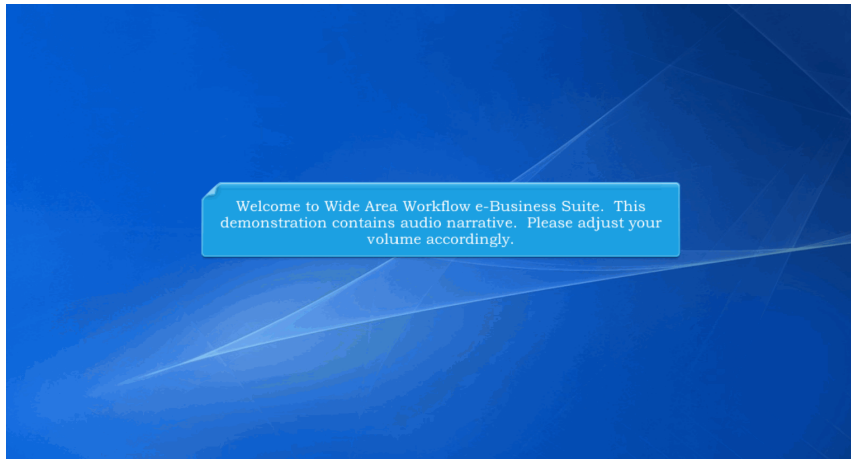


Intro



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

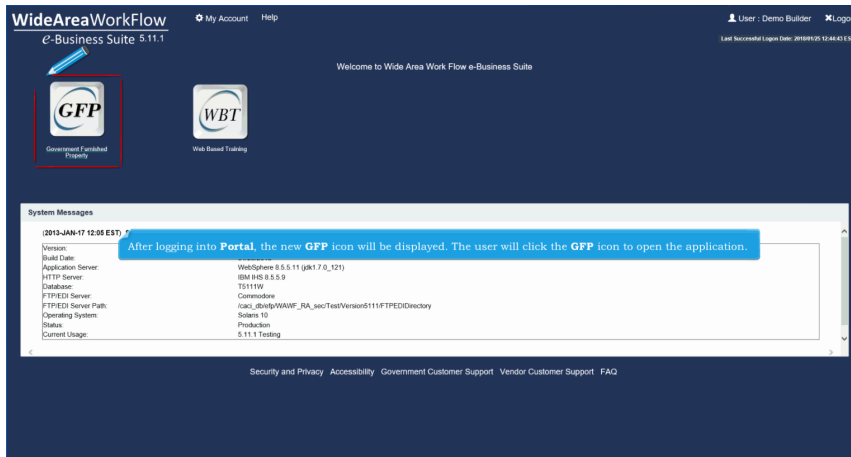
Step 1



This is an overview of GFP - Government Furnished Property document create for a GFP-Initiator and GFP-Approver.

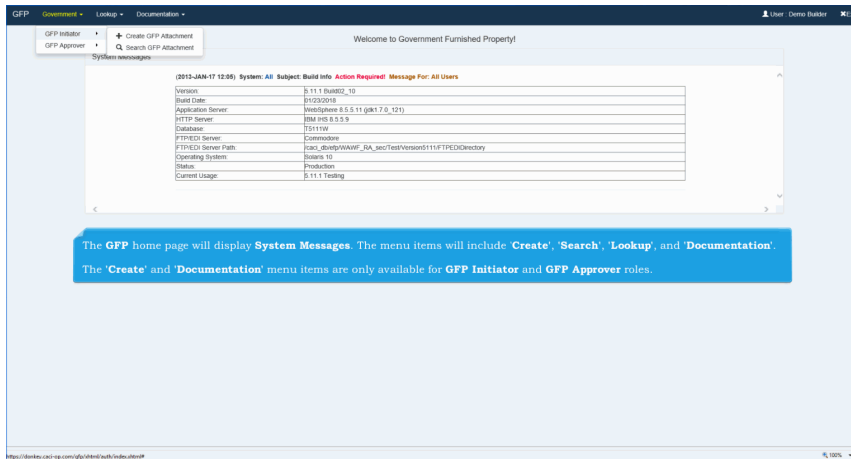
This demonstration will demonstrate a GFP Initiator creating a document, the GFP-Approver will follow the same steps.

Step 2



After logging into Portal, the new GFP icon will be displayed. The user will click the GFP icon to open the application.

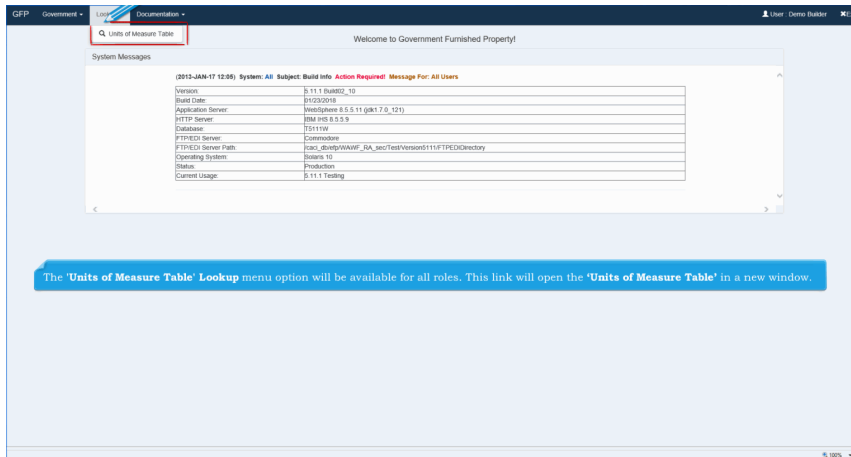
Step 3



The GFP home page will display System Messages. The menu items will include 'Create', 'Search', 'Lookup', and 'Documentation'.

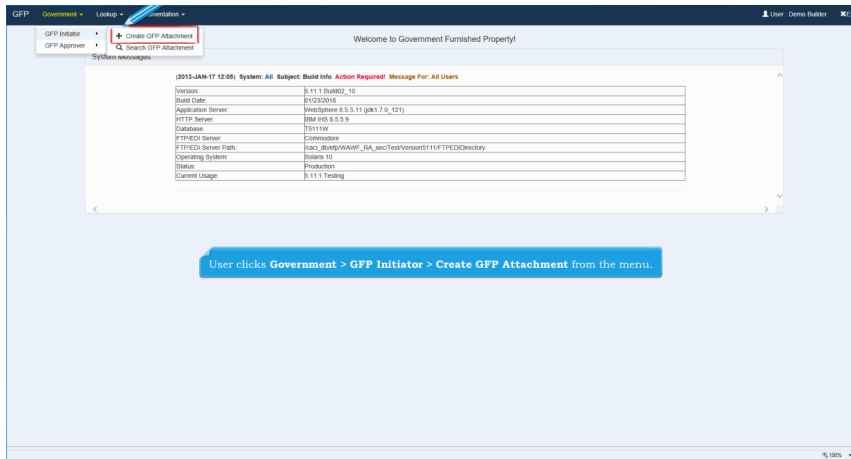
The 'Create' and 'Documentation' menu items are only available for GFP Initiator and GFP Approver roles.

Step 4



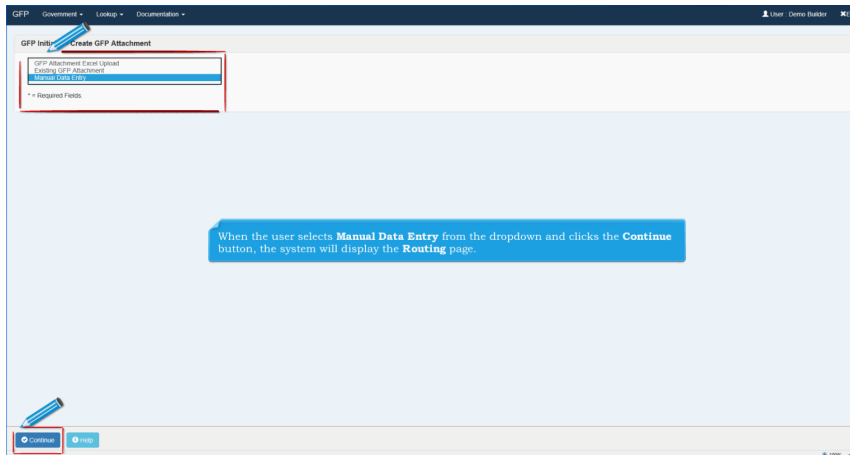
The 'Units of Measure Table' Lookup menu option will be available for all roles. This link will open the 'Units of Measure Table' in a new window.

