Navigating the ISAAC Dashboard

Welcome to WEDnetPA’s Information Sharing Administration & Analysis Center (ISAAC)

The purpose of this document is to help navigate the company dashboard in ISAAC. This training guide will explain such features as Contract Management, User Management & Inquiry, Application & Contract detail.

This ISAAC dashboard consists of three main parts.

1. Contract Manager – contains information regarding people within your company with access to ISAAC
2. Company Data – provides contact information for your company, as well as your company’s eligibility and funding history.
3. Inquiry, Application & Contract – lists status information for both ES and AT contracts

Contract Manager Section

The Contract Manager section provides data on employees assigned by the company Point of Contact (POC) to have certain rights in ISAAC
- Update personal data by selecting either your name or photo
- Add Company Location - A POC can also be assigned to another company contract that shares the same FEIN but has a different location (each company location would need it’s own WEDnetPA profile in ISAAC)
- Add, manage, and delete users through User Management 🫖
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Company Data Update

Update Company information by selecting the company name.

Company Data - Eligibility

Companies are eligible to participate in WEDnetPA for 2 consecutive years or 3 out of a 5 year period. ISAAC automatically tracks this data and provides a comprehensive report by selecting “View Funding History”. If company is NOT eligible, the eligibility box will change to this...
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Company Data - User Management

The User Management tool is located in the Contact Manager and Company Data sections

- Add and inactivate ISAAC users
- Set Access Level for each user
- Determine Primary and Executive contacts
- Under Options, set
  - Setting Preferences
  - Reset Password
  - Inactivate user

User Management: Add New User

Select User Management Icon to add new user
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User Management: Setting Access Level

Only the Primary Point of Contact should have Manager Access, which will be assigned in ISAAC by the WEDnetPA Partner.

User Management: Setting Contact Level

Each company MUST have a Primary Point of Contact (POC). Companies with 100 or more employees must also have a Company Executive listed. To assign a contact level, click on the user’s Contact box and select either “Primary” or “Executive”. 
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User Management: Options>Preferences

Preferences determines how a user will be notified when changes are made to a contract. Primary POC’s should have all boxes checked in the “Email” column. “Memo” notifications provide a note in ISAAC.

User Management: Options>Privileges

Privileges determine what a user is permitted to do when working in ISAAC.
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User Management: Options>Reset Password and Disable User Access

Reset User Password – to be used when other User’s assigned to the company’s contract need a password reset.
Select when disabling a user’s access.

Contract Section

The 3rd section of the ISAAC dashboard provides detail and access to company inquiries, applications, and contracts.