# Workaround: Leveraging Legacy DSM eTool Functionality

**Disclaimer:** This information has been documented to aid in working around known issues with the PIEE DSM application until permanent solutions are implemented. There may be instances where this information may not achieve the desired functionality. Users must consult the WBT in PIEE, review content on the Delivery Schedule Manager site or collaborate with contract management team members for potential solutions. If no success, users will need to initiate a Trouble Ticket.

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# Purpose

The purpose of this guidance is to assist with navigating known issues in the PIEE DSM application. Users will be required to combine use of the legacy DSM eTool with the PIEE DSM application until fixes and enhancements can be implemented in the new application. This guidance will assist users with accessing the DCMA intranet and locating contract management team members. Some of the data fields may be grayed for security.

# External Users (Customers)

External users or Customers are defined as representatives from the Air Force, DLA, Navy, Army, Marines, and other contracting activities as cited in PGI 202.1 Definitions.

## Access to Legacy DSM Application in DCMA eTools

DCMA recommends maintaining or requesting access to the legacy DSM eTool to access two eTools: "Contract Management Team View (CMT Viewer)" and "Contract Viewer."

- 1. To maintain access, users will need to login once every 30 days. Otherwise, accounts will be deleted or deactivated.
- 2. To gain access to the legacy DSM eTool customer users will need to request access via EWAM: https://eadf.dcma.mil/ewam2/registration/setup.do
  - a. Guidance on using EWAM is here: <a href="https://www.dcma.mil/WBT/ewam/">https://www.dcma.mil/WBT/ewam/</a>

#### Requesting DSM via EWAM (New User)

- 1. Go here: https://eadf.dcma.mil/ewam2/registration/setup.do
- 2. Input email address and confirm email address, then select "Submit" E-Mail Address. Please enter your E-Mail Address.

E-Mail Address		1					
E-Mail	testemail@test.com						
Confirm E-Mail	testemail@test.com						
		<b>_</b>					
			Submit				
					eTools Training • Site Ind	lex Privacy FOIA	<ul> <li>Accessibility</li> </ul>

3. Select Organization Type and select "Submit Organization Type"

P	GUSTATION ase enter your information to request access to DCMA eTools applications. SRTANT NOTE FOR DCMA EMPLOYEES: Please access your eTools applications using the DCMA Workspace Portal. If you need access to an application, contact your supervisor to provide you access through IWAM. Thank you.
C	ofile
	Organization Type
	Mease select your Organization Type first.
	DoD Other Government Commercial
	Submit Organization Type

4. Enter information required for registration. Fill in all areas in User Profile as they relate to user needs. At a minimum, all the items with a red asterisk (\*) is required to be entered. In Toolset Detail, users will need to select

"Delivery Schedule Manager" to get DSM. When complete, select "Submit Registration."

Registration Please enter your information to request access to DCMA eTools applications. JMMONTAIN NOT FOR DCMA THRUPTED: Heare access your clivals applications using the DOMA Workspace Partal. If you need	d access to an application, contact your supervisor to provide you access through DWMM. Thank you.		
Profile Organization Type			
Please select your Organization Type first.			
DoD     Other Government     Commercial			
User Profile DOD Organization Detail		1	
*Corganization Name *Primary DoDAAC	<b>`</b>		
*Phone Secondary DoDAAC(s)	Add this DoDAAC		
E-Mail r		Fill in all areas with the red asterisk.	
		Comments and Secondary DoDAAC(s) are	
		optional.	
Testes Dated			
You must choose at least one toolset from this list in order to complete your registration. Please choose on	ely the application(s) you need access to, if you are unsure what application you need - please contact your DDMA representative.		
Contract Audit Follow-Up (CAFU) Commigner V	and down with 200 down with		
Delivery Schedule Management (DSH)			
Electronic Contract Administration Request System (ECARS)     EIAR-Reporting Entity Community			
Form 1 (2004drainear	Delivery Schedule Manager (DSM) is the		
Preavard Survey System (PASS)	option to select to access to DSM.		
Strategic Systems Programs - Naval     Workspace Portal for Combat Support Center			
Workspace Portal for Government-Industry Data Exchange Program     Workspace Portal for Industrial Advantage Program			
<ul> <li>Workspace Fortal for Industrial base Analysis Community</li> </ul>			
Submit F	Registration		
			effoels Training Site Index Privacy FOIA Accessibility

## Using Contract Management Team View (CMT Viewer) to Locate CMT Members

This is a method to use to pull CMT mappings individually.

