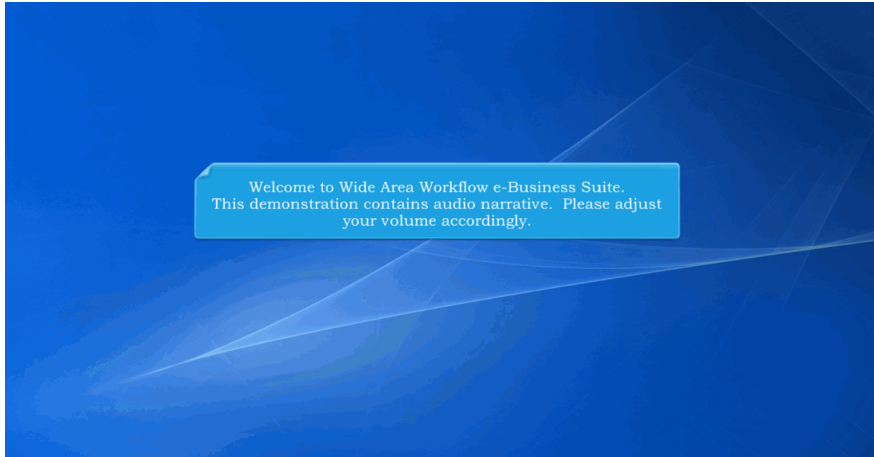
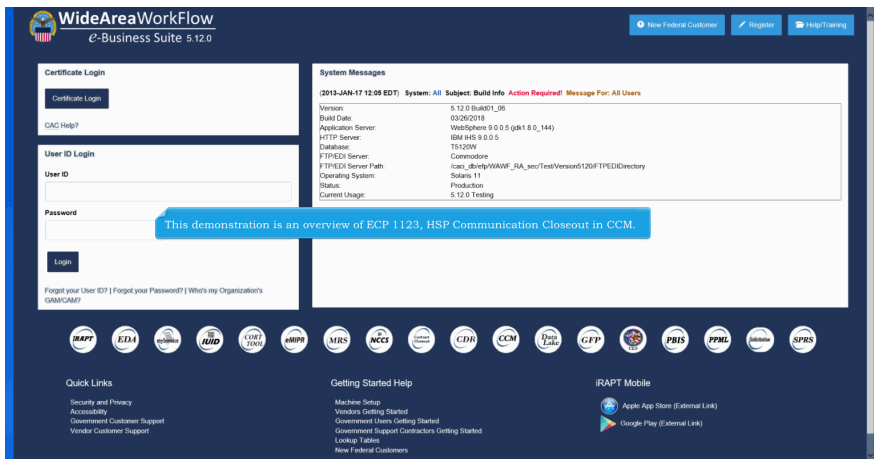


Intro



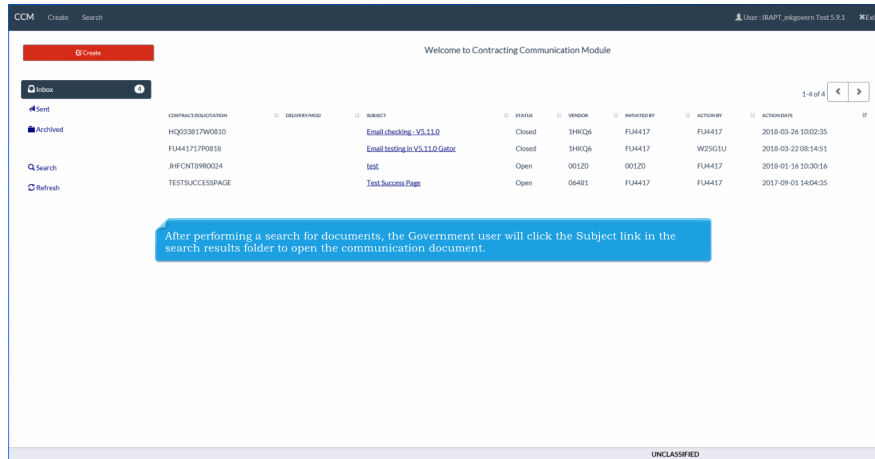
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