Step 5



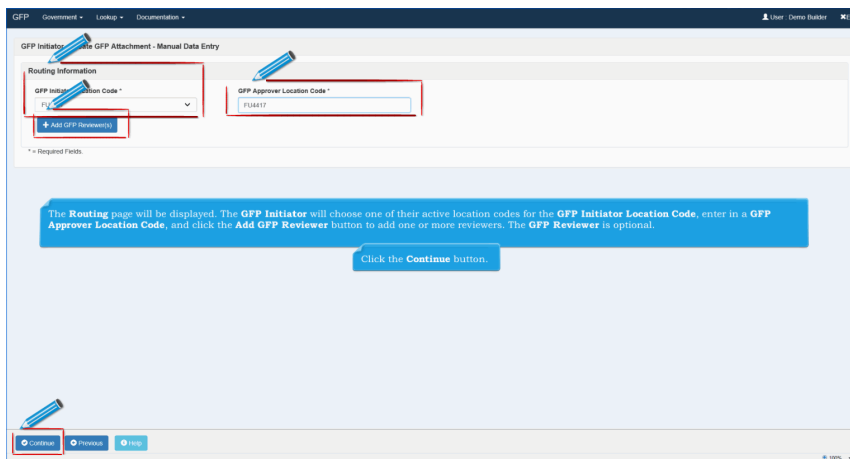
User clicks Government > GFP Initiator > Create GFP Attachment from the menu.

## Step 6



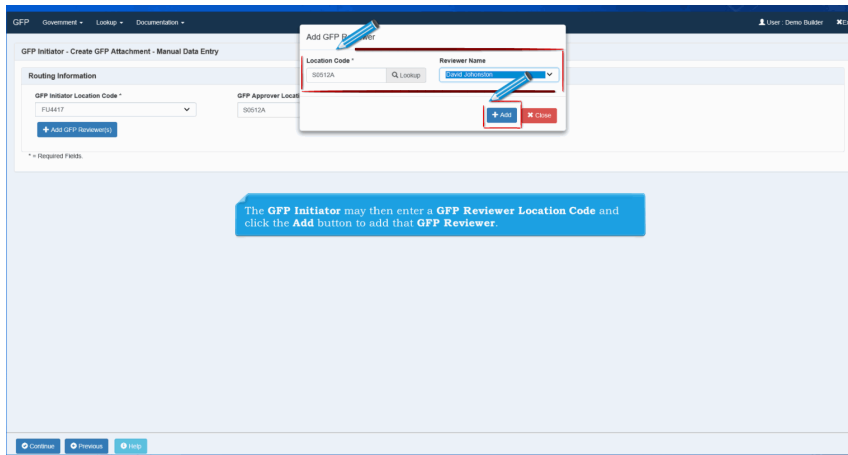
When the user selects Manual Data Entry from the dropdown and clicks the Continue button, the system will display the Routing page.

## Step 7



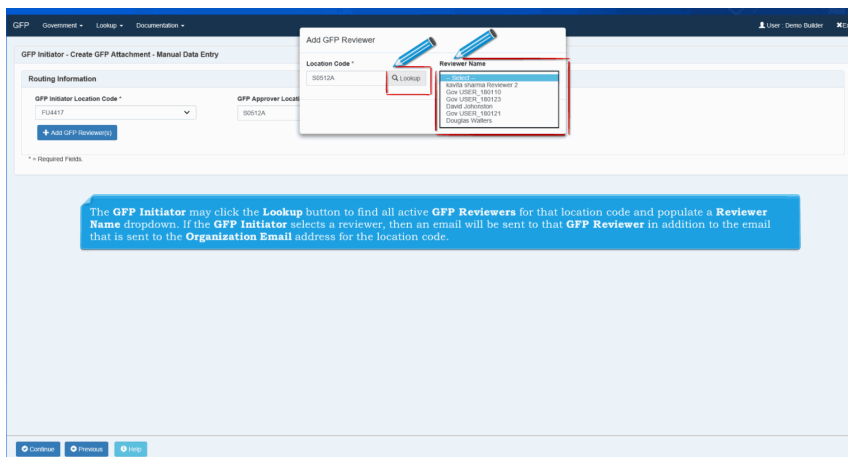
The Routing page will be displayed. The GFP Initiator will choose one of their active location codes for the GFP Initiator Location Code, enter in a GFP Approver Location Code, and click the Add GFP Reviewer button to add one or more reviewers. The GFP Reviewer is optional.  
Click the Continue button.

Step 8



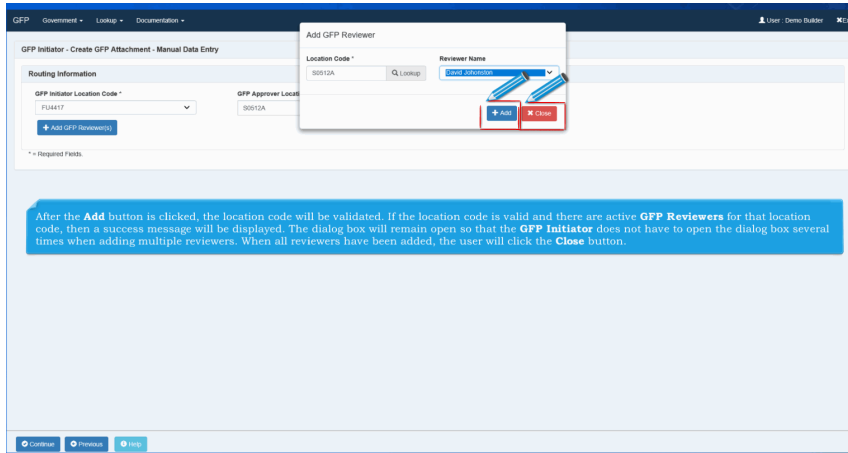
The GFP Initiator may then enter a GFP Reviewer Location Code and click the Add button to add that GFP Reviewer.

Step 9



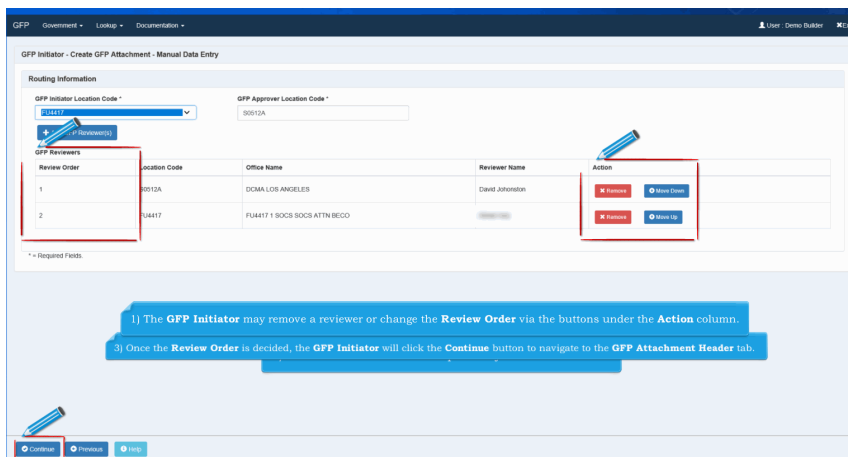
The GFP Initiator may click the Lookup button to find all active GFP Reviewers for that location code and populate a Reviewer Name dropdown. If the GFP Initiator selects a reviewer, then an email will be sent to that GFP Reviewer in addition to the email that is sent to the Organization Email address for the location code.

Step 10



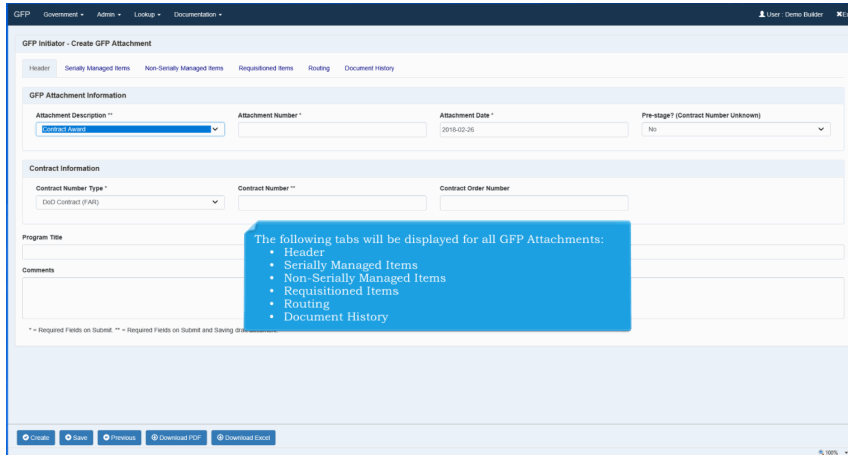
After the Add button is clicked, the location code will be validated. If the location code is valid and there are active GFP Reviewers for that location code, then a success message will be displayed. The dialog box will remain open so that the GFP Initiator does not have to open the dialog box several times when adding multiple reviewers. When all reviewers have been added, the user will click the Close button.

Step 11



- 1) The GFP Initiator may remove a reviewer or change the Review Order via the buttons under the Action column.
- 2) The reviews will be done sequentially in the order listed.
- 3) Once the Review Order is decided, the GFP Initiator will click the Continue button to navigate to the GFP Attachment Header tab.