2.

CMO DoDAAC

Role

1. As a Customer user, the only way to access the CMT View is through the legacy DSM eTool (it is called CMTViewer in DSM)

elools Welcome	HELP   FEEDBACK   EXIT Delivery Schedule Manager 2.7
Home   Workload   Contract Viewer   CMT Viewer   Search   Administration   Reports	
Delivery Schedule Manager	Inbox
Welcome to Delivery Schedule Manager. This eTool provides two-way trackable communication between DCMA and our customers, concerning contract deliver	y and information.
Inbox	C Load Workload
Selecting CMT Viewer on the yellow bar will take user to the next screen:	
Welcome to the Contract Management Team Viewer. This eTool provides the ability to view the CMT for a CAGE or Contract in MOCAS.	
Find Specific Mappings	
CAGE Q	

3. The CMT search will allow users to choose the DCMA team member email addresses to add to individualized PIEE DSM distribution lists. There are three ways to search for mappings:

Search Clear

□ S NOTE: Role is required for CMO DoDAAC search

- a. **Contract/Order Number** Preferred method to narrow CMT to most specific team mappng (particularly at locations with mulitple specialists of the same type). Recommed this method if contract or order number is known.
  - i. To perform this search, user will need to fill in the fields highlighted below and select "Search":

Find Specific Mappings	
Contract/Order Number	SAMPLESAMPLESAMPLE0001
- or -	
CAGE	
- or -	
CMO DoDAAC	NOTE: Role is required for CMO DoDAAC search.
Role	
	Search Clear

ii. Sample of a contract with multiple contract management team members. This sample has 35 contract management team members, but the next example by cage for this same contractor

has 84 so it would be better to use the *contract search* to narrow the results.

ontract Management Team Mem	ıbership						
ne following is a list of the CMT members f	or the Contract/Order Number F						
Company Information							
CAGE							
Company Name	And the second of the	And an and a second a second sec					
Location	and a second second						
Cognizant DCMA Office	termine and the second	F					
CMT Members							
User Name	▲ Acting Role	Job Series	E-Mail Address	Telephone			
California, Terrar W.	ACO	1102					
termination, frances of	AO	9899	and the second sec	ALC: 100 ALC: 1			
tallow, branchell	CA	1102	and a second	and only made			
Theorem, could be	CA	1102	descent and a set of the set of t	control many methods			
	DIA	2210					
Number Contents II.	DIP	1106	and the second sec	ALC: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	DRPM	1910		the star see			
her	ENG	0801	the second second second second	100 CT 100 CT			
	ENG	0854	and the second se				
makes. Westalle	ENG	0861	and the second se				
		🕻 🚺 1 - 10 of 35 🗸 🕻	0				
*These CMT members are retrieved from the	e MOCAS system.						

- b. **CAGE** Not all contracts have a mapping, in that case, the CAGE will be the best option for searching. It will allow users to see the entire team versus individual job series.
  - i. To perform this search user will need to enter the CAGE field and select "Search":

Find Specific Mappings		
Contract/Order Number		9
	- or -	
CAGE		SAMPL A
	- or -	
CMO DoDAAC		NOTE: Role is required for CMO DoDAAC search.
Role		
		Search Clear

ii. Sample of a contract with multiple contract management team members. There are 84 items over several pages of contacts vs the 35 in the example above. Note that it shows *all* the ACOs assigned administration activities for the facility and does not limit to the one responsible for administering the contract. Recommend choosing 2 ACOs for sending the Customer Request. If they are not the assigned ACO, they may be able to assist with forwarding the request to the designated ACO.

