

LAWA Credentialing System

User Guide

Authorized Signer (AS)

Version 1.0



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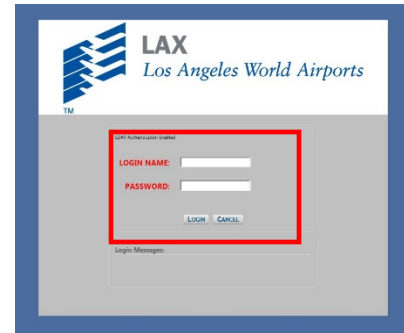
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1. AS – Authorized Signer

1.1. System Access

LOGIN

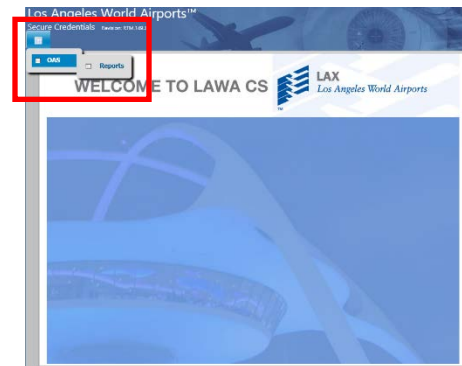
- Open LAWA CS via the URL <http://sbo.enroll.lawa.org> in a Microsoft Internet Explorer 9 browser session.
- System opens **Login** screen. Enter username and password and click the Login button. System opens LAWA CS **Splash** screen.



NOTE: PASSWORDS ARE CASE SENSITIVE

1.2. Reports

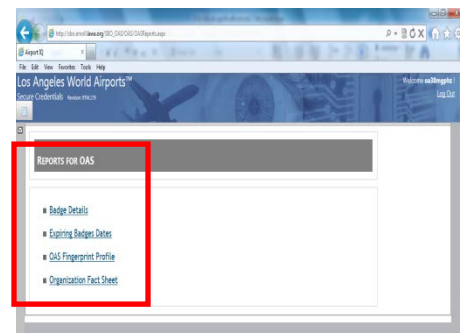
Upon a successful login the LAWA CS system menu is enabled by clicking on the menu icon located in the upper left corner of the application splash screen.



Within the LAWA CS OAS REPORTS menu item the following reports are available:

- Badge Details
- Expiring Badge Dates
- OAS Fingerprint Profile
- Organization Fact Sheet

Click on the individual report you want to run



To view and print a report:

1. Click on its link. A Report Viewer appears.
2. Select the criteria you would like included in the report on the top part of the screen, please note your selection criteria is restricted based on your access privileges.
3. Click on the View Report button to create the report.
4. The report appears on the bottom part of the screen.

A representative sample report is shown below for **Badge Details**.

Select the report criteria

Click the "VIEW REPORT" button to

This is the report created using the criteria chosen above.

A representative sample report is shown below for **Expiring Badge Dates**.

Select the report criteria

Click the "VIEW REPORT" button to

This is the report created using the criteria chosen above.

0004.03 LAX AIRPORT POLICE - AIRFIELD ENFORCEMENT				
Last Name	First Name	Badge Number	Expires	Days Remaining
SMITH	FRANK	11111111	07/12/2014	11
JONES	JOHN	12222222	07/03/2014	2
JOHNSON	SARAH	13333333	07/10/2014	9
JAMES	DEWAYNE	14444444	07/25/2014	24
GONZALES	JOSE	15555555	07/18/2014	17
MOORE	LESLIE	16666666	07/17/2014	16
Badge Count for 0004.03		6		
Total Badge Count		6		

A representative sample report is shown below for **OAS Fingerprint Profile**.

Click the **"VIEW REPORT"** button to

Select the report criteria

Status	Fingerprinted	Comments
APPROVED FOR LAX SIDA BADGE / TERMINAL ID CARD	05/29/2001	PLEASE PRINT TWO COPIES OF THIS WEB PAGE. PLACE ONE COPY IN THE EMPLOYEE'S SECURITY FILE. AND ATTACH THE OTHER COPY TO THE EMPLOYEE'S COMPLETED SECURITY BADGE APPLICATION. THE EMPLOYEE MAY RETURN TO THE BADGE OFFICE TO COMPLETE THE BADGING PROCESS.

This is the report created using the criteria chosen above.

A representative sample report is shown below for **Organizational Fact Sheet**.

Click the **"VIEW REPORT"** button to

Select the report criteria

Company Name: LAX AIRPORT POLICE
Division Name: AIRFIELD ENFORCEMENT
DBA Name: LAX AIRPORT POLICE
Organization Code: 0004.03
Badge Print Name: LAX - AIRPORT POLICE
Badge Coordinator: FRANK SMITH
Status: ACTIVE
Insurance Expiration Date:
Primary Contact: JOHNSON, SALLY
5757 W CENTURY BLVD
LOS ANGELES, CA 90045-6401
Phone: (310) 867-5309
Fax: (310) 867-5310
Cell: (310) 867-5311
E-mail: noone@nowhere.com

Authorized Signers	Phone	Email
0004.03.09 JOHNSON, SALLY Trained: 08/21/2013	Div: (310) 867-5309	Div: noone@nowhere.com

This is the report created using the criteria chosen above.

1.3. Log Out

LOGOUT

Click the Logout hyperlink in the LAWA CS right side header. System alerts the user that the application is attempting to close application window, user should select yes. Application closes the Internet Explorer window.