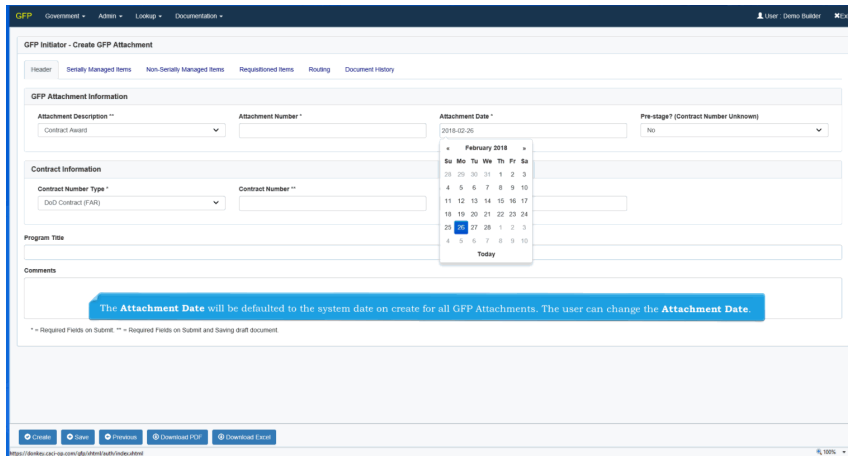
Step 12



The following tabs will be displayed for all GFP Attachments:

- Header
- Serially Managed Items
- Non-Serially Managed Items
- Requisitioned Items
- Routing
- Document History

Step 13



The Attachment Date will be defaulted to the system date on create for all GFP Attachments. The user can change the Attachment Date.

Step 14

The Attachment Description drop down will contain the following values:

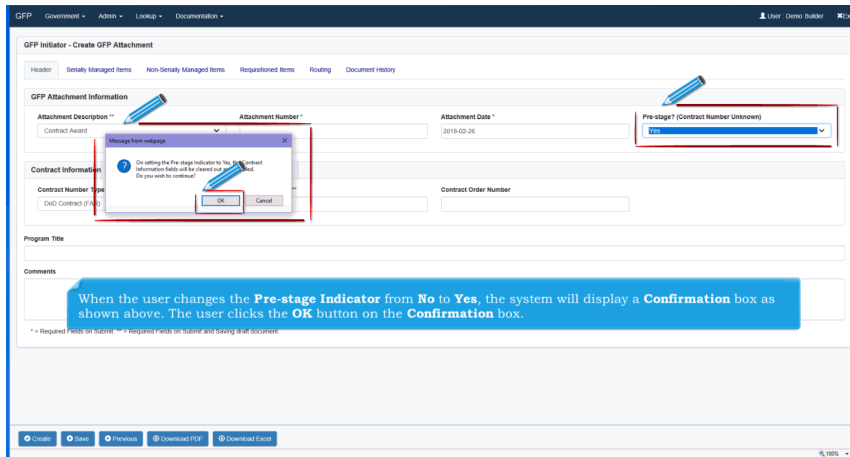
- Contract Award
- Contract Modification
- Solicitation
- Solicitation Amendment

Step 15

Contract Number Type will be added to Contract Awards and Contract Modifications. It will default to DoD Contract (FAR).

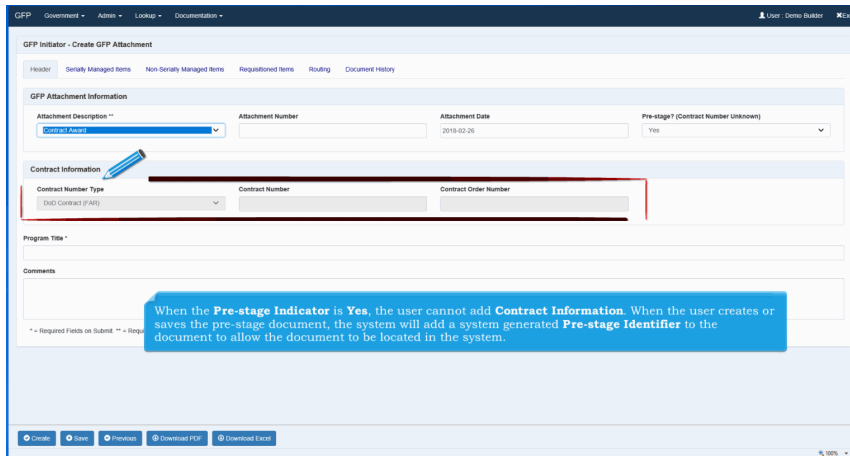


Step 16



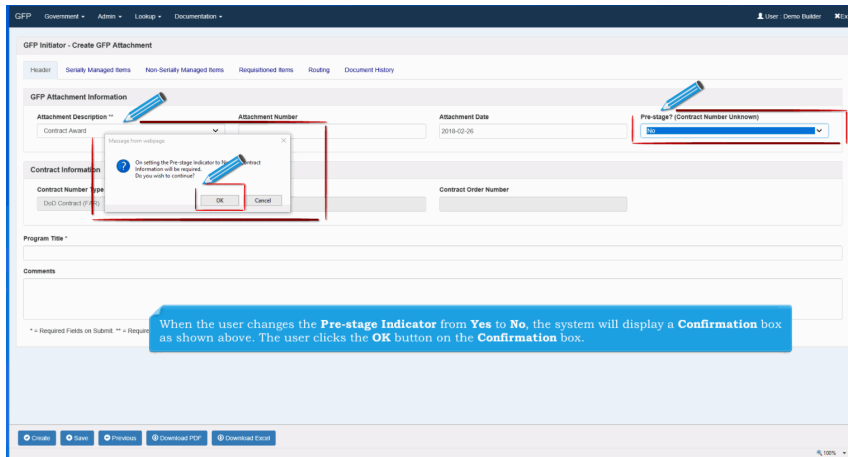
When the user changes the Pre-stage Indicator from No to Yes, the system will display a Confirmation box as shown above. The user clicks the OK button on the Confirmation box.

Step 17



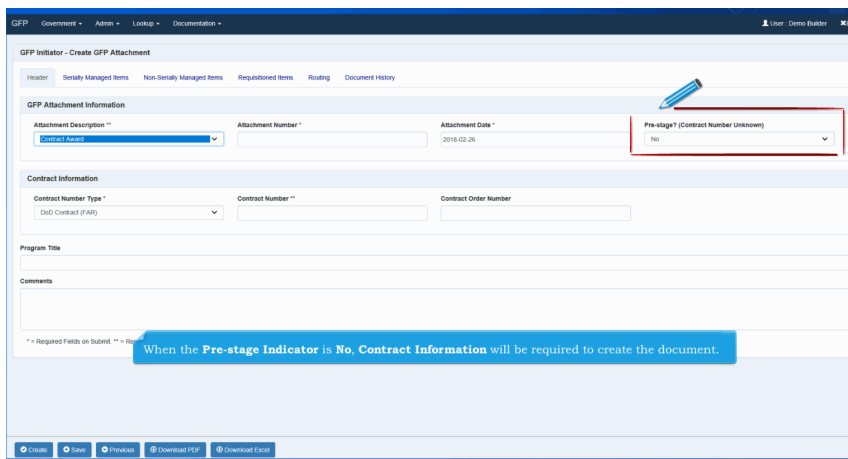
When the Pre-stage Indicator is Yes, the user cannot add Contract Information. When the user creates or saves the pre-stage document, the system will add a system generated Pre-stage Identifier to the document to allow the document to be located in the system.

Step 18



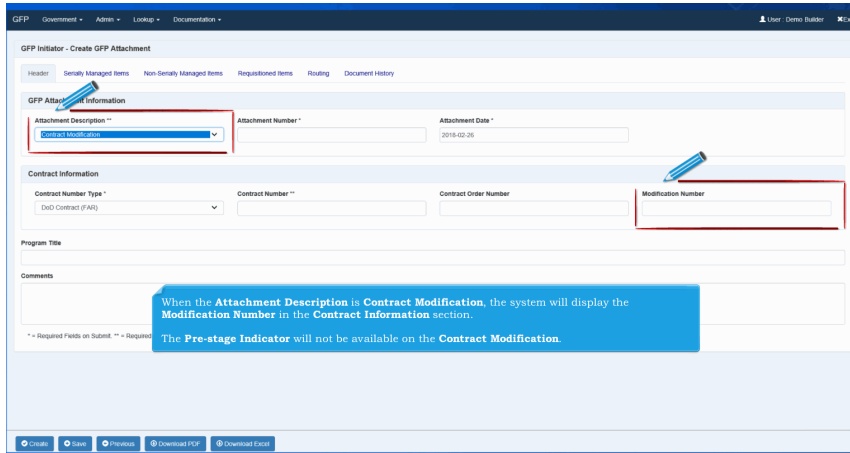
When the user changes the Pre-stage Indicator from Yes to No, the system will display a Confirmation box as shown above. The user clicks the OK button on the Confirmation box.

Step 19



When the Pre-stage Indicator is No, Contract Information will be required to create the document.