lowing is a list of the CMT members for	or the CAGE			
ompany Information				
GE	and the second sec			
mpany Name	And the second second	COMPANY AND		
cation	sector course, the sta-			
gnizant DCMA Office	And a second second second second			
MT Maashaan	N			
User Name	Acting Role	Job Series	E-Mail Address	Telephone
	ACO	1102		The same series
	400	1102	and the second second second	
	ALU	1102		
al Print, Chromeel C.	ACO	1102		count of an and
an Color Colorador C. Antonio C. Carrante	ACO	1102 1102	and the second se	Const. Con- and an
an Color (Colorado V) antesido Vicensia Rel Statutativa agente Statutativa	ACO ACO ACO	1102 1102 1102		1000 100 MM
n - Con - Chrome A annota - Narana Ra, Antonica - agen, Neren - C	ACO ACO ACO ACO	1102 1102 1102 1102 1102	-	1000 100 MBR
	ACO ACO ACO ACO ACO ACO	1102 1102 1102 1102 1102 1102		
	ACO ACO ACO ACO ACO ACO ACO	1102 1102 1102 1102 1102 1102 1102		
HE (Tage ) Descent He (Tage ) Descent He (Tage ) Descent Here (Tage ) Here (Tage )	ACO ACO ACO ACO ACO ACO ACO	1102 1102 1102 1102 1102 1102 1102 1102		

- c. CMO DoDAAC with Role (Role is required for CMO DoDAAC search) this will return results of all assigned job series (e.g. IS, ACO for the DoDAAC. This method will be appropriate if users have the DoDAAC and role and not the contract number or contractor cage. This option will allow users to copy a CMO's entire job series listing (e.g IS in this example). Users should cautiously utilize this method because everyone will not be assigned to administer the contract.
  - i. To perform this search, users will need to enter in the red outlined fields below and select "Search":

Find Specific Mappings	
Contract/Order Number	
- or -	
CAGE	Q
- or -	
CMO DoDAAC	SAMPLE SAMPLE STORE: Role is required for CMO DoDAAC search.
Role	
	Search Clear

ii. Using the same CMO from the previous examples, they have 26 Industrial Specialists (IS) at their location.

Contract Management Team Membe	rship								
The following is a list of the CMT members for th	The following is a list of the CMT members for the Iss in CMO DoDAAC								
CMT Members									
User Name	▲ Acting Role	Job Series	E-Mail Address	Telephone					
Same Frankrik E	IS	1150	and the second se	and the local state					
Hapman, Ballant B.	IS	1150		the second second					
Realization, Control	IS	1150	and a second	and the second second					
Andreas, Manhael M.	IS	1150							
Characterization of the second s	IS	1150							
Concentration, Character &	IS	1150		and and and a					
Received Manager	5	1150		tion contraction to the second					
mails income the	IS	1150		100 C 100 C 100					
the second se	IS	1150							
and the second sec	IS	1150							
	15	C C 1 - 10 of 26 V D	0						

## Using Contract Viewer

2.

While sections of the contract viewer are available in the PIEE DSM application, it is only visible when a communication has been issued. There is not a separate feature in PIEE DSM to simply view a contract. The contract viewer function is a separate eTool in the DCMA eTool suite which is why it can be searched that way. The contract viewer in DCMA eTools pulls from SDW data which comes from MOCAS. Limited contract data is available in DSM in PIEE and more will become accessible as use of the application evolves.

When a user would like to search for a contract without creating an item, they can go back to the legacy DSM eTool and use the function there.

