

ITWeb Quick Reference Guide

(Version 1.4.12)

1 - Introduction:	1
2 - ITWeb Login:	2
3 - Activity Screen -The screen you see when you first log in:	2
4 – Exhibit 53 Import Screen - The page for importing an Exhibit 53:	3
5 – Exhibit 53 Validation Checking - ENTER an .xls file to import, then select “Validate Only”, then click “OK” The resulting page shows validation warnings and errors:	3
6 – Exhibit 53 Validate and Save - Select 'Validate and save', then click “OK” to import the Exhibit 53 into ITWeb. The resulting page shows validation warnings and errors:	4
7 – View Exhibit 53 List - The View Exhibits page shows all the Exhibit 53s loaded into ITWeb (and allowed to be viewed):	4
8 – View Exhibit 53 - Click on an Exhibit 53 to show the spreadsheet data for that Exhibit 53: ..	5
9 –Submit Exhibit 53 to OMB - Click on the 'Submit' button to submit the Exhibit 53 to OMB. The resulting page shows submission warnings and errors:	5
10 –Check Exhibit 53 Submission Status – To verify submission status, please click “View Exhibits” and review the “Submitted On” column:	6
11 – Exhibit 300 Import Screen (.xml) - The page for importing an Exhibit 300:	6
12 – Exhibit 300 Validation Checking - ENTER an .xml file to import, then select 'Validate only”, then click “OK”. The resulting page shows validation warnings and errors:	7
13 – Exhibit 300 Validate and Save - Select “Validate and save”, then click “OK” to import the Exhibit 300 into ITWeb. The resulting page shows validation warnings and errors:	7
14 – View Exhibit 300 List - The View Exhibits page lists all the Exhibit 300s loaded into ITWeb (and allowed to be viewed):	8
15 – View and Edit Exhibit 300 - Click on an Exhibit 300 to show the data for that Exhibit 300: ..	8
16 – Submit Exhibit 300 to OMB - Click on the 'Submit' button to submit the Exhibit 300 to OMB. The resulting page shows submission warnings and errors:	9
17 –Check Exhibit 300 Submission Status – To verify submission status, please click “View Exhibits” and review the “Submitted On” column:	9
18 – View List of Submitted 300s – List of Exhibit 300s submitted to OMB for Review:	10
19 – View Exhibit 300s identified on the Exhibit 53 – Exhibit 53 Investment lines identifying investments as Major, these are required to have Exhibit 300s submitted to OMB:	10
20 – Mismatched Submissions-Exhibit 300s not found on Exhibit 53 – Exhibit 300s not matched via the UPI to an Exhibit 53 line-item (All Exhibit 300s will appear until an Exhibit 53 is submitted):	11
21 – Mismatched Submissions-Majors on Exhibit 53 without Exhibit 300s – Majors on the Exhibit 53 not matched via the UPI to a Submitted Exhibit 300 (All Majors will appear until Exhibit 300s are submitted):	11
22 – Change Passwords:	12
23 – Enter MAX User ID to prompt password reset email:	12
24 – Common Exhibit 53 Error (miscoded UPI) :	13
25 – ITWeb User Roles Appendix:	14

1 - Introduction:

Steps in the ITWeb IT Budget Submission process:

- Login:
 - Register - (<https://max.omb.gov/maxportal/>)
 - ITWeb Login
 - Activity Screen

- Exhibit 53:
 - Exhibit 53 Import Screen (.xls)
 - Exhibit 53 Validation Checking (Without Saving)
 - Exhibit 53 Validate and Save
 - View Exhibit 53 List
 - View Exhibit 53
 - Submit Exhibit 53 to OMB
 - Verify Submission Status

- Exhibit 300:
 - Exhibit 300 Import Screen (.xml)
 - Exhibit 300 Validation Checking (Without Saving)
 - Exhibit 300 Validate and Save
 - View Exhibit 300 List
 - View and Edit Exhibit 300
 - Submit Exhibit 300 to OMB
 - Verify Submission Status

- Check Agency Discrepancies
 - 300's not in 53
 - Major in 53 without 300

2 - ITWeb Login:



Welcome to ITWeb

PLEASE LOGIN

User Id >

Password >

OK



ATTENTION: This system contains data belonging to the U.S. Government. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. U.S. Government computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized U.S. Government entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

3 - Activity Screen -The screen you see when you first log in:

ITWeb v1.4. Exec Office of the President

User: _____

ITWeb v1.4.

Welcome to ITWeb. You are currently logged in as **Username** with the *Bureau Submitter* role.

The following is your recent activity.

Type	Activity	When	Id
Viewed an Exhibit 53	Id: 1304, Creation Date: 2007-06-03 17:39:26.328	Jul 1, 2007	38037
Successfully submitted an Exhibit 53	Copied file from 100-0000190-(SHAHID SHAH)-6092-localhost-2007-06-03-22-41-27.xls to 100-2009-SHAHID SHAH-6187-2007-06-03-17-39-26-2007-07-01-21-07-40.xls, Id: 1304	Jul 1, 2007	38036
Viewed an Exhibit 53	Id: 1304, Creation Date: 2007-06-03 17:39:26.328	Jul 1, 2007	38035
Successfully submitted an Exhibit 53	Copied file from 100-0000190-(SHAHID SHAH)-6092-localhost-2007-06-03-22-41-27.xls to 100-2009-SHAHID SHAH-6187-2007-06-03-17-39-26-2007-07-01-21-06-44.xls, Id: 1304	Jul 1, 2007	38034
Viewed an Exhibit 53	Id: 1304, Creation Date: 2007-06-03 17:39:26.328	Jul 1, 2007	38033
Successfully submitted an Exhibit 53	Copied file from 100-0000190-(SHAHID SHAH)-6092-localhost-2007-06-03-22-41-27.xls to 100-2009-SHAHID SHAH-6187-2007-06-03-17-39-26-2007-07-01-21-06-41.xls, Id: 1304	Jul 1, 2007	38032
Viewed an Exhibit 53	Id: 1304, Creation Date: 2007-06-03 17:39:26.328	Jul 1, 2007	38031
Viewed an Exhibit 53	Id: 1304, Creation Date: 2007-06-03 17:39:26.328	Jun 30, 2007	38030
Successfully submitted an Exhibit 53	Copied file from 100-0000190-(SHAHID SHAH)-6092-localhost-2007-06-03-22-41-27.xls to 100-2009-SHAHID SHAH-6186-2007-06-03-17-39-26-2007-06-30-20-13-44.xls, Id: 1304	Jun 30, 2007	38029
Successfully submitted an Exhibit 53	Copied file from 100-0000190-(SHAHID SHAH)-6092-localhost-2007-06-03-22-41-27.xls to 100-2009-SHAHID SHAH-6186-2007-06-03-17-39-26-2007-06-30-20-10-31.xls, Id: 1304	Jun 30, 2007	38028