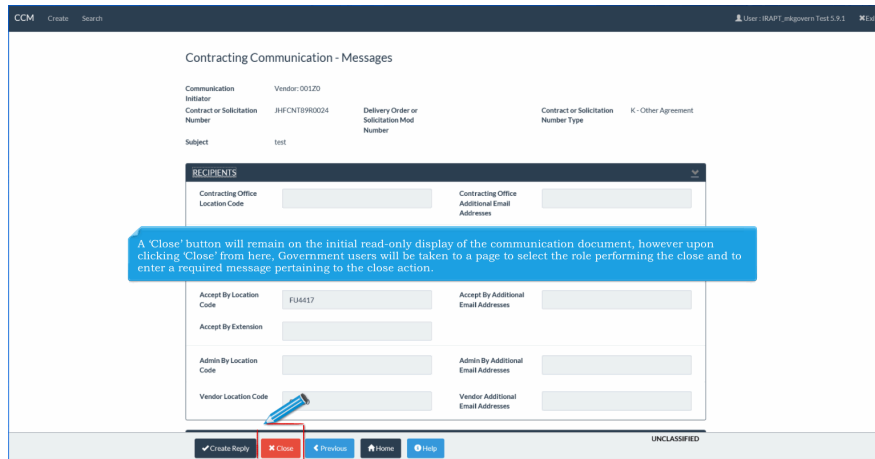
This demonstration is an overview of ECP 1123, HSP Communication Closeout in CCM.

Step 2



After performing a search for documents, the Government user will click the Subject link in the search results folder to open the communication document.

Step 3



A 'Close' button will remain on the initial read-only display of the communication document, however upon clicking 'Close' from here, Government users will be taken to a page to select the role performing the close and to enter a required message pertaining to the close action.

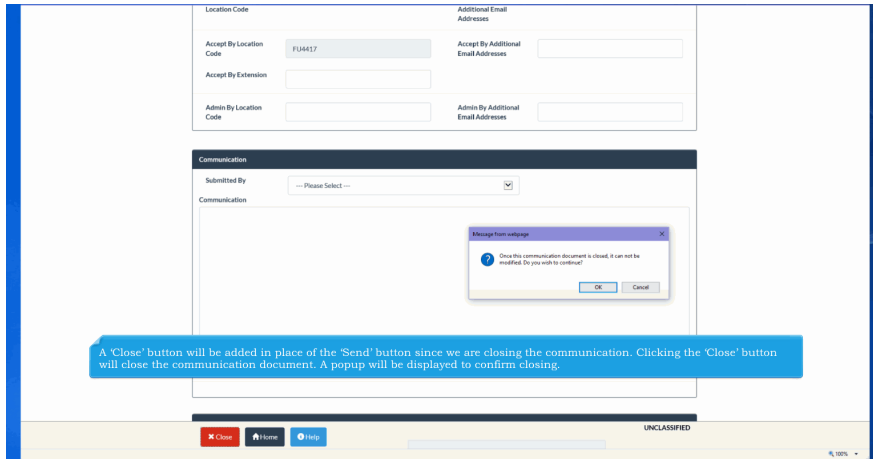
Step 4

Upon clicking the 'Close' button from the previous page, editable sections of the form will display. Recipients not previously entered, attachments and a message pertaining to closing the document may be entered. Recipients and attachments are optional; the message is mandatory. This functionality is the same as 'Create Reply'.

Step 5

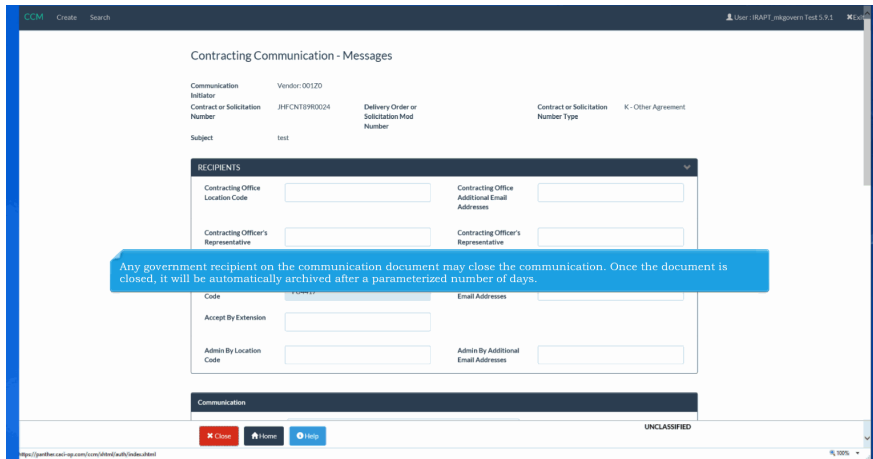
Government users must select the role and location code if that user has more than one role/location code.