1. First Screen in DSM and where user will find Contract Viewer:

eTools						Delivery S	Gchedule Manager 2.7
Home   Workload   Contract Vi	iewer   CMT Viewer   Search	Administration   Reports					
Delivery Schedule Manager							Inb
Welcome to Delivery Schedule Manage	r. This eTool provides two-wa	ay trackable communication t	etween DCMA and our cu	stomers, concerning cont	ract delivery an	d information.	
	Inbox				0	Load Workload	
	Type Customer Requests			Number 919	Actions		
	Delay Notices			0	view		
Selecting Contract	t Viewer will	bring up this	screen:				
						HELP FEEDBACK	EXIT
eTools Welcome						Contract View 2.1.1	
Home   Find Contract/MOD							
DCMA Contracts Search This screen allows you to search for a Contract	ct or Contract MODs. If the quer	y returns more than 2000 rows, o	nly the first 2000 will be dis	blayed.			
MOCAS Info							
Contract Number	_						
Contract MOD							
Admin By DoDAAC							
CAGE Code							
Effective Date							
		Submit	Reset				

3. Users can search by any of the options above and select submit. For the example, the contract number field will be used.

DCAS INTO	
Contract Number	
Contract MOD	
Admin By DoDAAC	
CAGE Code	
ACO Code	
Effective Date	
	Cubril Devel
	Submit Reset

It brings up the following information (Anything with hyperlinks will open to another screen). 4.

ContractView Pag	e				You are browsing	
This screen allows you to	vlew a selected Contract.				Contract Number	
Contract						
Contract Number	100 M 10 M 10 M	USD Total Contract Amount USD Obligated Amount USD ULO Amount		Foreign Total Contract Amount Foreign Obligated Amount Foreign ULO Amount Currency Indicator		
Contractor	arrest many formation and			Effective Date		
dministered By	territe time des forface run autors	ACO		MOCAS Section		
Final Delivery Date		DMS Rating		MOCAS Part		<ul> <li>Index many</li> </ul>
Payment Office		Facility Code		Production Surveillance Code		<ul> <li>Beaution</li> </ul>
(ind of Contract	<ul> <li>Regular Contrast and Provat Disks</li> </ul>	Type of Contract		Criticality Designator		
nspection		Acceptance		R9 Remarks		
				View Remarks/Closeout Info		
Remittance Address	Contraction of the second seco	Discount 1 Discount 2				
ACRNs Total: 1 ACRN(s)			Line Items			
iotai. 1 Aciti(2)			otor: a concerterin(2)			

5. Selecting hyperlinks will allow users to view other screens and the contract number will remain visible. Listed below are samples of other screens potentially available as hyperlinks.

ContractACF	NsBro	wse Page				You are brow	wsing
						Contract Nu	mber
This screen display	vs a list of A	CRNs associated with the Contra	act.				
		Appropriation Code	USD ULO Amount	Foreign ULO Amount	USD Obligated Amount	Foreign Obligated Amount	Long Line of Accounting
▲ ACRN	1						

The ACRN is also hyperlinked and can be selected to see what CLIINS and accounting information can be viewed. This example has one ACRN, while other contracts may have multiple ACRNS and CLINS.

	ContractACRNVie	w Page						You are browsing	
	This scroop allows you to vi	ow a colocted ACPN at	reaciated with the Contro	act.				Contract Number	
	ACDN	ew a selected Activat	sociated with the control						
	ACRN USD Obligated Amount USD ULO Amount Foreign OLO Amount Budgetary Exchange rate Dollar Rate Indicator Long Line of Accounting Appropriation Code								
	▲ CLIN	Noun	Order Quantity	Purchase Unit	USD Unit Price	Foreign Unit Price	USD Total Item Amoun	t Foreign To	tal Item Amoun
	-				0 0 1-1of1 v 0 0				
Line Ite	ems								
Contract	-Line ItemsBrowse	Page						You are browsing	
			т					Contract Number	-
This screen d	lisplays a list of Line Items a	ssociated with the C	ontract.						
▲ CLI	N Noun	Order Quantit	y Purchase Unit	USD Unit Pric	e Foreign Unit Pr	rice USD Tota	l Item Amount	Foreign Tota	Item Amount

> i. CLIN on this page is hyperlinked to allow further drill down to get more CLIN Details, Schedules and Shipments.