4 – Exhibit 53 Import Screen - The page for importing an Exhibit 53:

ITWeb v1.4.

Exhibit 53
View Exhibits
▶ **Import Spreadsheet**

Exhibit 300
View Exhibits
Create Exhibit
Import XML

Agency Discrepancies
All 300's submitted
All 300's in 53

Agency Submissions
300's not in 53
Major in 53 without 300

Logout

User: _____

Import Spreadsheet

IMPORT SPREADSHEET

Name > Browse...

Processing Method >
 Validate only
 Validate and save

OK CANCEL

5 – Exhibit 53 Validation Checking - ENTER an .xls file to import, then select “Validate Only”, then click “OK” The resulting page shows validation warnings and errors:

ITWeb v1.4.

Exhibit 53
View Exhibits
▶ **Import Spreadsheet**

Exhibit 300
View Exhibits
Create Exhibit
Import XML

Agency Discrepancies
All 300's submitted
All 300's in 53

Agency Submissions
300's not in 53
Major in 53 without 300

Logout

User: _____

Import Spreadsheet

IMPORT SPREADSHEET

Name > Browse...

Processing Method >
 Validate only
 Validate and save

OK CANCEL

SPREADSHEET IMPORT SUMMARY

The spreadsheet in BY09_Exhibit53_Testv2.xls was successfully validated, and there were non-fatal validation warnings. The warnings that happened are:

- Warning: Please note the Major Investment at row # 12 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment at row # 16 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment at row # 21 has a SS value for the Previous Year, while the Exhibit 300 is in Planning or Acquisition.

6 – Exhibit 53 Validate and Save - Select 'Validate and save', then click “OK” to import the Exhibit 53 into ITWeb. The resulting page shows validation warnings and errors:

ITWeb v1.4.

- Exhibit 53**
 - View Exhibits
 - ▶ **Import Spreadsheet**
- Exhibit 300**
 - View Exhibits
 - Create Exhibit
 - Import XML**
- Agency Discrepancies**
 - All 300's submitted
 - All 300's in 53
- Agency Submissions**
 - 300's not in 53
 - Major in 53 without 300
- Logout**

User: _____

Import Spreadsheet

IMPORT SPREADSHEET

Name >

Processing Method > Validate only
 Validate and save

SPREADSHEET IMPORT SUMMARY

The spreadsheet in BY09_Exhibit53_Testv2.xls was successfully saved, and there were non-fatal validation warnings. The warnings that happened are:

- Warning: Please note the Major Investment at row # 12 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment at row # 16 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment at row # 21 has a SS value for the Previous Year, while the Exhibit 300 is in Planning or Acquisition.

7 – View Exhibit 53 List - The View Exhibits page shows all the Exhibit 53s loaded into ITWeb (and allowed to be viewed):

ITWeb v1.4.

- Exhibit 53**
 - ▶ **View Exhibits**
 - Import Spreadsheet
- Exhibit 300**
 - View Exhibits
 - Create Exhibit
 - Import XML**
- Agency Discrepancies**
 - All 300's submitted
 - All 300's in 53
- Agency Submissions**
 - 300's not in 53
 - Major in 53 without 300
- Logout**

User: _____

View Exhibits

Agency	Bureau	Budget Year	Date Created	Submitted By	Submitted On	Id	Disable
100 - Exec Office of the President	00	2008	Dec 6, 2006 2:18:13 PM	Username	Dec 6, 2006 2:18:40 PM	607	View <input checked="" type="checkbox"/>
100 - Exec Office of the President	00	2008	Dec 6, 2006 2:00:26 PM	Username	Dec 6, 2006 2:11:53 PM	606	View <input checked="" type="checkbox"/>
100 - Exec Office of the President	00	2009	Jul 8, 2007 4:13:50 PM			702	View <input type="checkbox"/>
100 - Exec Office of the President	00	2009	Jul 2, 2007 10:48:39 AM	Username	Jul 2, 2007 10:48:57 AM	682	View <input type="checkbox"/>
100 - Exec Office of the President	00	2009	Jun 28, 2007 1:49:52 PM			663	View <input type="checkbox"/>
100 - Exec Office of the President	00	2009	Jun 28, 2007 1:38:17 PM			662	View <input type="checkbox"/>

8 – View Exhibit 53 - Click on an Exhibit 53 to show the spreadsheet data for that Exhibit 53:

