OBMS Home Page (All Users)
The OBMS home page serves as a landing page to all OBMS functionality.

Figure 1 Sample OBMS Home Page

User Information
The User Information section is located in the upper right hand corner of the OBMS home page, and contains the following elements:

- **Username**: Displays current user
- **CAGE Code** (Contractor Submitter Only) or **User Role** (Internal Users): Displays current CAGE Code or User Role
- **About**: Provides an overview of the OBMS workflow.
- **Shortcuts**: Provides keyboard shortcuts specific to the user role and common to the application.
- **Preferences**: Allows the user to enable or disable email notifications and help descriptions.
- **Logout**: returns the user IdM Portal.

Switching CAGE Codes or User Roles
A user can only perform these steps if they have multiple CAGE Codes/User Roles assigned to their account.

1. Select the arrow to the right of the CAGE Code or User Role and select a new CAGE Code or User Role.
2. Click **Submit**.

Viewing Keyboard Shortcuts
There are two types of keyboard shortcuts: shortcuts specific to the user role and shortcuts common to all users, as shown below.

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHIFT</strong> + ²</td>
<td>Close Error/Success windows</td>
</tr>
<tr>
<td><strong>Shift</strong> + ³</td>
<td>Move to select row in a data table.</td>
</tr>
</tbody>
</table>
### Key/Action

| Shift + → | Move to next page in data tables. |
| Shift + ← | Move to previous page in data tables. |

### Modifying Preferences

The user can enable or disable the ability to receive notifications via email and show or hide the descriptive text below the headers on each page.

1. Click **Preferences**.
2. Select to **Enable** or **Disable** Email Notification.
3. Select to **Show** or **Hide** Help Descriptions.
4. Click **Save**.

### Menu Bar

The menu bar is located below the OBMS banner and the User Information section.

- The menu bar provides menus or links to functional areas, which vary by user role.
- The menu bar for all roles contains the **Home** link, which allows the user to return to the Home page from any location within the application.

### Header/Description:

The header/description is located below the menu bar.

- The header orients the user to their location within the application.
- The description provides a description of the function.

### Tabs

Tabs are located below the header/description area.

- Tabs, which vary by user role, exist on the Home Page and in various areas in the application.
- With the exception of the administrative roles, all users have a Notifications tab on the OBMS home page. The Notifications tab displays system-generated messages for user notice, such as a notice that a package has been accepted for review, sent back for more information, etc.

### Viewing or Deleting Notifications

The user can view or delete a notification; deleting a notification does not delete the associated accreditation package or ISA/(MOU/A) from the system.

1. Select the radio button next to a notification.
2. Click **Delete** or click **Close**.