ContractLine ItemView Pa	ge		You are browsing
			Contract Number
This screen allows you to view a selecte	d Line Item associated with the Contract.		
Line Item Details			
CLIN ACRN		Inspection / Acceptance Code	W. Source Cognition, Names & Cognition
USD Unit Price		Purchase Unit	
Foreign Unit Price			
Poreign Total Item Amount PQA Site	<ul> <li>Second Segments</li> </ul>	Acceptance Site	A Read
National Stock Number Noun	conception and a second second	Part Number Liq. Damages Charges Authorization	
Quantity Variance Over SPN Recipient		Quantity Variance Under First Article Accept Date	
FOB Site	A Design of the second se	Withhold Code	
Schedules		Shipments	
Total: 1 Schedule(s)		Total: 0 Shipment(s)	

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- ii. ACRN, Schedules and Shipments (if there are shipments) are also drill down options. In this example there are no shipments, so there will not be a hyperlink.
- iii. Schedule: Note that in upper right there is a Contract Number and Line Item. The Line Item link takes users from the schedule level to the detailed line item information. There is an "info" icon under Action which links to another view of this information.

contractLine Ite	amSchedulesBrowse Pag	le		You a	ire browsing	
				Cont	ract Number Item	
This screen displays a li	ist of Schedules associated with the I	.ine Item.				
Action	▲ NSIN	Ship To	Mark For	Scheduled Quantity	Delivery Date	
0		C O 1-	1 of 1 🗸 🖸 🖸			
Shipment B	Example:					
Shipment B	Example:	() () T-	1of1 v D			

iv. S

Shipments			
otal: 1 Shipment(s)			
ontractLine ItemShipmentsBrowse Page	e		You are browsing
			Contract Number
is screen displays a list of Shipments associated with the Li	ne Item.		
A Shipment Number	Shipment Date	Snipment Quantity	Mark For
		D	

1. Shipment Number is hyperlinked and can be selected to activate:

This screen allows you to view a selected Shipment associated with the Line Item.

Shipment Information		
Line Item Number		
Shipment Number		
Shipment Quantity		
ACO	b.	
Mark For	3	
Shipment Date		
Scheduled Quantity		
Milstrip Number		

#### c. Payment Rate

#### **Contract--Progress Payment Rate--View Page**

This screen allows you to view Progress Payment Rates.

Progress Payment Rate	
US Progress Payment Rate	
FMS Progress Payment Rate	
US Liquidation Rate	
FMS Liquidation Rate	

#### d. View Remarks/Closeout Information

ContractRemarks/Closeout InformationView Page				
		Contract Number		
This screen allows you to view Contract ACO Remarks	and Closeout Dates.			
ACO Remarks				
R2 Overage Reason	Real Provide P			
R3 Remarks	Tana Carlo			
R4 Remarks	Tana Carlo			
R5 Remarks	the last way has a constant of the last			
R6 Remarks	1000			
R7 Remarks	Tana Carlo			
R8 Remarks	Tana Carlo			
R9 Remarks				
Closeout Dates				
Final Acceptance Date				
Overage Date	tere and the second secon			
Estimated Closing Date				

e. Contract Mods. If there are mods on the contract this area will have a hyperlink and users can select it to go to next screen:

Contract MO	Ds			
Total: 1 MOD(s	<u>s)</u>			
Browse Contract MOI	D Page		You are browsing	
			Contract Number	175 Aug. 11 4 1986
			Contractor	10 ALC: UNK BE
This screen displays a list of	Contract MODs associated with the C	Contract.		
				download
<u>▲ D</u> ate	Contract MOD	Type/Purpose of Modification	Obligated Amount Change	Cumulative Obligated Amount
	BASE DODOOT	No. No		
	100001	U U 1-2 of 2 V U		

# DCMA Users

Using the Contract Management Team View (CMTView) to Locate CMT Members

This is a method that can be used to obtain CMT mappings individually.