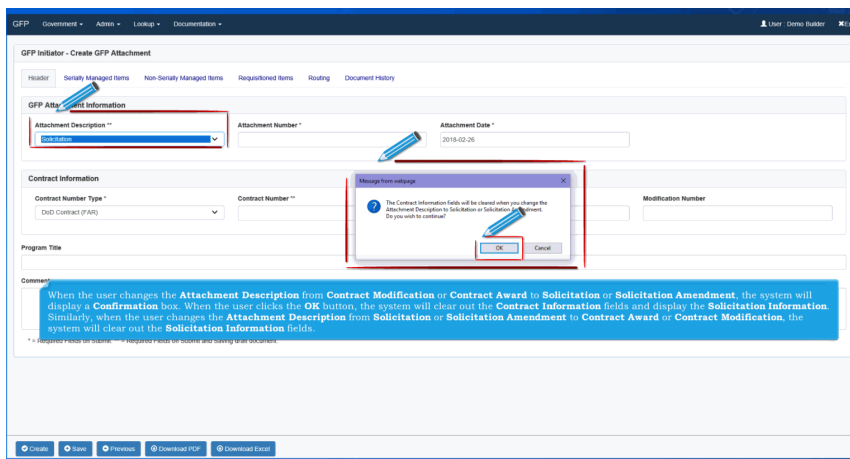
Step 20



When the Attachment Description is Contract Modification, the system will display the Modification Number in the Contract Information section.

The Pre-stage Indicator will not be available on the Contract Modification.

Step 21



When the user changes the Attachment Description from Contract Modification or Contract Award to Solicitation or Solicitation Amendment, the system will display a Confirmation box. When the user clicks the OK button, the system will clear out the Contract Information fields and display the Solicitation Information. Similarly, when the user changes the Attachment Description from Solicitation or Solicitation Amendment to Contract Award or Contract Modification, the system will clear out the Solicitation Information fields.

Step 22

GFP Initiator - Create GFP Attachment

Attachment Description: Solicitation Amendment

Attachment Number: 2019-02-26

Solicitation Information

Solicitation Number: [Empty]

Amendment Number: [Empty]

Program Title: [Empty]

Comments: [Empty]

1) When the Attachment Description is Solicitation Amendment, the system will display the Amendment Number in the Solicitation Information section.

2) The Pre-stage Indicator will not be available on the Solicitation Amendment.

1) When the Attachment Description is Solicitation Amendment, the system will display the Amendment Number in the Solicitation Information section.

2) The Pre-stage Indicator will not be available on the Solicitation Amendment.

Step 23

GFP Initiator - Create GFP Attachment

Routing Information

GFP Initiator

Location Code: S0512A

Office Name: DCMA LOS ANGELES

GFP Approver

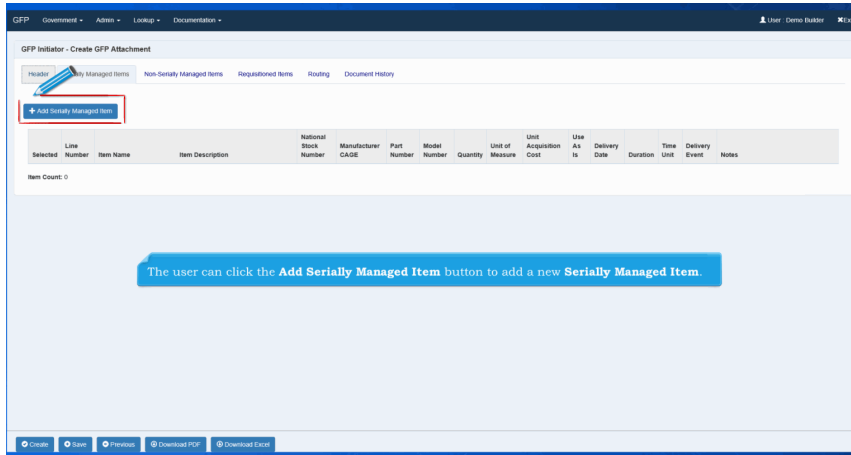
Location Code: S0512A

Office Name: DCMA LOS ANGELES

The Routing tab will contain the location codes for the GFP Initiator, GFP Approver, and any GFP Reviewers added to the GFP Attachment. This data is read-only and can be modified by navigating back to the Routing page.

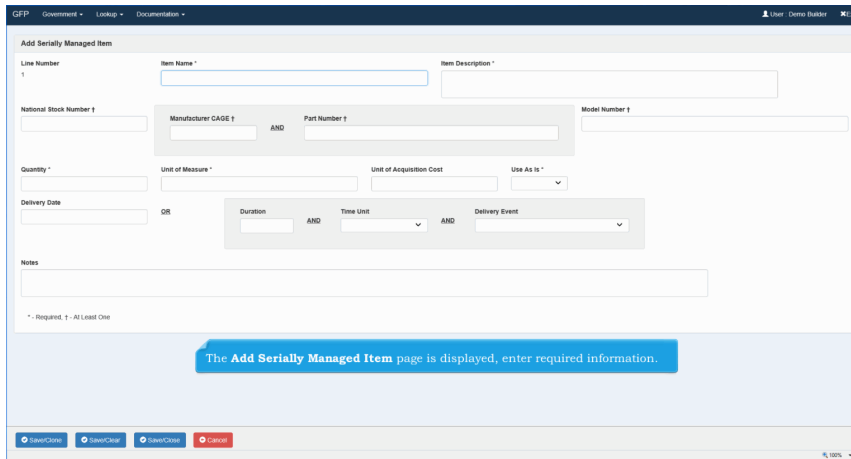
The Routing tab will contain the location codes for the GFP Initiator, GFP Approver, and any GFP Reviewers added to the GFP Attachment. This data is read-only and can be modified by navigating back to the Routing page.

Step 24



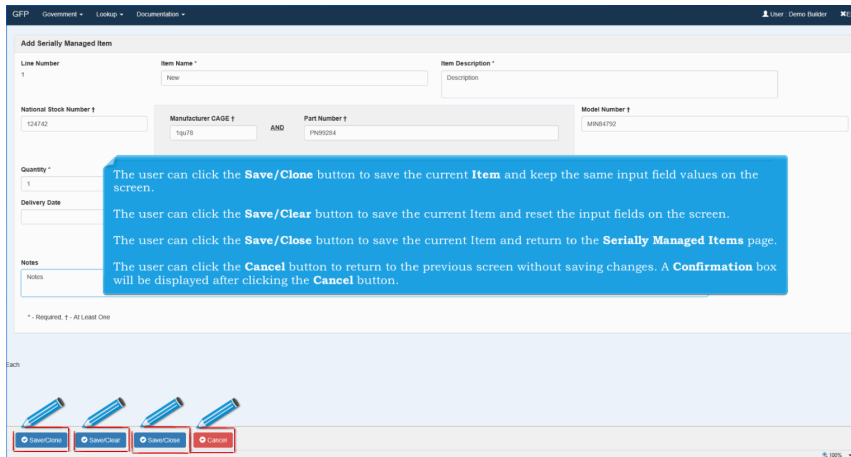
The user can click the Add Serially Managed Item button to add a new Serially Managed Item.

Step 25



The Add Serially Managed Item page is displayed, enter required information.

Step 26



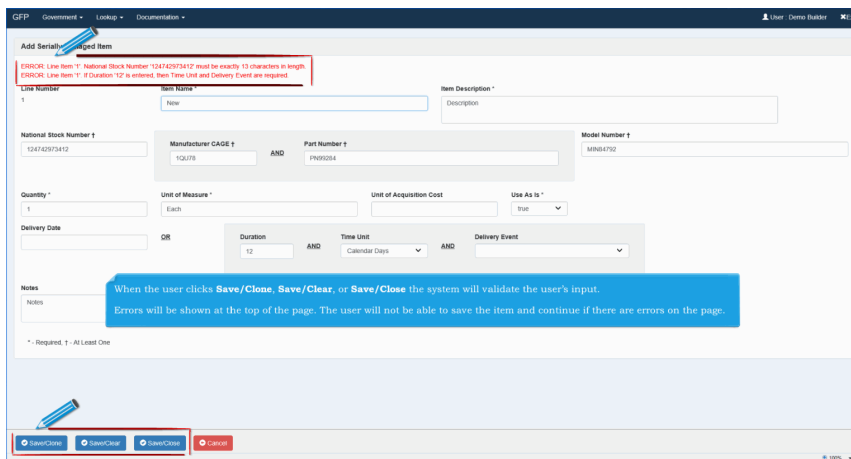
The user can click the Save/Clone button to save the current Item and keep the same input field values on the screen.

The user can click the Save/Clear button to save the current Item and reset the input fields on the screen.

The user can click the Save/Close button to save the current Item and return to the Serially Managed Items page.

The user can click the Cancel button to return to the previous screen without saving changes. A Confirmation box will be displayed after clicking the Cancel button.

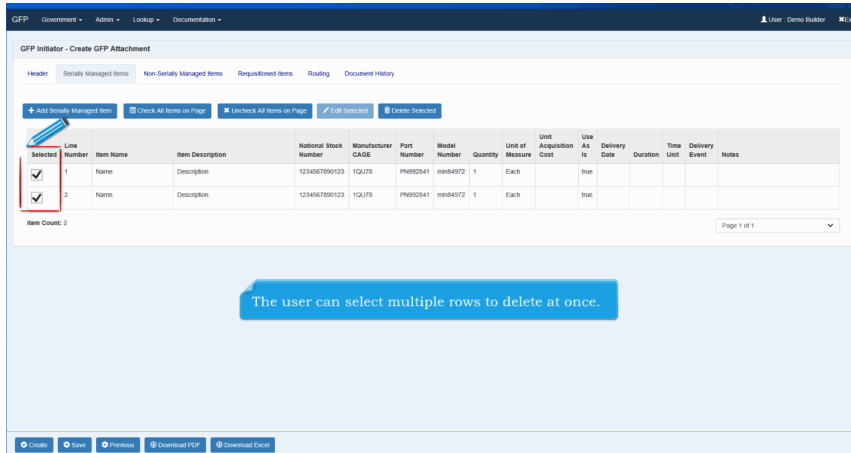
Step 27



When the user clicks Save/Clone, Save/Clear, or Save/Close the system will validate the user's input.