Step 6



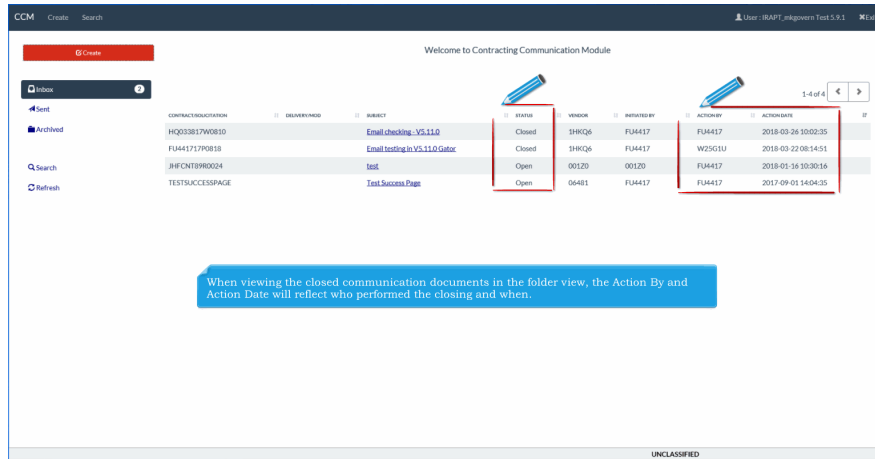
A 'Close' button will be added in place of the 'Send' button since we are closing the communication. Clicking the 'Close' button will close the communication document. A popup will be displayed to confirm closing.

Step 7



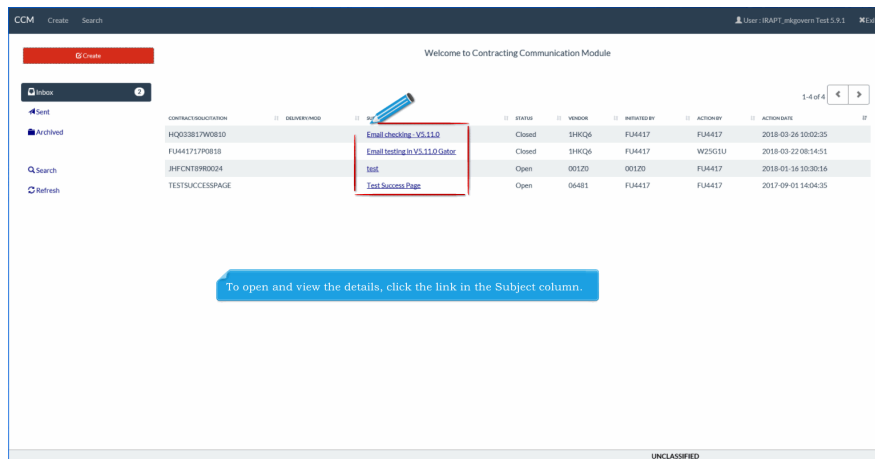
Any government recipient on the communication document may close the communication. Once the document is closed, it will be automatically archived after a parameterized number of days.

Step 8



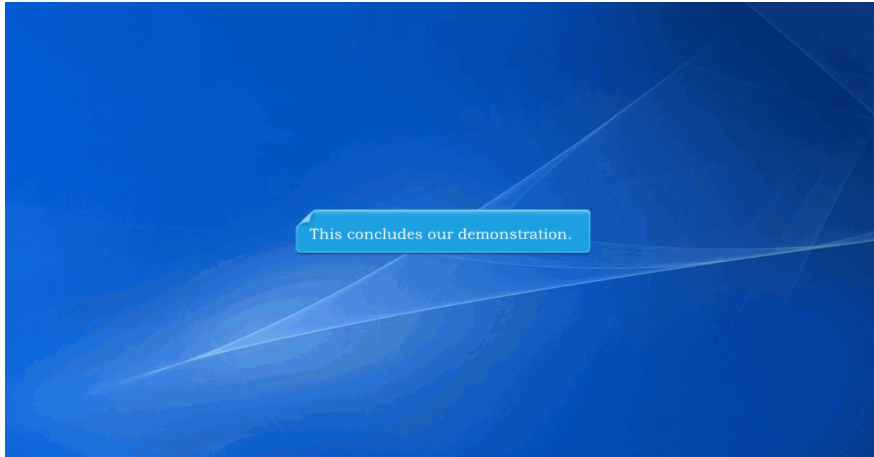
When viewing the closed communication documents in the folder view, the Action By and Action Date will reflect who performed the closing and when.

Step 9



To open and view the details, click the link in the Subject column.

End



This concludes our demonstration.