- 1. There are two ways a DCMA user can access this tool:
  - a. Directly form the eTools Dashboard:

Applications	COGNOS Reports			EITS   Training   D			
The Accountable Administrators to DCMA users	table Property System (APS) 1.2 Property System (APS) allows LAN track property that has been issued to	Contract Management Team View (CMTView) 1.5 Allows querying ad <sup>®</sup> Viewing of Contract Management Teams by Contract CAGE and DoDAAC.	Contract View 2.1.1 Allows querying and vewing the details of Contracts and related entities.	Delivery Schedule Manager (DSM) 2.7 To facilitate surveillance and analysis of contract delivery schedules, Delay Notifications, and Customer Requests.			
b. Or wit	b. Or within the legacy DSM eTool (CMTViewer in DSM):						
H	ome   Workload   Contract Viewer   CMT V	lewer Search Administration Reports					
Delivery S	Schedule Manager						
Welcome to E	Delivery Schedule Manager. This eTool	provides two-way trackable communication between	DCMA and our customers, concerning contract deliv	very and information.			
	Inbo	×		O Load Workload			
Both options s	should allow use	ers to reach the screer	n below:				

Contract Management Team Search					
Welcome to the Contract Management Team Viewer. This eTool provides the ability to view the CMT for a CAGE or Contract in MOCAS.					
Find Specific Mappings					
Contract/Order Number	b C				
- or -					
CAGE	Q.				
- or -					
CMO DoDAAC	S NOTE: Role is required for CMO DoDAAC search.				
Role	•				
	Search Clear				

- 3. The CMT search will allow users to locate email addresses to add to individual distribution lists in PIEE DSM. There are three ways to search for mappings:
  - a. **Contract/Order Number** Preferred method to narrow search for a CMT to a specific team mappng (particularly at a facility with mulitple specialists of the same type). If the contract or order number is known, use the search option below:
    - i. To perform this search, users will need to complete fields outlined with the red text and select "Search".

Find Specific Mappings	
Contract/Order Number	SAMPLESAMPLESAMPLE0001
- or -	
CAGE	Q
- or -	
CMO DoDAAC	NOTE: Role is required for CMO DoDAAC search.
Role	
	Search Clear

ii. The following example has 35 CMT members assigned to a specific contract.

pany Information				
GE				
mpany Name	And the second second	and the second		
cation	and a second second second			
gnizant DCMA Office	termine and the second of			
MT Members				
User Name	▲ Acting Role	Job Series	E-Mail Address	Telephone
	ACO	1102		
franklik, franklik i	AO	9899	and a second contract of	ALC: 100 ALC: 1
diverse, increased and	CA	1102	and a second	
arran, control in	CA	1102	and the second	canno des anno
	DIA	2210		
	DIP	1106	the second se	ALC: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	DRPM	1910		the cost water
		0901	and a second	100 CT 100 CT
her	ENG	0001		
her	ENG	0854		

- b. **CAGE** Not all contract numbers have a mapping. In that case, the CAGE will be the best option for searching. It will allow users to retrieve the entire team rather individual job series.
  - i. To perform the search, enter the CAGE and select "Search":

Find Specific Mappings	
Contract/Order Number	Q.
- or -	
CAGE	SAMPL A
- or -	
CMO DoDAAC	S NOTE: Role is required for CMO DoDAAC search.
Role	
	Search Clear

ii. The following screenshot displays how information can be returned for 84 assigned CMT members on multiple pages. In this example, there are multiple assigned ACOs to the CAGE.

ontract Management Team Membership						
The following is a list of the CMT members for	r the CAGE					
Company Information						
CAGE	10.000					
Company Name	And the second of the	and company. And				
Location	and the second second					
Cognizant DCMA Office						
CMT Members						
User Name	▲ Acting Role	Job Series	E-Mail Address	Telephone		
Theory and the second s	ACO	1102				
control of the control of	ACO	1102	a series from an decision of			
research and the second	ACO	1102	Construction of the second second	1114 TO 100		
and the second second	ACO	1102	an opening and the set of the	too too and		
discogers, discover in	ACO	1102	a descent a contract of the second second			
Participation and a second	ACO	1102	Contraction and Contraction and			
contraction to a second s	ACO	1102	a contract conditions of			
Annual Constants -	ACO	1102	and the second	the cost water		
States Street	ACO	1102	and a second sec			
Provide Provide T	AO	9999				
C O 1 - 10 of 84 🗸 O O						

- c. **Searching by CMO DoDAAC with Role** (Role is required for CMO DoDAAC search) –Results will display all job series on the list for the DoDAAC.
  - i. To perform the search, users will need to enter information in the fields with the red outline and select Search.

