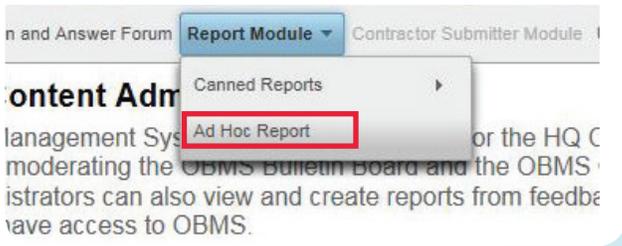


## HOW TO ATO Backlog Filter Any Region or Field Office – DSS Internal User

1

Log into OBMS. Click on "Report Module" and then "Ad Hoc Report".



2

Scroll down to "IS Profile" and expand the drop-down menu. Under "Approval Type", chose IATO. Go to "Status" and select "Approved".



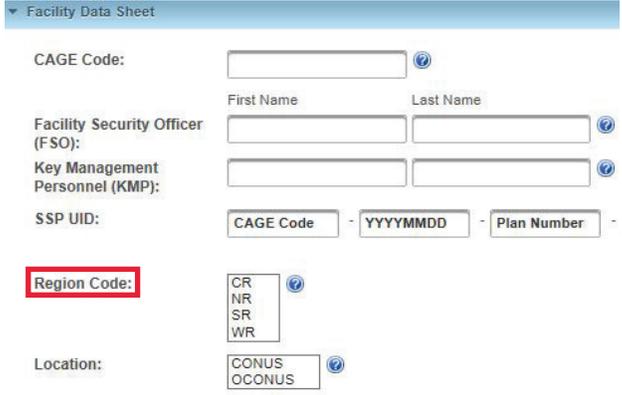
3

Go to the "Approval Date Range" section and enter today's date in the "To" field, and change the year to two years ago. If you want one year ago, back up one year, etc.



4

Scroll down to "Facility Data Sheet", expand the drop-down field. Go to the "Region Code" section and select the region to pull from and then the field office, if looking for data from the field office.



## HOW TO ATO Backlog Filter Any Region or Field Office – DSS Internal User

5

Scroll to the bottom of the page and click "Submit". Choose the following result columns to export: *(Scroll to locate and select all items)*

- Cage Code
- Region Code
- Field Office Code
- Plan Types
- System Type
- Approval Type
- Status
- ISSP
- Submit date
- Approval Date
- Expiration Date

6

Scroll down and click "Run Report".

7

Click on "Generate Report in Excel File". *(This may take 5 minutes to load.)* You will be prompted to Save. Choose "Save As", and then "Excel 97-2003 Workbook (\*.xls) file" called "ATO Backlog <Region or Field Office Pull & Date>.xls".

5

**The report was sorted using the following parameters:** In the Excel file, put your cursor in cell A1. Go to the "Data" tab in Excel and click the "Sort" button. Sort four items:

### Select Result Columns

#### Facility Data Sheet

- Cage Code
- Facility Security Officer (FSO)
- Key Management Personnel (KMP)
- Region Code
- Field Office Code
- Location
- Installation
- Primary ISSM
- Primary ISSM Email
- Primary ISSM Phone
- Secondary ISSM
- Secondary ISSM Email
- Secondary ISSM Phone

#### General Plan Info

- Plan Types

Accreditation Report Results

SSP UID	Region Code	CAGE code	Field Office	Plan Types
No records found.				

Generate Report in Excel File
  Generate Report in PDF File

- Region Code, A-Z
- Field Office, A-Z
- ISSP, A-Z
- Approval Date, Oldest to Newest