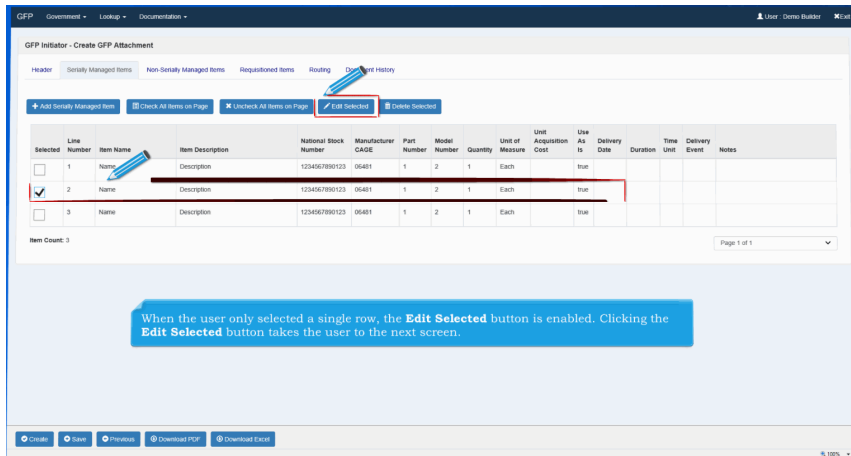
Errors will be shown at the top of the page. The user will not be able to save the item and continue if there are errors on the page.

Step 28



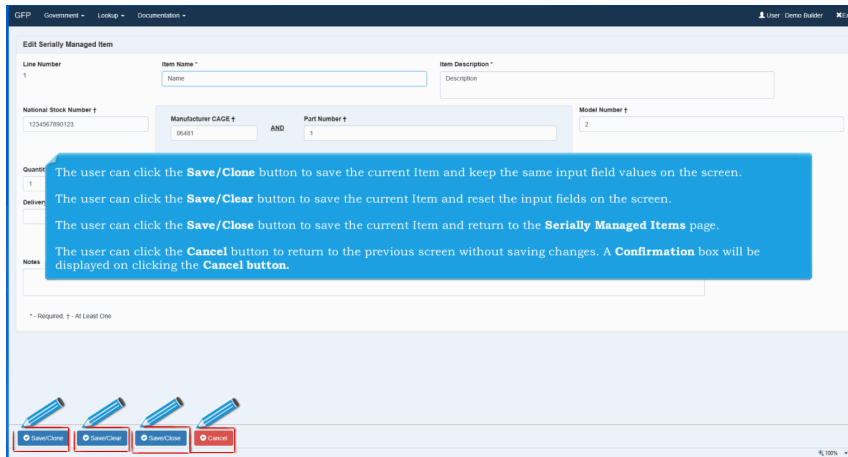
The user can select multiple rows to delete at once.

Step 29



When the user only selected a single row, the Edit Selected button is enabled. Clicking the Edit Selected button takes the user to the next screen.

Step 30



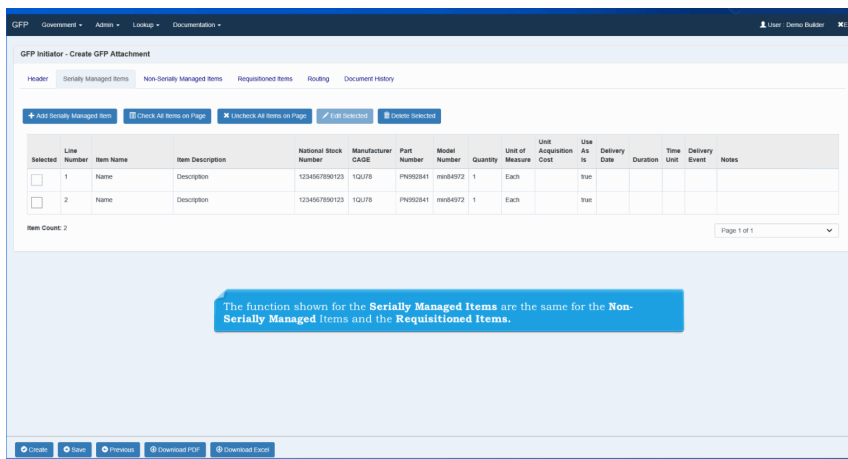
The user can click the Save/Clone button to save the current Item and keep the same input field values on the screen.

The user can click the Save/Clear button to save the current Item and reset the input fields on the screen.

The user can click the Save/Close button to save the current Item and return to the Serially Managed Items page.

The user can click the Cancel button to return to the previous screen without saving changes. A Confirmation box will be displayed on clicking the Cancel button.

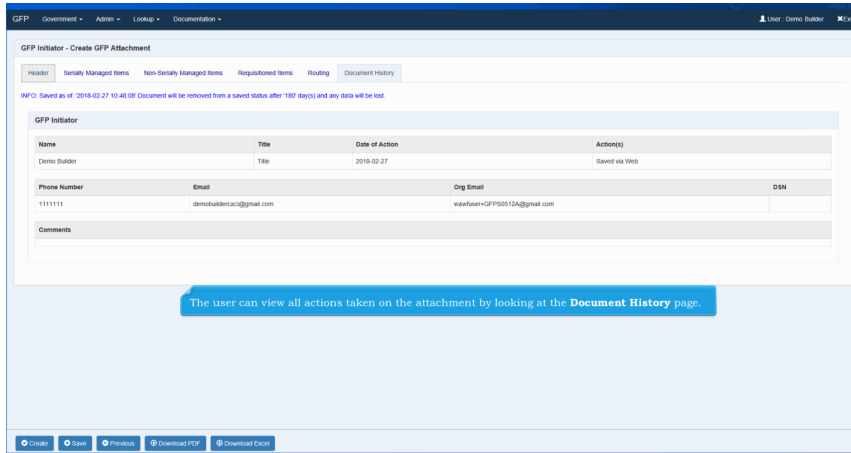
Step 31



The function shown for the Serially Managed Items are the same for the Non-Serially Managed Items and the Requisitioned Items.

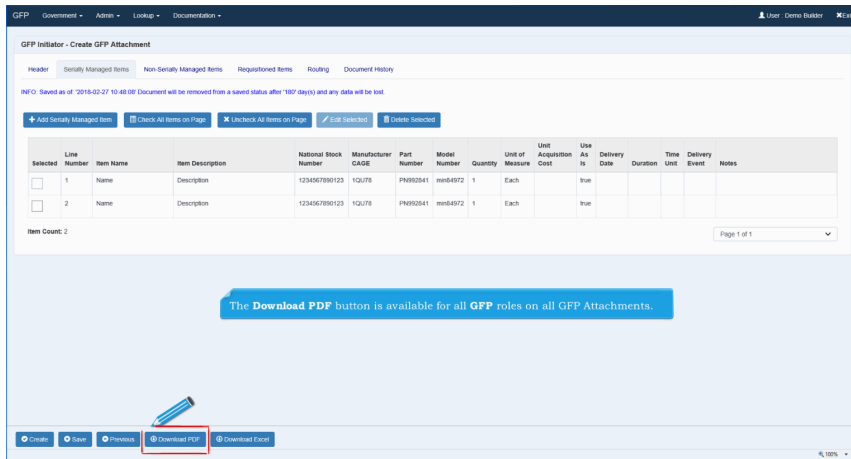


Step 32



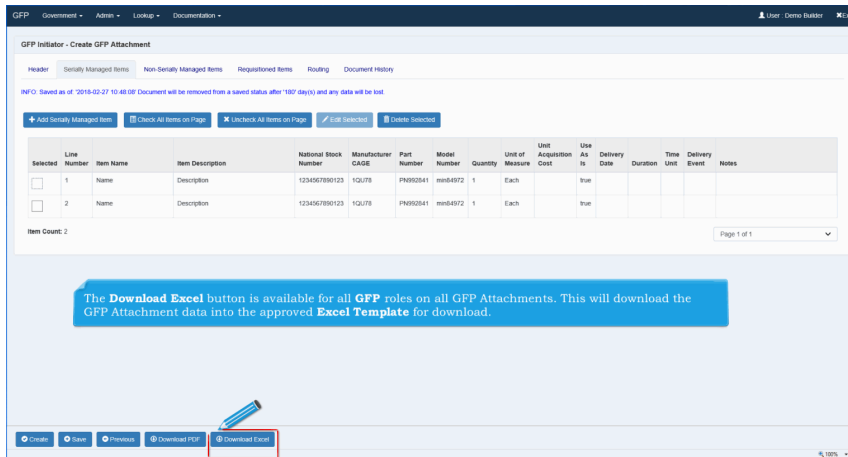
The user can view all actions taken on the attachment by looking at the Document History page.

Step 33



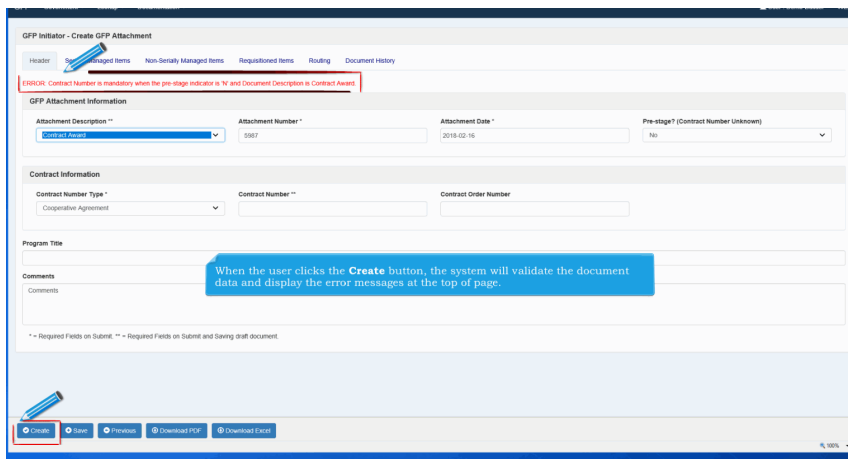
The Download PDF button is available for all GFP roles on all GFP Attachments.

Step 34



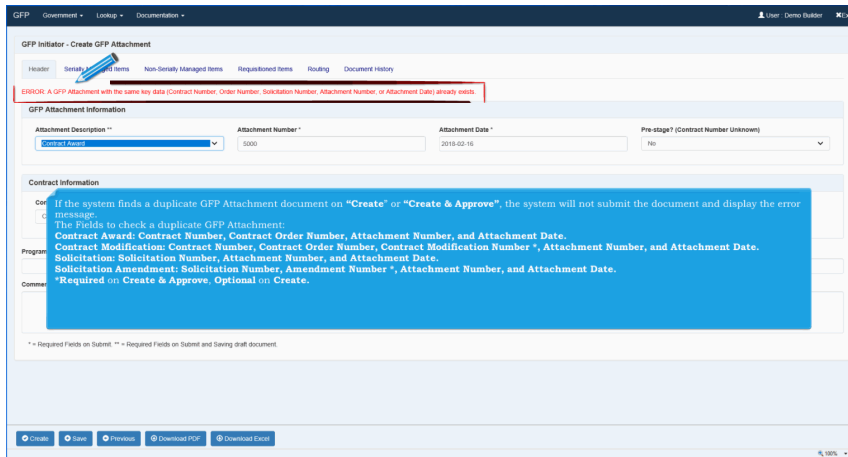
The Download Excel button is available for all GFP roles on all GFP Attachments. This will download the GFP Attachment data into the approved Excel Template for download.

Step 35



When the user clicks the Create button, the system will validate the document data and display the error messages at the top of page.

Step 36



If the system finds a duplicate GFP Attachment document on "Create" or "Create & Approve", the system will not submit the document and display the error message.

The Fields to check a duplicate GFP Attachment:

Contract Award: Contract Number, Contract Order Number, Attachment Number, and Attachment Date.

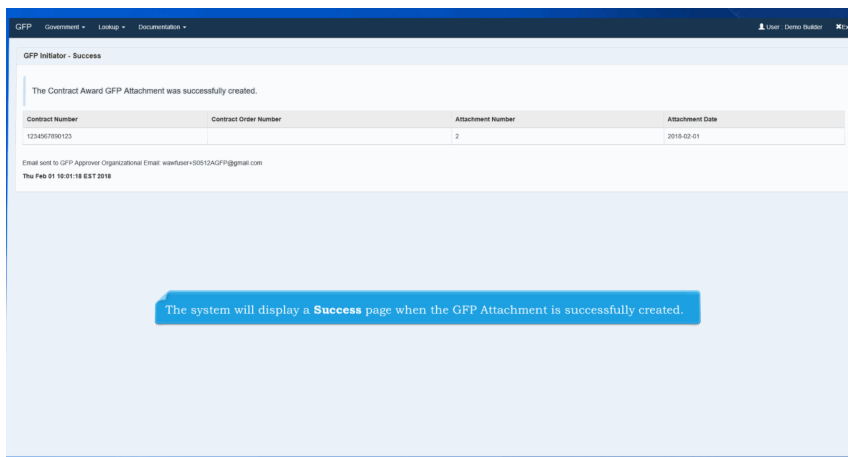
Contract Modification: Contract Number, Contract Order Number, Contract Modification Number \*, Attachment Number, and Attachment Date.

Solicitation: Solicitation Number, Attachment Number, and Attachment Date.

Solicitation Amendment: Solicitation Number, Amendment Number \*, Attachment Number, and Attachment Date.

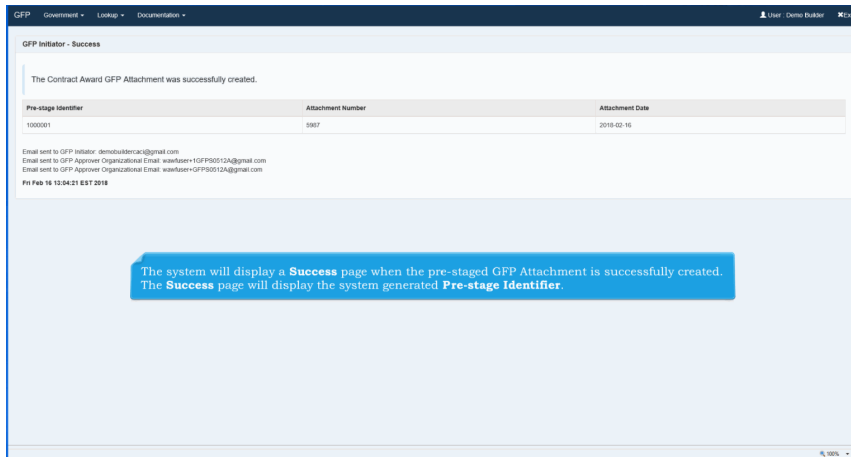
\*Required on Create & Approve, Optional on Create.

Step 37



The system will display a Success page when the GFP Attachment is successfully created.

Step 38



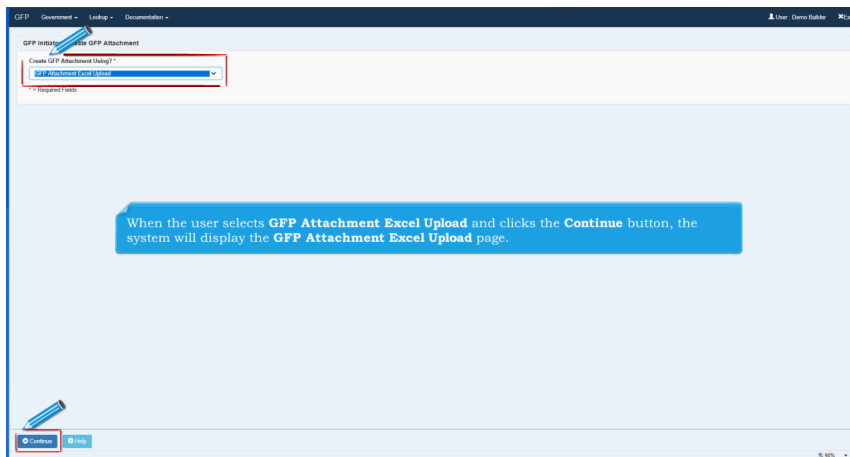
The system will display a Success page when the pre-staged GFP Attachment is successfully created. The Success page will display the system generated Pre-stage Identifier.

Step 39



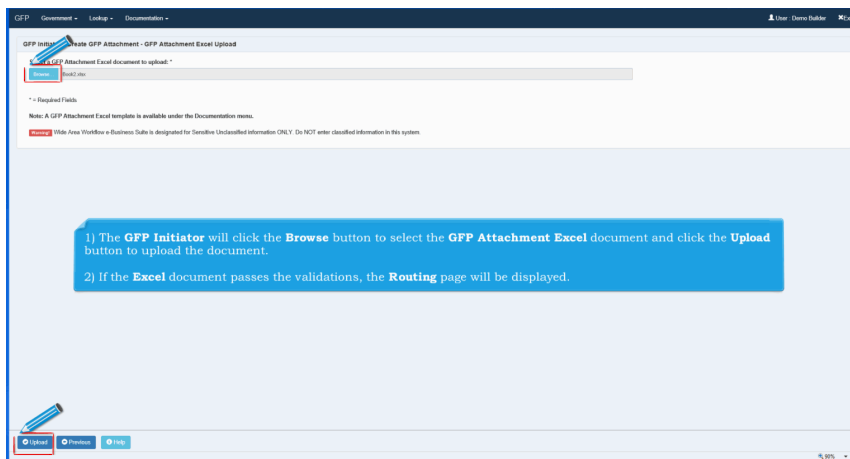
A GFP Attachment Excel Template and GFP Template Instructions is available to GFP Initiators and GFP Approvers under the Documentation menu.

## Step 40



When the user selects GFP Attachment Excel Upload and clicks the Continue button, the system will display the GFP Attachment Excel Upload page.

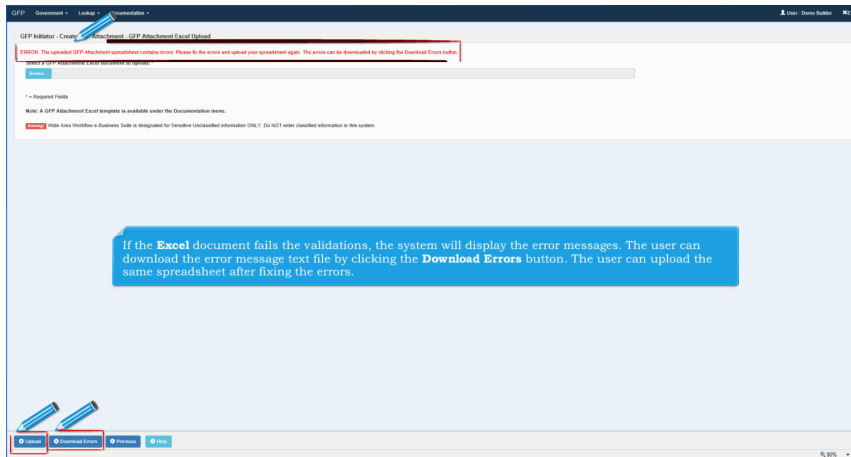
## Step 41



1) The GFP Initiator will click the Browse button to select the GFP Attachment Excel document and click the Upload button to upload the document.

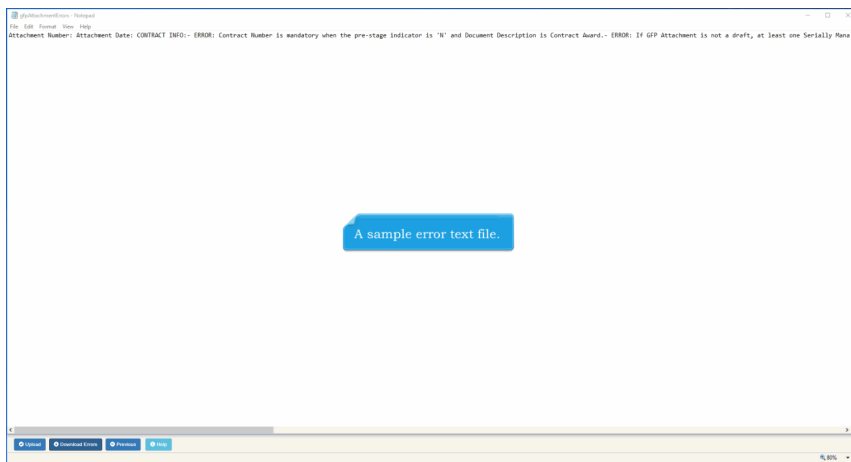
2) If the Excel document passes the validations, the Routing page will be displayed.

Step 42



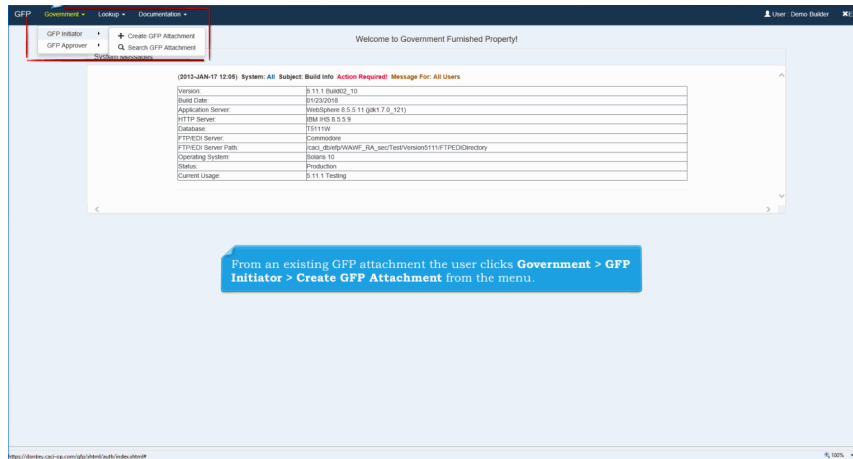
If the Excel document fails the validations, the system will display the error messages. The user can download the error message text file by clicking the Download Errors button. The user can upload the same spreadsheet after fixing the errors.

Step 43



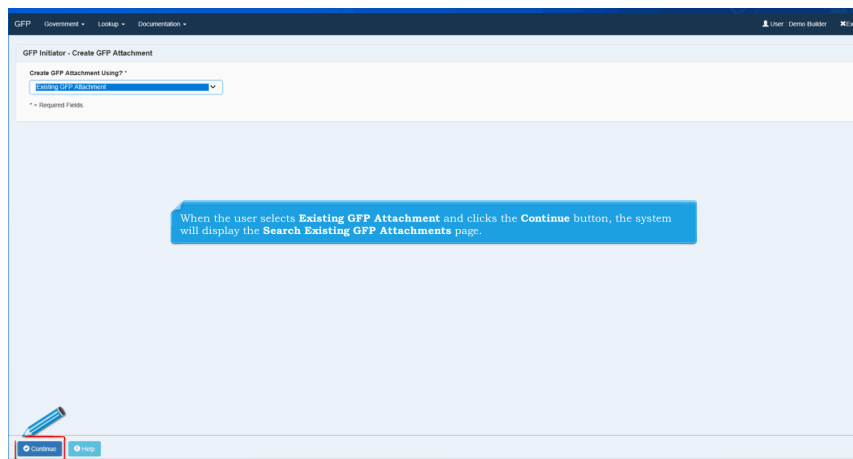
A sample error text file.

Step 44



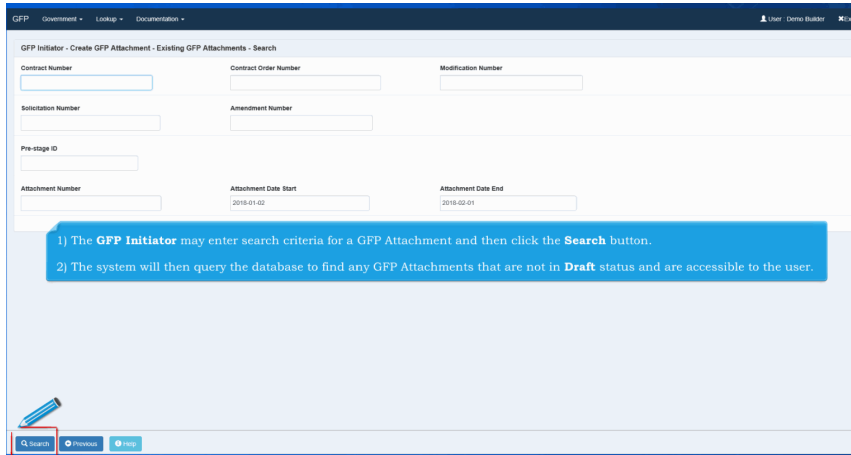
From an existing GFP attachment the user clicks Government > GFP Initiator > Create GFP Attachment from the menu.

Step 45



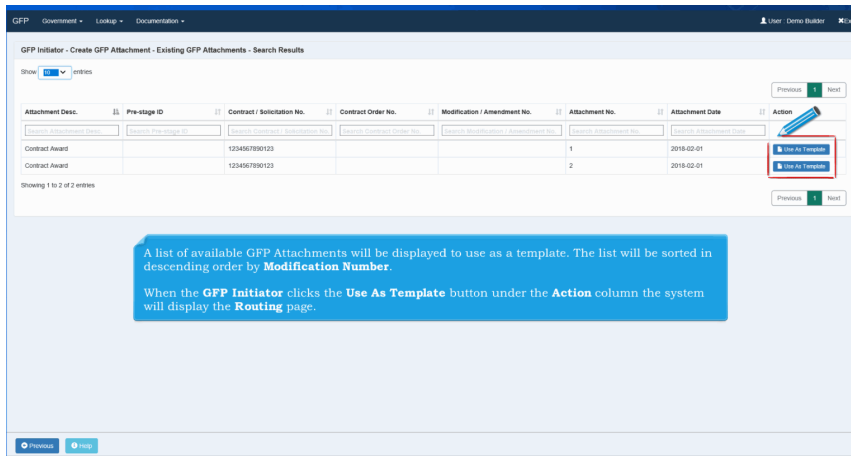
When the user selects Existing GFP Attachment and clicks the Continue button, the system will display the Search Existing GFP Attachments page.

Step 46



- 1) The GFP Initiator may enter search criteria for a GFP Attachment and then click the Search button.
- 2) The system will then query the database to find any GFP Attachments that are not in Draft status and are accessible to the user.

Step 47



- A list of available GFP Attachments will be displayed to use as a template. The list will be sorted in descending order by Modification Number.
- When the GFP Initiator clicks the Use As Template button under the Action column the system will display the Routing page.

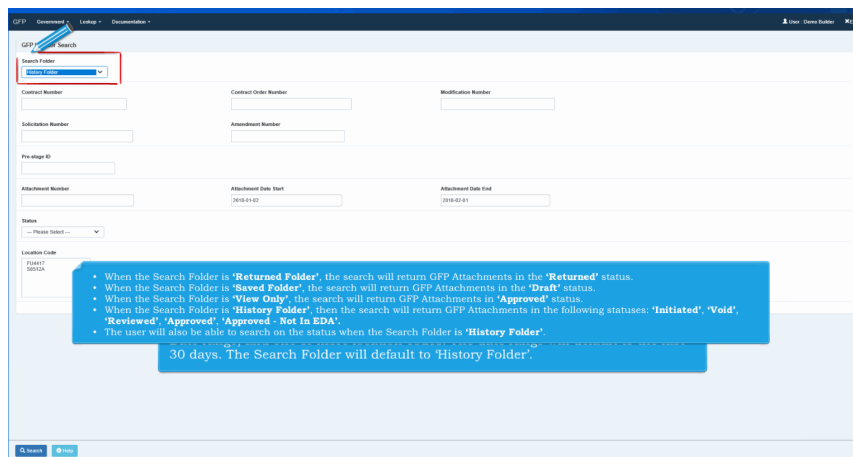


Step 48



The GFP Initiator Search will allow the user to search the 'Saved Folder', 'Returned Folder', 'View Only' and 'History Folder' folders for GFP Attachments to be processed.

Step 49



The Government GFP Initiator Search will allow the user to search a specified Search Folder on Contract \ Solicitation Number or Pre-stage ID, Contract Order Number, Modification \ Amendment Number, Attachment Number, Attachment Date range, and one or more location codes. The date range will default to the last 30 days. The Search Folder will default to 'History Folder'.

- When the Search Folder is 'Returned Folder', the search will return GFP Attachments in the 'Returned' status.
- When the Search Folder is 'Saved Folder', the search will return GFP Attachments in the 'Draft' status.
- When the Search Folder is 'View Only', the search will return GFP Attachments in 'Approved' status.
- When the Search Folder is 'History Folder', then the search will return GFP Attachments in the following statuses: 'Initiated', 'Void', 'Reviewed', 'Approved', 'Approved - Not In EDA'.
- The user will also be able to search on the status when the Search Folder is 'History Folder'.

Step 50

The GFP Initiator Saved Folder Search Results can be sorted and filtered. The GFP Initiator may click the Open button to open the GFP Attachment for their action. The Number Days until Purge is the number of days until the GFP Attachment is Auto-Purged.

Attachment Desc.	Pre-stage ID	Contract / Subcontract No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Initiator DuRAAC	# Days until Purge
Contract Amend	1000008				2328	2018-01-28	80512A	2
Contract Amend	1000008	80512A18C4139				2018-01-30	80512A	4
Contract Amend	1000008				1817	2018-01-30	80512A	4
Contract Amend	1000007				1	2018-01-31	80512A	5
Contract Amend	1000004				11412	2018-01-31	80512A	5
Subcontract	1000005				2328	2018-01-28	80512A	2
Subcontract	1000045				1817	2018-01-30	80512A	4
Subcontract	1000008				1	2018-01-31	80512A	5
Subcontract	1000003				11412	2018-01-31	80512A	5

The GFP Initiator Saved Folder Search Results can be sorted and filtered. The GFP Initiator may click the Open button to open the GFP Attachment for their action. The Number Days until Purge is the number of days until the GFP Attachment is Auto-Purged.

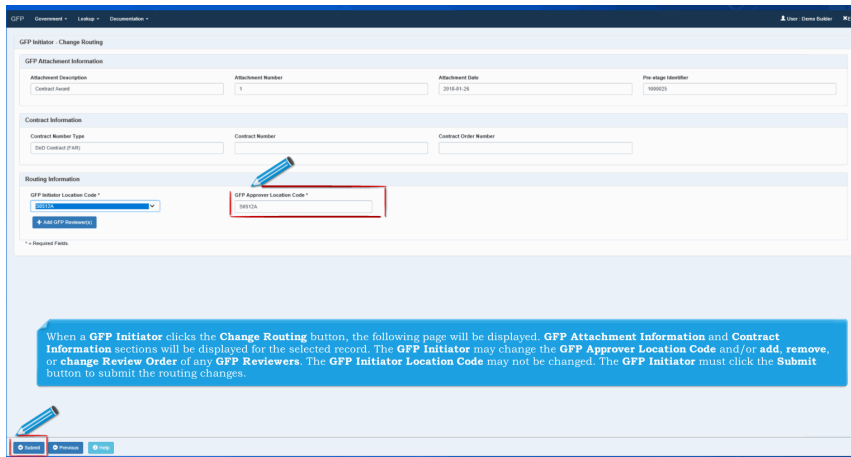
Step 51

The GFP Initiator Returned Folder Search Results can be sorted and filtered. The GFP Initiator may click the Open button to open the GFP Attachment for their action or click the Change Routing button to change the routing location codes.

Attachment Desc.	Pre-stage ID	Contract / Subcontract No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Initiator DuRAAC
Contract Amend	1000025				1	2018-01-26	80512A
Contract Amend		80512A19B7916			3	2018-01-22	80512A
Contract Amend		80512A19P0905			1	2018-01-19	80512A
Contract Modification	1000012	80512A19P0908			2009	2018-01-19	80512A
Subcontract Amendment	1000015	80512A19P1789		0001	2	2018-01-22	80512A
Subcontract Amendment	1000009	80512A19P1789		0001	1	2018-01-22	80512A

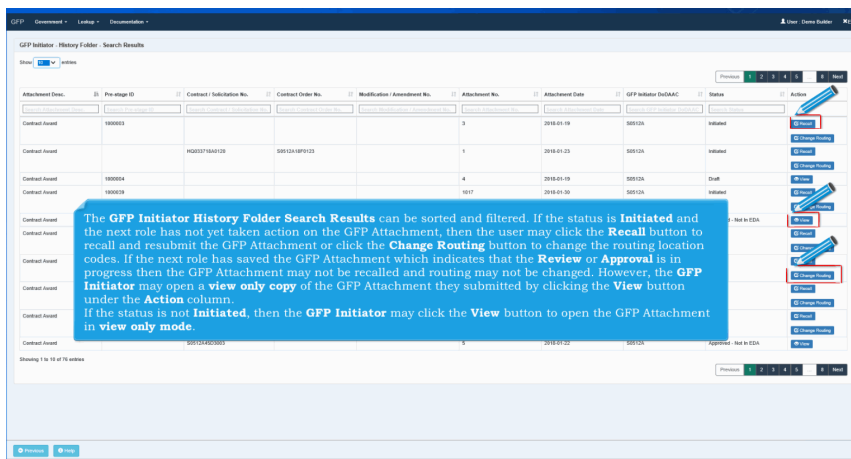
The GFP Initiator Returned Folder Search Results can be sorted and filtered. The GFP Initiator may click the Open button to open the GFP Attachment for their action or click the Change Routing button to change the routing location codes.

Step 52



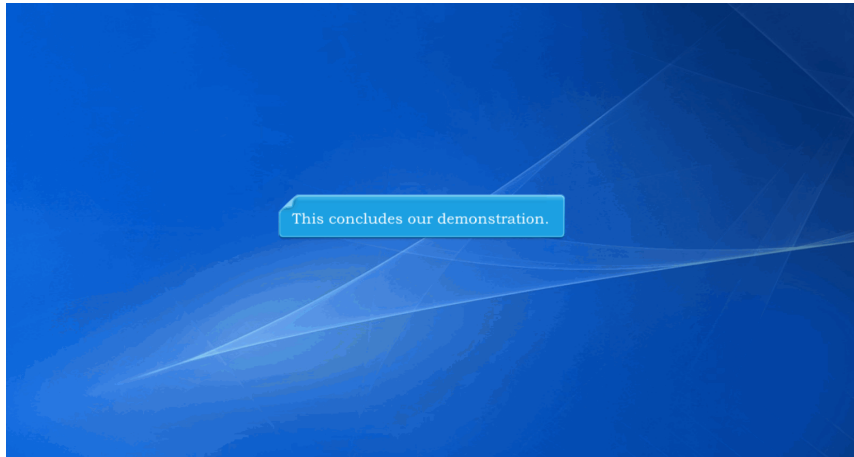
When a GFP Initiator clicks the Change Routing button, the following page will be displayed. GFP Attachment Information and Contract Information sections will be displayed for the selected record. The GFP Initiator may change the GFP Approver Location Code and/or add, remove, or change Review Order of any GFP Reviewers. The GFP Initiator Location Code may not be changed. The GFP Initiator must click the Submit button to submit the routing changes.

Step 53



The GFP Initiator History Folder Search Results can be sorted and filtered. If the status is Initiated and the next role has not yet taken action on the GFP Attachment, then the user may click the Recall button to recall and resubmit the GFP Attachment or click the Change Routing button to change the routing location codes. If the next role has saved the GFP Attachment which indicates that the Review or Approval is in progress then the GFP Attachment may not be recalled and routing may not be changed. However, the GFP Initiator may open a view only copy of the GFP Attachment they submitted by clicking the View button under the Action column. If the status is not Initiated, then the GFP Initiator may click the View button to open the GFP Attachment in view only mode.

End



This concludes our demonstration.