Find Specific Mappings			
Contract/Order Number		Q.	
	- or -		
CAGE			
	- or -		
CMO DoDAAC		SAMPLE SAMPLE SAMPLE SAMPLE IS Required for CMO DoDAAC search.	
Role			
		Search Clear	

ii. Using the same CMO from the previous examples, they have 26 IS at their location.

The following is a list of the CMT members for the ISS in CMO DoDAAC

CMT Members				
User Name	▲ Acting Role	Job Series	E-Mail Address	Telephone
Space, Products I.	IS	1150	Tradition as an and the second s	
Suprem, Ballant S.	IS	1150	contract of the second s	
Realitypens, Sarrah	IS	1150	term of the second seco	
Partners, Martuar III.	IS	1150	contrast or address confirmations	
Chapters Recorded C.	IS	1150	and the second sec	100 million 100
Constitution, Constitution II.	IS	1150	the same as a second second second second second	the second second
Receivers, Mariani	45	1150	contrast as investment as all real and	
Malla, Sarang B.	IS	1150	Annual of the An	100 CT 100 CT
No. 10 Control 1	IS	1150	and and a short of	
Const. Rednard C.	IS	1150	the second se	
		🕻 🕻 🚺 1 - 10 of 2	6 🗸 🖸 🛈	

# Using the CMT Report from COGNOS

Only DCMA personnel can run reports in COGNOS. This method will enable access to pulling multiple CMT members in one report.

- 1. Go to COGNOS Reports, Team Content, Contract Management Team View, Reports, CMT Reports
- 2. Recommend CMT Team Management Report by Admin Office (Formerly CMT Team Management Report)
- 3. Apply desired filters:
  - a. Division: Choose the relevant Division or Region or select all if everyone in the agency is required. E.g., DCMA Central Region Command, then select "Click here to select CMO."
  - b. CMO: Select one or all (for example, using P7 DCMA Chicago and the select "Click here to make further selections"
  - c. The following fields are optional but available to tailor the report:
    - i. User Name
    - ii. Acting role (e.g., ACO, IS, etc.)
    - iii. Job Series (e.g., 1150, 1102, etc.)
    - iv. Mapping Type (select all or the type(s) only).
    - v. Contractor (contractor name with the cage listed next to it)
  - d. Once user has chosen all filters, select Finish.
  - e. The report will be displayed in HTML and then user can choose the Run As function in the top left of the screen (it looks like an arrow pointing right) and will display options to run as HTML, PDF, Excel, Excel data, CSV.
  - f. Once user selects an option a window will open to show "Your report is running".
  - g. When the report is ready, a popup will display to save it and the user can choose the location and change the file name if desired.
  - h. The report should save so that the user will be able to go to the location to open the report and continue to edit if necessary.

# Using the Information

There are several ways that information can be used.

- 1. Use the application to pull emails/contact information as necessary for delay notices, customer requests or responses to either.
  - a. Then copy and paste all or select emails into the TO or CC in the PIEE DSM communication.
  - b. Note: Not all these CMT members may have registered for a DSM user role, however, they will receive an email notification. If the user would like to read the message, a role will be required to be added in PIEE.
- 2. Use a CMT report to copy and paste email addresses needed for communication. (DCMA employees only)
- 3. Create a distribution list in Excel by CAGE or contract number with a filter by IS code that can be copied and pasted in DSM for CMO use and update, as necessary.
- 4. Create Outlook distribution lists with all the personnel by CAGE or contract numbers that can be copied into DSM and used for other communications.
- 5. **Beyond the eTools CMT Data** CMT eTool provides listing of DCMA employees only. Please review the applicable contract for customer POC contact information.
- 6. If the contract is NOT administered by DCMA, the CMT will not be beneficial. DCMA is not authorized to perform surveillance or provide status on contracts that are not delegated to the agency or CMO for administration.