

Standard Operating Procedure

Subject: E-Cabinet	Effective Date: September 1, 2013
Responsibility: Headquarters	Revision Date: October 2018; March 2019
To: E-Cabinet Users	SOP No.: ADMIN-001

Purpose:

As KRA's Internet-based file-management system, E-Cabinet provides designated users access to a variety of KRA-proprietary documents, information, and files.

Approved staff of the Office of the President; the Accounting, Contract & Budget Services, and Human Resources (HR) Departments; Program Managers and HR Partners; and other employees, as necessary, have access to E-Cabinet. A staff member must submit an Employee Resource Request form to gain approval for E-Cabinet access.

There are nine **E-Cabinet "Root" Folders**, as described below:

- 1) **Welcome to E-Cabinet** – List of direct-linked KRA documents, forms, manuals, policies, and procedures.
- 2) **Business Practices Manual**
- 3) **Standard Operating Procedures'**
- 4) **User Guides and Manuals**
- 5) **Contracts Archive** – Inactive contracts' documents and files
- 6) **Human Resources Administration** – Documents, forms, and information related to recruiting, staffing, and benefits
- 7) **Leadership Edge**
- 8) **Project Folders** – Program-specific files related to budgets, contracts, JSRs, proposals, etc.
- 9) **Project Management** – Management Meeting documents, quality-assurance files, and KRA letterhead.

Procedure: Navigating E-Cabinet is easy, using an interface similar to Windows Explorer.

- 1) **Accessing E-Cabinet:** Launch browser and enter <http://e-cabinet.kra.com>

2) Logging In: *Username* = KRA Network username (used to log into Outlook, Deltek, or Dashboard), typically the first Initial and last name (e.g. John Smith = jsmith). Use the following User Name convention: kra/username or kra/username@kra.com (kra/jsmith or kra/jsmith@kra.com). *Password* = KRA Network password (used to log into Outlook, Deltek, or Dashboard).

3) Saving Files (Uploading): Locate the folder where you want to upload a file:

- a. Left-click the folder from the 'Folders' list on the left side of screen.
- b. Select (double left-click) the subfolder(s) from the 'Name' list in the middle of the screen where you want to upload a file. Note that some folders may have multiple subfolders. To upload your file:
 - 1) Left-click the green arrow button (pointing up) at the top of the screen.
 - 2) Left-click 'Add' in the 'Upload File' box.
 - 3) Select the files to upload in the 'Select files to upload by e-cabinet.kra.com' box and then left-click 'Open.'
 - 4) Left-click 'Upload' in the 'Upload Files' box.

4) Viewing Files (Downloading): Locate the file you want to download:

- a. Left-click the folder from the 'Folders' list on the left side of screen.
- b. Select (double left-click) a subfolder(s) from the 'Name' list in the middle of the screen. Note that some folders may have multiple subfolders.
- c. Select (left-click) the file you want to view or download. To view or download the file, you can either:
 - Right-click the file and select 'Download'
 - Double-click the file and select 'Download'
 - Left-click the green arrow button (pointing down) at the top of the screen
- d. In the 'File Download' box Left-click the 'Open' button.

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