

### ***Determining if your Work Request or RWA can be Edited***

Work Requests (WRs) and RWAs are editable by eRETA Data Entry users\* in certain statuses, and uneditable in others. When editable, users will see an Edit (pencil) icon at the top right of the screen allowing them to go into Edit mode on the WR/RWA. In other statuses, the Edit icon will not appear and the user may only view the WR/RWA information.

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The table below lists the various WR/RWA statuses in eRETA, and if a WR/RWA is editable by an eRETA Data Entry user\* depending on the status.

<b>Status</b>	<b>Editable by eRETA Data Entry User</b>
Pre-planning	✓
Unassigned	✓
Planning/Estimate	✓
Pending-New	✓
Mod-Initiated	✓
Mod-Requested	
Pending-Mod	
Signature Requested	
Accepted	✓
Failed	
Purged	
Cancelled	

*Work Requests and RWAs are editable by eRETA Data Entry users depending on the status they are in.*

For example, if an eRETA Data Entry user tries to edit an RWA in “Mod-Requested” status, they will find the Edit (pencil) icon does not appear for the RWA. An RWA in “Mod-Requested” status means someone in their agency already submitted an amendment to the RWA, and the RWA will not be editable until the amendment is accepted or rejected by GSA.

\*While eRETA Data Entry users can edit WRs/RWAs associated with their assigned Agency Bureau code(s), eRETA Read Only users can only *view* WRs/RWAs associated with their assigned Agency Bureau code(s). If a Read Only user needs Data Entry access, he/she can gain access by sending an email to [eRETA@gsa.gov](mailto:eRETA@gsa.gov) requesting Data Entry access, copying their supervisor, and letting us know the supervisor is copied.

The screenshot below shows a WR/RWA in an editable status, which is why the Edit (pencil) icon shows up for the user.

**RETA** WORKFLOW & TRACKING APPLICATION **GSA**

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

**CUSTOMER INFORMATION**

WR/RWA Number: W1795107 Customer Request Date: 05/15/2018 Requested By: thomas\_mixon@nysd.uscourts.gov  
Status: Planning/Estimate Customer Signature: GSA Data Entry: jason.lao@gsa.gov  
Input Code: A GSA Region: 02 Estimate Tracking No:

**BILLING INFORMATION**

**ACCOUNTING DETAILS**

**CUSTOMER APPROVAL**

**PBS INFORMATION**

**AUTHORIZING DETAILS**

**PBS APPROVAL**

RWA Type: W WR/RWA Number: 1795107  
Agency Bureau: 01005  
Agency Name: JUDICIARY, DISTRICT COURTS OF THE UNITED STATES  
Primary Building State: New York City: White Plains  
Building Number: NY0353ZZ Building Name: CHARLES L BRIEANT, JR USCTHS  
Address: 300 QUARROPAS /ST Zip Code: 10601  
Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqts.)  
Overtime Utilities: Yes  
Estimated FY Needed: Requested Service Period: 10/01/2017 to 09/30/2018  
This work is related to other RWA(s)  
Estimated Amount: \$2,000 - \$25,000 Related RWA Number(s):  
Agency RWA Mailbox:  
Agency POC: thomas\_mixon@nysd.uscourts.gov GSA PM/POC: juane.gonzalez@gsa.gov (if known)  
Name: Mixon, Thomas Name: GONZALEZ, JUAN  
Phone: (212) 805-0507 Phone: (212) 620-7980  
Description of Requirements: Overtime Utilities for White Plains Data Center

Edit

After clicking the Edit (pencil) icon, the WR/RWA\*\* will become editable, and fields originally grayed out will become white, meaning the user can modify information in those fields.

For more information on what those individual statuses mean, users can always click any of the blue hyperlinks in eRETA to bring up the eRETA Glossary of terms. Alternatively, they can visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and click on the “eRETA Training Materials” page where they will find another Quick Tip titled “Work Request-RWA Workflow and Status Labels”.

\*\*If you are modifying an RWA in “Accepted” status, this means you are initiating an amendment to an existing RWA. As such, you will be prompted to select an amendment type (input code) before being able to modify the RWA. More information on submitting RWA Amendments can be found at [www.gsa.gov/ereta](http://www.gsa.gov/ereta) on the “eRETA Training Materials” page.

### BONUS KNOWLEDGE: eRETA Annual User Recertification 2020

Existing eRETA users should have received an email with a brief survey to recertify access to the eRETA application. If you received this email, make sure to complete the survey and click the “Submit” button by Friday, May 15th. If you do not submit the recertification survey, we will be forced to disable your account, and you will need to reapply for eRETA access to continue to use the application.

### DOUBLE BONUS KNOWLEDGE: Training, training and more training!

Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) where you’ll find a wealth of training materials including user guides, Quick Tips (like this one), and more. Also we offer one live virtual training session per month, featuring highlights from past eRETA Overview and Advanced sessions. These trainings are held through GSA’s Client Enrichment Series and you can register by visiting [www.gsa.gov/ces](http://www.gsa.gov/ces) or by clicking the links below!

- eRETA Digest - Live Virtual Training Session
  - [May 12: 1-2:30pm \(eastern\)](#)
  - [June 9: 1-2:30pm \(eastern\)](#)