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.

Key	Action
SHIFT + z	Close Error/Success windows
Shift + 0 - 9	Move to select row in a data 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**.