Resource Manager (RM) and Requiring Activity (RA)
Quick Reference Guide v3.14

This Quick Reference Guide is intended only as a brief overview and reference for using the DON CMRA as a Resource Manager or Requiring Activity. For detailed guidance, refer to the RM/RA User Guide available via the *Help & References* link in the top, right corner of each web page.

Responsibilities of Resource Manager/Requiring Activity:

1. Verify that required Contract, Order, Contact, and Location Data has been entered into the DON CMRA
2. Review the accuracy of Order data, Contact data, and Location data.
3. RM/RA are not responsible for entering data in the CMRA, but do have permission to add or edit data if necessary.

Login

1. Go to the DON CMRA website by selecting the correct link at http://www.ecmra.mil
2. Enter your Username (your email address), Password, and select either the 'Resource Manager' or 'Requiring Activity' user role depending on which role you chose when registering for an account. Click Submit.
3. If you don't have a DON CMRA account, click "Register for your new CMRA Account" and complete the registration steps. Once your account has been approved, you may log into the DON CMRA.

Reports for Resource Manager

1. Reports available to RM can be seen on the Reports tab.
2. Reports can be viewed within the web application or exported to Excel.
3. Some reports take additional time to load because they include large amounts of data.

Reports for Requiring Activity

1. Reports available to RA can be seen on the Reports tab.
2. Reports can be viewed within the web application or exported to Excel.
3. Some reports take additional time to load because they include large amounts of data.

To Review/Edit Data on Specific Contracts Without Running Reports:

Search for a Contract/Order

1. Search for a contract using the criteria listed on the screen.
2. Select the contract by clicking one of the contract links in the table of results.

3. Go to the Orders tab.
4. Select an existing order for the current fiscal year by clicking the corresponding blue link in the Order Number column.

Review Order Data, Contact Data, Location Data, and Fund Cite Data

1. Review the Order Details from the Order Data tab.
2. Select each remaining tab to review Contact Data, Location Data and Fund Cite Data.

For other questions or concerns, see the Help Resources section of the website for role-specific user guides, a list of FAQ, Glossary of terms, and Help Desk contact information.