OFFICE OF MANAGEMENT AND BUDGET

ITWeb v1.4.0 User: Exec Office of the President

Exhibit 53
 Budget year: 2009
 Agency: 100

This Exhibit was submitted on Jul 1, 2007 9:07:41 PM by user name

Pressing this button will submit the Exhibit to ITWeb --> **Submit**

2009 UPI	2009 UPI	Investment Title	Investment Description	Primary FEA Mapping		Percentage (%)				HSPD-12 (\$M)	DME (\$M)			Steady state (\$M)			Investment C&A Status	Project Management Qualification Status	On High-Risk List	Breach	Sign Architect	
				Line of Business or Service Type	Sub-Function or Svc Component	BF	BE	Financial	IT Security		IPv6	PY	PY	CY	BY	PY						CY
	100-00-00-00-00-0000-00	Agency Total IT Investment Portfolio										17.27	19.25	207.861	15.1	17.7	121.111					
	100-00-01-00-00-0000-00	Part 1. IT Systems by Mission Area										13.92	13.9	101.511	6.7	8.3	11.711					
	100-00-01-01-00-0000-00	01 - Title of mission area (financial first)										12.77	12.75	100.361	5.6	7.2	10.611					
100-00-01-01-01-1010-00	100-00-01-01-01-1010-00	Major IT investment title	Description for investment.	103	210	0	0	100	55	15	1.2,3,4,5,6	2	2	2	2	2	2	55	1	Yes	No	1
	100-00-01-01-01-1010-04	(MAX Account ID Code XXX-XX-XXXX-X)	Funding Source 1														1					
	100-00-01-01-01-1010-04	(MAX Account ID Code XXX-XX-XXXX-X)	Funding Source 2														1					
	100-00-01-01-01-1010-08	Funding Source Subtotal															2					
100-00-01-01-01-1020-00	100-00-01-01-01-1020-00	Major IT investment title 2	Description for investment.	761	651	25	25	50	7	19	1.2,3,4,5,6	5.21	5.2	49	1.6	2.4	4.111	55	1	Yes	Yes	1

9 – Submit Exhibit 53 to OMB - Click on the 'Submit' button to submit the Exhibit 53 to OMB. The resulting page shows submission warnings and errors:

OFFICE OF MANAGEMENT AND BUDGET

ITWeb v1.4.0 User: Exec Office of the President

Export Exhibit 53

Submission processed.

The submission was successfully processed, and there were non-fatal validation warnings that need explanation from the submitter. Please fill out the following form with explanations for the following items:

- Warning: Please note the Major Investment with UPI 100-00-01-01-01-1010-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-01-01-01-1020-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-01-01-01-1025-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Migration Investment with UPI 100-00-01-01-03-1040-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-01-02-01-1012-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-02-00-01-1015-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-02-00-01-1017-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-03-00-01-1018-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please

10 –Check Exhibit 53 Submission Status – To verify submission status, please click “View Exhibits” and review the “Submitted On” column:

ITWeb v1.4. Exhibit 53

- View Exhibits
- Import Spreadsheet

Exhibit 300

- View Exhibits
- Create Exhibit
- Import XML

Bureau Discrepancies

- All 300's submitted
- All 300's in 53

Bureau Submissions

- 300's not in 53
- Major in 53 without 300

Logout

User: Exec Office of the President

View Exhibits

Agency	Bureau	Budget Year	Date Created	Submitted By	Submitted On	Id	Disable
100 - Exec Office of the President	00	2008	May 22, 2007 8:07:02 PM	user name	Jun 30, 2007 3:17:58 PM	1282	View <input type="checkbox"/>
100 - Exec Office of the President	00	2009	Jul 1, 2007 11:26:47 PM			1342	View <input type="checkbox"/>
100 - Exec Office of the President	00	2009	Jun 17, 2007 9:32:36 PM	user name	Jun 30, 2007 3:19:10 PM	1324	View <input type="checkbox"/>
100 - Exec Office of the President	00	2009	Jun 3, 2007 5:39:26 PM	user name	Jul 1, 2007 9:07:41 PM	1304	View <input type="checkbox"/>

CHECK SUBMISSION STATUS

11 – Exhibit 300 Import Screen (.xml) - The page for importing an Exhibit 300:

ITWeb v1.4. Exhibit 53

- View Exhibits
- Import Spreadsheet

Exhibit 300

- View Exhibits
- Create Exhibit
- Import XML**
- Help

Agency Discrepancies

- All 300's submitted
- All 300's in 53

Agency Submissions

- 300's not in 53
- Major in 53 without 300

Logout

User:

Import XML

IMPORT XML

Name >

Processing Method >

- Validate only
- Validate and save

Please visit the [Help Page](#) if you have problems importing your Exhibit 300 document.

12 – Exhibit 300 Validation Checking - ENTER an .xml file to import, then select 'Validate only', then click "OK". The resulting page shows validation warnings and errors:

The screenshot shows the 'Import XML' form in the ITWeb v1.4 interface. The 'Processing Method' section has two radio buttons: 'Validate only' (which is selected) and 'Validate and save'. Below the form, the 'XML IMPORT SUMMARY' section states: 'The XML in OMB300_FY09Test_AllElementsPartIVv2-EOP.xml was successfully validated, and there were non-fatal validation warnings. The warnings that happened are:' followed by a bullet point: 'Warning: Please note that the UPI for this Exhibit 300 cannot be found on the agency's Exhibit 53. This may happen if the Exhibit 53 has not been imported into ITWeb yet. Please make sure a matching UPI exists on the agency's Exhibit 53.'

13 – Exhibit 300 Validate and Save - Select "Validate and save", then click "OK" to import the Exhibit 300 into ITWeb. The resulting page shows validation warnings and errors:

The screenshot shows the 'Import XML' form in the ITWeb v1.4 interface. The 'Processing Method' section has two radio buttons: 'Validate only' and 'Validate and save' (which is selected). Below the form, the 'XML IMPORT SUMMARY' section states: 'The XML in OMB300_FY09Test_AllElementsPartIVv2-EOP.xml was successfully saved, and there were non-fatal validation warnings. The warnings that happened are:' followed by a bullet point: 'Warning: Please note that the UPI for this Exhibit 300 cannot be found on the agency's Exhibit 53. This may happen if the Exhibit 53 has not been imported into ITWeb yet. Please make sure a matching UPI exists on the agency's Exhibit 53.'

14 – View Exhibit 300 List - The View Exhibits page lists all the Exhibit 300s loaded into ITWeb (and allowed to be viewed):

Agency	Bureau	Name of investment	UPI	Date Created	Submitted By	Submitted On	Id		Disable
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Oct 3, 2006 10:28:43 AM		Jun 24, 2007 3:42:16 PM	1661	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:40:45 PM			2922	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:44:44 PM			2923	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:50:44 PM		Jun 17, 2007 10:41:45 PM	2924	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:53:34 PM		Jun 17, 2007 10:43:50 PM	2925	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Grants.gov - Find and Apply	100-00-01-99-01-0160-24	Sep 13, 2006 7:54:13 PM		Jun 24, 2007 3:52:07 PM	1496	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Grants.gov - Find and Apply	100-00-01-99-01-0160-24	Jun 17, 2007 10:47:20 PM		Jun 17, 2007 10:47:23 PM	2926	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Grants.gov - Find and Apply	100-00-01-99-01-0160-24	Jun 24, 2007 7:36:54 PM		Jun 24, 2007 7:41:47 PM	2931	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Farm Program Modernization	005-49-01-51-01-0097-00	Jun 27, 2007		Jun 27, 2007	2932	View	<input type="checkbox"/>

15 – View and Edit Exhibit 300 - Click on an Exhibit 300 to show the data for that Exhibit 300:

006-04-01-00-01-1000-00

Budget year: FY2008
Agency: 100

This Exhibit was submitted on Jun 27, 2007 9:41:25 PM by

Pressing this button will submit the Exhibit to ITWeb --> [Submit](#)

- [Part I: Summary Information and Justification](#)
 - [Section A: Overview](#)
 - [Section B: Summary of Spending](#)
 - [Section C: Acquisition/Contract Strategy](#)
 - [Section D: Performance Information](#)
 - [Section E: Security and Privacy](#)
 - [Section F: Enterprise Architecture \(EA\)](#)
- [Part IV: Planning For "Multi-Agency Collaboration" ONLY](#)
 - [Section A: Multi-Agency Collaboration Oversight](#)
 - [Section B: Risk Management](#)
 - [Section C: Cost and Schedule Performance](#)

Exhibit 300: Capital Asset Plan and Business Case Summary
Part I: Summary Information And Justification

Section A: Overview [Edit](#)

1. Date of submission: **May 11, 2006**
2. Agency: **100**

16 – Submit Exhibit 300 to OMB - Click on the 'Submit' button to submit the Exhibit 300 to OMB. The resulting page shows submission warnings and errors:



OFFICE OF MANAGEMENT AND BUDGET

ITWeb v1.4. Exhibit 300 Submission

User: Exec Office of the President

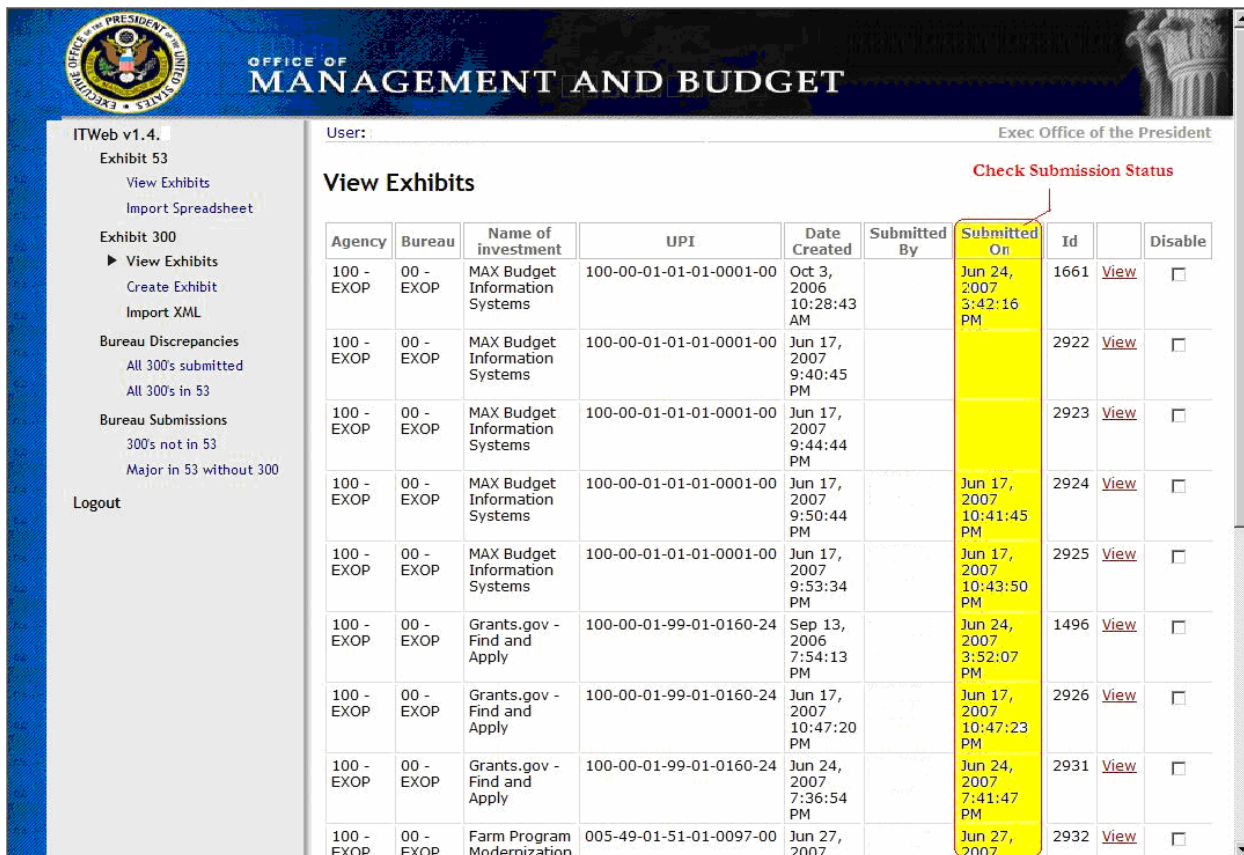
Exhibit 300 Submission

Submission processed.

The submission was successfully processed, and there were non-fatal validation warnings. The warnings that happened are:

- Warning: Please note that the UPI for this Exhibit 300 cannot be found on the agency's Exhibit 53. This may happen if the Exhibit 53 has not been imported into ITWeb yet. Please make sure a matching UPI exists on the agency's Exhibit 53.

