple pages you must repeat this process on each page.*

3. Click on the *Certify* button, and the *certify action was successful* message displays. The certification status changes.
4. Click on the *Back* button to return to the **Contract Assignment List** screen.

To decertify by contract:

> *Note: When a user is de-certified, they are unassigned from the role and contract in WASS. If this action was a mistake, users must go back into WASS and reassign the contract and role.*

1. From the **Contract Assignment List** screen, click on the contract number link and the **Certify/De-Certify Contract Assignment (PBCA)** screen displays.
2. Select the checkbox of the User you want to de-certify on this contract.

   OR

   Click on Select All.

> *Note: Selecting all only selects all items on the current page. If there are multiple pages you must repeat this process on each page.*

3. Click on the De-*Certify* button, and the De-Certify confirmation message displays.

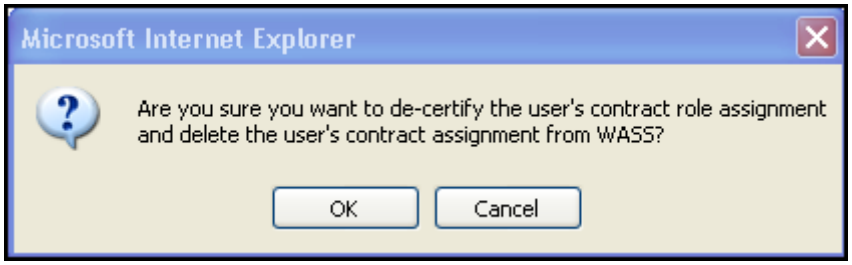
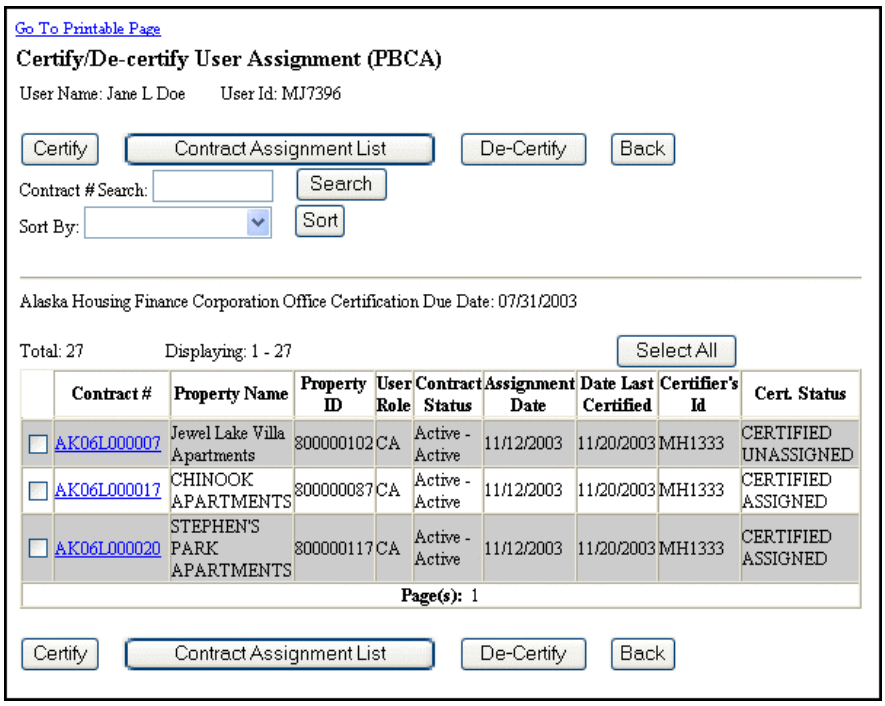


Figure 3. Property De-Certify Confirmation message window.

4. Click on *OK* and the *De-Certify action is successful* message displays. The certification status changes.
5. Click on the *Back* button to return to the **Contract Assignment List** screen

To certify using User Id:

1. From the **Contract Assignment List** screen, click on the User Name link and the **Certify/De-certify User Assignment (PBCA)** screen displays.



Contract #	Property Name	Property ID	User Role	Contract Status	Assignment Date	Date Last Certified	Certifier's Id	Cert. Status
AK06L000007	Jewel Lake Villa Apartments	800000102	CA	Active - Active	11/12/2003	11/20/2003	MH1333	CERTIFIED UNASSIGNED
AK06L000017	CHINOOK APARTMENTS	800000087	CA	Active - Active	11/12/2003	11/20/2003	MH1333	CERTIFIED ASSIGNED
AK06L000020	STEPHEN'S PARK APARTMENTS	800000117	CA	Active - Active	11/12/2003	11/20/2003	MH1333	CERTIFIED ASSIGNED

Figure 4. Certify/De-Certify User Assignment (PBCA)

2. Select the checkbox of the Contract Number you want to certify for this User.

   OR

   Click on Select All.

> ✍ *Note: Selecting all only selects all items on the current page. If there are multiple pages you must repeat this process on each page.*

3. Click on the *Certify* button, and the *certify action is successful* displays.
4. Click on the *Back* button to return to the **Contract Assignment List** screen.

To decertify using User Id:

> ✍ *Note: When a user is de-certified, they are unassigned from the role and contract in WASS. If this action was a mistake, users must go back into WASS and reassign the contract and role.*

1. From the **Contract Assignment List** screen, click on the user name link and the **Certify/De-certify User Assignment (PBCA)** screen displays.
2. Select the checkbox of the Contract Number you want to de-certify for this user.

   OR

   Click on Select All.

> ✍ *Note: Selecting all only selects all items on the current page. If there are multiple pages you must repeat this process on each page.*

3. Click on the De-*Certify* button, and the De-Certify confirmation message displays.

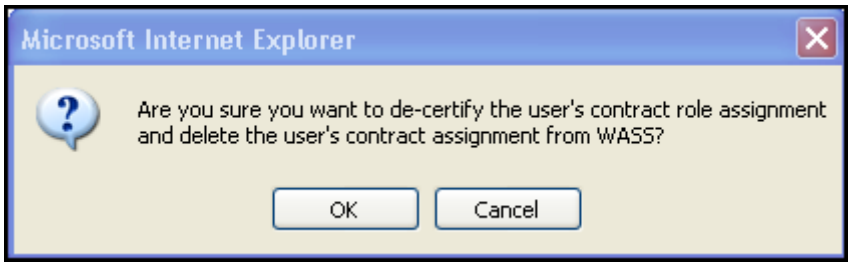


Figure 5. Property De-Certify Confirmation message window

4. Click on *OK* and the *De-Certify Action is successful* message displays. The certification status changes.
5. Click on the *Back* button to return to the **Contract Assignment List** screen.

20.2 Drop-down Lists

The charts below list detail the option for each drop-down list associated with the **Contract Assignment Certification**.

Fields	*Options*
Contract Assignment List	
Office Certification Search	
Sort By	

Fields	*Options*
Certify/De-Certify User Assignment (PBCA)	
Sort By	

Fields	*Options*
Certify/De-Certify Contract Assignment (PBCA)	
Sort By	

NOTES: