

## Text Version of Flash Presentation

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### Top Banner

“eRETA 1.0”

“Researching RWAs with eRETA will be so much more informing and detailed [than the RWA Search website]. I can’t wait!” -Marion Williams, Program Analyst, DHS/FEMA

“I look forward to using the eRETA system in the future!” –Customer Tester, DHS/CIS

“eRETA brings the RWA search tool into the 21<sup>st</sup> century, adding the ability to search and verify information much quicker than before.” -Carlos Proctor, Senior Financial Analyst, Dept of Education

### Slide 1

Title: Introducing eRETA: A Customer Agency Portal for RWA Information

Text: This Fall, GSA will introduce eRETA, otherwise known as external RETA. eRETA is the sister application to the GSA Public Building Service’s (PBS) existing RWA Entry and Tracking Application (RETA). In case you aren’t familiar, RETA is a one-stop shop for PBS to manage its 20,000+ active RWAs. Integrated with our financial system, RETA provides users with real time access to both project and financial information, while also allowing users to upload and maintain important RWA documentation. Furthermore, RETA allows PBS to easily communicate information to our clients with a few clicks of a mouse. If you have ever received an RWA Customer Letter, that letter was likely sent from RETA.

We are excited to provide eRETA to our customers and feel this will be an invaluable resource for you to manage your RWAs in conjunction with PBS.

Image: eRETA (External RWA Entry and Tracking Application) Customer Welcome Screen showing 1.) the current date and time and 2.) the Logged in User Details (Customer User ID, the Customer User Group, and agency bureau codes the customer has access to).

The three actions that the user can perform are in the bar at the top of the page; Documentation, Help, and Logout.

### Slide 2

Title: eRETA 1.0: Customer Access to RETA RWA Information

Text: The Customer Welcome Screen displays the customer’s log-in name, what Agency Bureau Code(s) the customer has access to review in eRETA, a quick link to the Customer RWA website ([www.gsa.gov/rwa](http://www.gsa.gov/rwa)), and a national message board which can be updated by GSA as necessary.

Image: eRETA (External RWA Entry and Tracking Application) Customer Welcome Screen showing 1.) the current date and time, 2.) the Logged in User Details (Customer User ID, the Customer User Group, and agency bureau codes the customer has access to), 3.) the RWA Customer Website ([www.gsa.gov/rwa](http://www.gsa.gov/rwa)), and 4.) the National eRETA Note Board.

The three actions that the user can perform are in the bar at the top of the page; Documentation, Help, and Logout.

### Slide 3

Title: eRETA 1.0: Additional Customer Tools

Text: The Help Menu provides quick links to other frequently used PBS sources of customer information including the Customer RWA Website ([www.gsa.gov/rwa](http://www.gsa.gov/rwa)), the GSA Forms Library, Billview, Pay.Gov, and Rent of the Web (ROW).

Image: (External RWA Entry and Tracking Application) Customer Welcome Screen showing the Help Menu option expanded to the options for the Glossary, User Manual, Other Applications and Resources, and About eRETA. The 'Other Applications and Resources' option is further expanded to show the options for the RWA Customer Site ([www.gsa.gov/rwa](http://www.gsa.gov/rwa)), RWA Form 2957 ([www.gsa.gov/forms](http://www.gsa.gov/forms)), RWA Billing Details, Treasury Credit Card Site ([www.pay.gov](http://www.pay.gov)), and Rent on the Web (ROW).

#### Slide 4

Title: eRETA 1.0: Customer RWA Search

Text: The eRETA search screen allows users to locate RWAs in a variety of ways. From searching by RWA number, to your agency accounting string, to a specific Customer Order Number, there are a myriad of ways to find your RWA(s). Locating RWAs is restricted by the Agency Bureau Code(s) that you have approved access for (based on your user ID request form). This helps to ensure that only individuals from your agency can access RWAs from initiated by your agency.

Not sure what a certain term means in eRETA? Click on it! Many items are hyperlinked and open the Glossary for that word or phrase providing a detailed definition.

Image: RWA Document Search Screen

Screen shows that customers have the ability to query RWAs by many options: RWA Type, RWA Status, RWA Number, Closure Status, Building Number, Primary Worksite City, Building Name, Primary Worksite State, Building Type, Agency Bureau Code, BOAC, Agency Name/Bureau Name, Severable Service, Customer Funding Type, PDN, Authorized Amount range, Date Range of RWA Start Date, Customer Order Number, Agency Accounting Data, Requisition ID, Agency Contact Email, and GSA POC Email.

The Agency Bureau Code filed is selected to show that a customer only has access to the Agency Bureau Codes that the customer signed up for within the customer's agency.

There are three options after entering search criteria: Search Button, Clear Button, and the Export to Excel File Button.

Below the Search Options is the Search Results Section, displaying three summary RWA selections that were returned from the search.

#### Slide 5

Title: eRETA 1.0: RWA Information

Text: eRETA will be replacing the RWA Search website you may have used in the past. All information you were familiar with in RWA Search will be in eRETA as well....plus much more! Additionally, data in eRETA will be real time compared to RWA Search that was typically on a 24-48 hour lag. The data shown in eRETA is identical to the data in RETA so should you ever need to get your GSA counterpart on the phone you can both look at the same data at the same time.

Furthermore, all RWA Documentation such as copies of the RWA form, estimates, customer letters and much more are readily accessible by clicking on the "View Images" link. Don't see a copy of a document

you're looking for? Contact your GSA-PBS point of contact. They can upload and share any documentation from their computer with eRETA instantaneously!

Image: RWA Documents Detail Page

Page that shows the RWA Summary with an option to View the RWA Image and to print the RWA pdf. There is also a collapsible section for the Customer Information, PBS Information, and the RWA Details which displays the agency name, billing office address code, customer POC emails, the worksite location, GSA POC email, and the pertinent dates and amounts for the RWA.

#### Slide 6

Title: Check it out today!

Text: eRETA will be phased in to all customer agencies over the next three months. Please return to [www.gsa.gov/rwa](http://www.gsa.gov/rwa) <make this a hyperlink> and click on the eRETA banner to find the following information:

- The eRETA phase-in schedule
- The eRETA User ID Request Form
- A list of current GSA recognized Agency Bureau Codes (ABCs). At least one valid ABC is required on your user ID request form.
- Coming soon: Quick Reference Guides (QRGs) and other support information as needed in the future

Have other questions? Please contact us at [eRETA@gsa.gov](mailto:eRETA@gsa.gov) or return to [www.gsa.gov/rwa](http://www.gsa.gov/rwa)