17 – Check Exhibit 300 Submission Status – To verify submission status, please click “View Exhibits” and review the “Submitted On” column:



OFFICE OF MANAGEMENT AND BUDGET

ITWeb v1.4. View Exhibits

User: Exec Office of the President

View Exhibits Check Submission Status

Agency	Bureau	Name of investment	UPI	Date Created	Submitted By	Submitted On	Id		Disable
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Oct 3, 2006 10:28:43 AM		Jun 24, 2007 5:42:16 PM	1661	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:40:45 PM			2922	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:44:44 PM			2923	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:50:44 PM		Jun 17, 2007 10:41:45 PM	2924	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	MAX Budget Information Systems	100-00-01-01-01-0001-00	Jun 17, 2007 9:53:34 PM		Jun 17, 2007 10:43:50 PM	2925	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Grants.gov - Find and Apply	100-00-01-99-01-0160-24	Sep 13, 2006 7:54:13 PM		Jun 24, 2007 3:52:07 PM	1496	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Grants.gov - Find and Apply	100-00-01-99-01-0160-24	Jun 17, 2007 10:47:20 PM		Jun 17, 2007 10:47:23 PM	2926	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Grants.gov - Find and Apply	100-00-01-99-01-0160-24	Jun 24, 2007 7:36:54 PM		Jun 24, 2007 7:41:47 PM	2931	View	<input type="checkbox"/>
100 - EXOP	00 - EXOP	Farm Program Modernization	005-49-01-51-01-0097-00	Jun 27, 2007		Jun 27, 2007	2932	View	<input type="checkbox"/>

18 – View List of Submitted 300s – List of Exhibit 300s submitted to OMB for Review:

The screenshot shows the ITWeb v1.4 interface for the Office of Management and Budget. The user is identified as 'ITWEB, AGENCY SUBMITTER' and is logged in from the 'Dept of Defense--Military'. The main content area displays a table titled 'All 300's submitted' with the following data:

Name of Asset	UPI	Submitted	Name	Email	File
006-04-01-00-01-1000-00	006-04-01-00-01-1001-00	2007-06-26 23:00:12.597	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-FY2008-AGENCY SUBMITTER ITWEB-(006-04-01-00-01-1001-00)-3743-2007-06-26-22-53-24-2007-06-26-23-00-10.xml
006-04-01-00-01-1000-00	006-04-01-00-01-1003-00	2007-06-27 23:03:29.069	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-FY2008-AGENCY SUBMITTER ITWEB-(006-04-01-00-01-1003-00)-3760-2007-06-26-23-04-54-2007-06-27-23-03-27.xml
NAVY ENTERPRISE RESOURCE PLANNING (ERP)	007-17-01-03-01-0186-00-405-145	2006-09-11 14:00:59.685	CRAIG GARANT	craig.garant@osd.mil	007-FY2004-CRAIG GARANT-1906-2006-09-08-09-55-2006-09-11-14-00.xml

19 – View Exhibit 300s identified on the Exhibit 53 – Exhibit 53 Investment lines identifying investments as Major, these are required to have Exhibit 300s submitted to OMB:

The screenshot shows the ITWeb v1.4 interface for the Office of Management and Budget. The user is identified as 'ITWEB, AGENCY SUBMITTER' and is logged in from the 'Dept of Defense--Military'. The main content area displays a table titled 'All 300's in 53' with the following data:

UPI	Submitted	Name	Email	File
007-00-01-01-01-1010-00	2007-07-01 22:02:53.424	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-2009-AGENCY SUBMITTER ITWEB-3801-2007-06-26-22-42-41-2007-07-01-22-02-51.xls
007-00-01-01-01-1020-00	2007-07-01 22:02:53.424	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-2009-AGENCY SUBMITTER ITWEB-3801-2007-06-26-22-42-41-2007-07-01-22-02-51.xls
007-00-01-01-01-1025-00	2007-07-01 22:02:53.424	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-2009-AGENCY SUBMITTER ITWEB-3801-2007-06-26-22-42-41-2007-07-01-22-02-51.xls
007-00-01-02-01-1012-00	2007-07-01 22:02:53.424	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-2009-AGENCY SUBMITTER ITWEB-3801-2007-06-26-22-42-41-2007-07-01-22-02-51.xls
007-00-02-00-01-1015-00	2007-07-01 22:02:53.424	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-2009-AGENCY SUBMITTER ITWEB-3801-2007-06-26-22-42-41-2007-07-01-22-02-51.xls
007-00-02-00-01-1017-00	2007-07-01 22:02:53.424	AGENCY SUBMITTER ITWEB	agencysubmitter@itweb.gov	007-2009-AGENCY SUBMITTER ITWEB-3801-2007-06-26-22-42-41-2007-07-01-22-02-51.xls

20 – Mismatched Submissions-Exhibit 300s not found on Exhibit 53 – Exhibit 300s not matched via the UPI to an Exhibit 53 line-item (All Exhibit 300s will appear until an Exhibit 53 is submitted):

The screenshot shows the ITWeb v1.4 interface for the Office of Management and Budget, Department of Defense. The user is identified as 'ITWEB, AGENCY SUBMITTER'. The main content area displays a report titled '300's not in 53' with a table listing various projects. The table has two columns: 'UPI' and 'Project Name'. The projects listed include Navy Enterprise Resource Planning (ERP), Navy Marine Corps Intranet (NMCI), Global Command and Control System - Maritime, Deployable Joint Command and Control, Common Aviation Command and Control System, Global Combat Support System - Marine Corps, General Fund Enterprise Business System, Logistics Modernization Program, Future Combat Systems-Advanced Collaborative Environment, Distributed Learning System, Installation Information Infrastructure Modernization Program, Pentagon Renovation-Information Management & Telecommunications, Joint Land Component Constructive Training Capability, Defense Message Service - Army, Advanced Field Artillery Tactical Data System, Forward Area Air Defense Command and Control System, Maneuver Control System, Force XXI Battle Command Brigade and Below, Warfighter Information Network-Tactical, Global Command and Control System - Army, Guardnet XXI, The Army National Guard's Wide Area Network, Mounted Battle Command on the Move Program, Transportation Coordinators' Automated Information for Movements System II, and Global Combat Support System - Army.

UPI	Project Name
006-04-01-00-01-1001-00	006-04-01-00-01-1000-00
006-04-01-00-01-1003-00	006-04-01-00-01-1000-00
007-17-01-03-01-0186-00	NAVY ENTERPRISE RESOURCE PLANNING (ERP)
007-17-02-45-01-6310-00	NAVY MARINE CORPS INTRANET (NMCI)
007-17-05-12-01-6046-00	GLOBAL COMMAND AND CONTROL SYSTEM - MARITIME
007-17-05-12-01-6555-00	DEPLOYABLE JOINT COMMAND AND CONTROL
007-17-05-12-01-6946-00	COMMON AVIATION COMMAND AND CONTROL SYSTEM
007-17-05-64-01-0155-00	GLOBAL COMBAT SUPPORT SYSTEM - MARINE CORPS
007-21-01-01-01-0314-00	GENERAL FUND ENTERPRISE BUSINESS SYSTEM
007-21-01-03-01-6298-00	LOGISTICS MODERNIZATION PROGRAM
007-21-01-29-01-1051-00	Future Combat Systems-Advanced Collaborative Environment
007-21-02-42-01-0688-00	DISTRIBUTED LEARNING SYSTEM
007-21-02-43-01-2180-00	INSTALLATION INFORMATION INFRASTRUCTURE MODERNIZATION PROGRAM
007-21-02-44-01-1499-00	PENTAGON RENOVATION-INFORMATION MANAGEMENT & TELECOMMUNICATIONS
007-21-03-55-01-5047-00	JOINT LAND COMPONENT CONSTRUCTIVE TRAINING CAPABILITY
007-21-05-12-01-0145-00	DEFENSE MESSAGE SERVICE - ARMY
007-21-05-12-01-2166-00	ADVANCED FIELD ARTILLERY TACTICAL DATA SYSTEM
007-21-05-12-01-2212-00	FORWARD AREA AIR DEFENSE COMMAND AND CONTROL SYSTEM
007-21-05-12-01-2213-00	MANEUVER CONTROL SYSTEM
007-21-05-12-01-6185-00	FORCE XXI BATTLE COMMAND BRIGADE AND BELOW
007-21-05-12-01-6198-00	WARFIGHTER INFORMATION NETWORK-TACTICAL
007-21-05-12-01-6491-00	GLOBAL COMMAND AND CONTROL SYSTEM - ARMY
007-21-05-44-01-6963-00	GUARDNET XXI, THE ARMY NATIONAL GUARD'S WIDE AREA NETWORK
007-21-05-62-01-0588-00	Mounted Battle Command on the Move Program
007-21-05-64-01-1935-00	TRANSPORTATION COORDINATORS' AUTOMATED INFORMATION FOR MOVEMENTS SYSTEM II
007-21-05-64-01-5070-00	GLOBAL COMBAT SUPPORT SYSTEM - ARMY

21 – Mismatched Submissions-Majors on Exhibit 53 without Exhibit 300s – Majors on the Exhibit 53 not matched via the UPI to a Submitted Exhibit 300 (All Majors will appear until Exhibit 300s are submitted):

The screenshot shows the ITWeb v1.4 interface for the Office of Management and Budget, Department of Defense--Military. The user is identified as 'ITWEB, AGENCY SUBMITTER'. The main content area displays a report titled 'Major in 53 without 300' with a table listing various investment titles. The table has two columns: 'UPI' and 'Project Name'. The projects listed include Major IT investment title, Major IT investment title 2, Major IT investment title, Major IT consolidated infrastructure investment title, Major IT investment title, Major IT investment title, Major IT investment title, IT Grant investment title, and National Security System investment title.

UPI	Project Name
007-00-01-01-01-1010-00	Major IT investment title
007-00-01-01-01-1020-00	Major IT investment title 2
007-00-01-01-01-1025-00	Major IT investment title 2
007-00-01-02-01-1012-00	Major IT investment title
007-00-02-00-01-1015-00	Major IT consolidated infrastructure investment title
007-00-02-00-01-1017-00	Major IT investment title
007-00-03-00-01-1018-00	Major IT investment title
007-00-04-00-01-1019-00	Major IT investment title
007-00-05-00-01-1111-00	IT Grant investment title
007-00-06-00-01-1112-00	National Security System investment title

22 – Change Passwords: (<https://max.omb.gov/maxportal/>)



Home | Training | FAQ | Contact Us | MAX Administrators | Register Here | **Change Password** | Login **Click Here**

President's Budget

- Budget Documents
- Supplementals, Budget Amendments, and Releases

Legislative Information

- Statements of Administration Policy (SAPs)
- Testimony
- Reports to Congress

Information for Agencies

- Circulars
- Memoranda
- Bulletins
- Privacy Guidance
- Grants Management
- Reports

Welcome

Welcome to the Office of Management and Budget MAX Homepage.

If you are a new user, please [register here](#). Registration is **ONLY** available to those with a valid .gov, .mil, or .fed.us email address. For an online training session on how to register and login, please click [here](#).

Hours of Operation (supported):

Monday-Friday: 8 AM - 5:30 PM Eastern Standard Time (EST)

Extended Hours of Operation (unsupported):

Monday-Friday: 4 AM - 8 AM, 5:30 PM - Midnight EST
Saturday, Sunday and Holidays

System Unavailable:

All days: 2 AM - 4 AM EST

Below you will find brief information on the MAX applications, MAX Analytical and Diagnostic Reports, and the Suggestions/Comments form.

23 – Enter MAX User ID to prompt password reset email:



Home | Training | FAQ | Contact Us | MAX Administrators | Register Here | Change Password | Login

President's Budget

- Budget Documents
- Supplementals, Budget Amendments, and Releases

Legislative Information

- Statements of Administration Policy (SAPs)
- Testimony
- Reports to Congress

Information for Agencies

- Circulars
- Memoranda
- Bulletins
- Privacy Guidance
- Grants Management
- Reports

Recover a Forgotten Password or Change Password

If you have forgotten your password or need to change your password, please enter your email address and select the Submit button. Once your email address is validated you will receive a confirmation email containing a link to create a new password.

Email Address: USE THE MAX USER ID

[Back to Login](#)

24 – Common Exhibit 53 Error (miscoded UPI) :

The following error pattern is typically an indication of an invalid UPI coding sequence in Mission Area “0X”.

- Error: Reported DME PY sum for mission area 0X wasn't correct. It was reported as 1.150000 but should've been 0.150000
- Error: Reported DME CY sum for mission area 0X wasn't correct. It was reported as 1.150000 but should've been 0.150000
- Error: Reported DME BY sum for mission area 0X wasn't correct. It was reported as 1.150000 but should've been 0.150000
- Error: Reported SS PY sum for mission area 0X wasn't correct. It was reported as 1.100000 but should've been 0.100000
- Error: Reported SS CY sum for mission area 0X wasn't correct. It was reported as 1.100000 but should've been 0.100000
- Error: Reported SS BY sum for mission area 0X wasn't correct. It was reported as 1.100000 but should've been 0.100000

Please check all investment lines in Mission Area “0X” to resolve.

25 – ITWeb User Roles Appendix:
(Previously distributed as separate document)

USER ROLES for ITWeb Agency FY09 IT Budget Requests

There are three user different roles for ITWeb. Within ITWeb there are:

1. Agency Users
2. Agency Administrators
3. Agency Submitter and Certifier for the Submission

*Please note: All ITWeb users will need a MAX Homepage account that includes ITWeb access. Even users who used ITWeb last year will need to login to the Homepage and reapply for access to this year’s ITWeb exercise. Users who already have a MAX Homepage account from other MAX applications (e.g. MAX A-11, PARTWeb, Budget Community, Earmarks, CITS/WITS, etc.) can also just login and apply to have ITWeb added.

Function	Agency User	Agency Admin	Submitter/ Certifier
	Contractor or Federal Employee	Federal Employee ONLY	Federal Employee ONLY
User/account management		✓	✓
Exhibit 53 Structural/Content Validation		✓	✓
Exhibit 300 Structural/Content Validation	✓	✓	✓
Exhibit 53 Upload/Save (XLS ONLY)		✓	✓
Exhibit 300 Upload/Save (XML Only)	✓	✓	✓
Exhibit 53/300 Exporting		✓	✓
Exhibit 53/300 Submissions			✓
Exhibit 300 Create/Edit (for manually entered exhibits)	✓	✓	✓
Exhibit 53 View		✓	✓
Exhibit 300 View/Edit	✓	✓	✓

What Agencies need to do for Identification of Users:

- By no later than Friday, June 22, 2007, Agency CIOs or their Deputies should send to the following mailbox, exhibit300@omb.eop.gov, the names and contact information for their approved ITWeb administrators and at least one "Submitter/Certifier"
- From June 22 – June 28, 2007, Agency Administrators (as specified in the email) should register for access to the ITWeb application by visiting the following URL: <https://max.omb.gov/maxportal/register/itwebadmin>.
 - If the individual has a MAX Homepage account:
 - Visit the URL above
 - Enter Login Credentials
 - Click “Login” (this will automatically request access as an administrator to ITWeb)
 - If the individual does not have a MAX Homepage account:
 - Visit the URL above
 - Click on the link “Register Here”
 - Fill out all required information
 - Click “Submit” (this will request a MAX homepage account and access as an administrator to ITWeb)

- Beginning June 29, 2007, individuals requesting access to ITWeb access as a “User” or a “Submitted/Certifier” should do the following:
 - If the individual has a MAX Homepage account:
 - Visit <https://max.omb.gov/>
 - Click “Login”
 - Enter Login Credentials
 - Click “Login”
 - Click “Change Application”
 - Under “New Applications”, click the “Add” button adjacent to “ITWeb” (this will automatically request access as a user to ITWeb)
 - If the individual does not have a MAX Homepage account:
 - Visit <https://max.omb.gov/>
 - Click on the link “Register Here”
 - Fill out all required information and, under “Please check the application(s) needed:”, select “ITWeb Application”.
 - Click “Submit” (this will request a MAX homepage account and access as a user to ITWeb)
- Beginning June 29, 2007, Registered and Approved Agency Administrators can begin managing their agency users. For more information about this, please refer to Appendix A, “How Administrators Manage Their Users”. Please note that for all “Submitter/Certifiers”, Agency Administrators will need to grant the necessary individuals this access level using the steps outlined in Appendix A.

Schedule:

- Agency CIOs or their Deputies, by No later than Friday, June 22, 2007, should send to the following mailbox: exhibit300@omb.eop.gov the names and contact information for their approved ITWeb administrators and at least one "Submitter/Certifier"
- Week of June 25: A-11 Exhibit 53 and 300 Training
- June 27 1:00 PM Conference Call with nominated Agency Administrators
- June 29: Agencies can begin approving users and submitters via ITWeb
- Week of July 9: A-11 ITWeb Technical Training.
- July 9: Agencies can begin submitting test files through ITWeb

For questions, please send them to exhibit300@omb.eop.gov with a cc: to Kim Nelson at KNelson@omb.eop.gov.

ITWeb Agency Administrators Instructions For Managing their Users

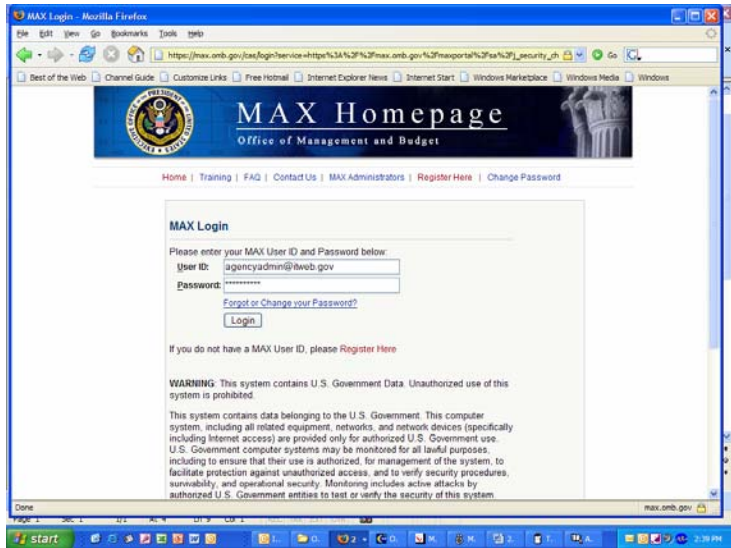
-- From Internet Explorer, enter <https://max.omb.gov>

-- Click-on “Login” option



-- Enter UserID and Password

-- Click-on “Log-in” button



-- Click-on “Manage Agency Users” button

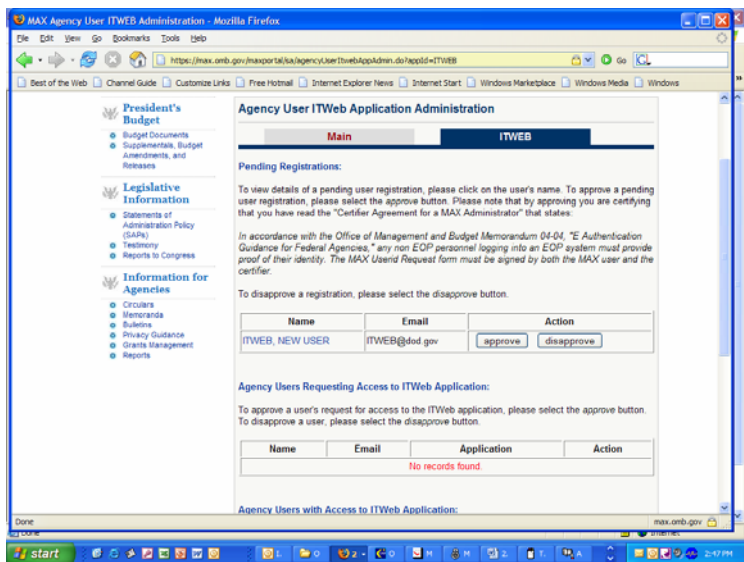


-- Click-on "ITWeb" tab



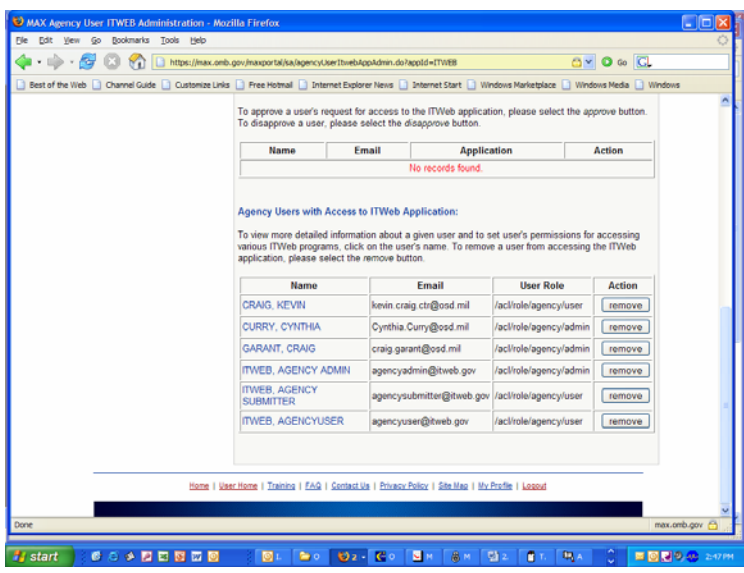
On this page, you can approve users (not administrators) for MAX id and access to the ITWeb application.

The user will be automatically assigned the role – "user."



Also on this page, you can view your agency users and their roles.

-- To view detailed user information or change user role, click-on the name of the user.

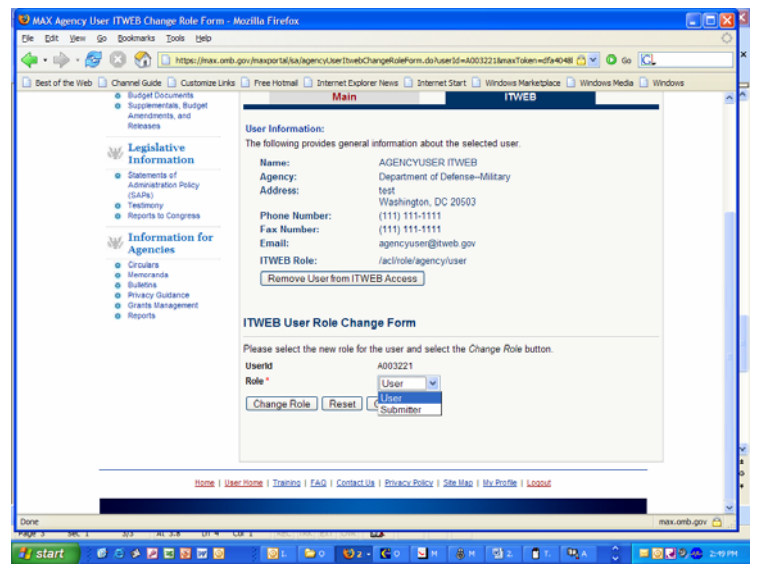


-- To change a user role, click-on "Change ITWeb User Role" button.



-- Select "User" or "Submitter" role and click-on "Change Role" button.

*You will not be able to make a user an administrator. Please contact your OMB representative if you need this change.



To go back to your page, select "User Home" menu option.

