

GFP Delete Documents

Reference Guide

Homepage

GFP Module

Admin

Delete Documents

This guide demonstrates how to Delete Documents in GFP.

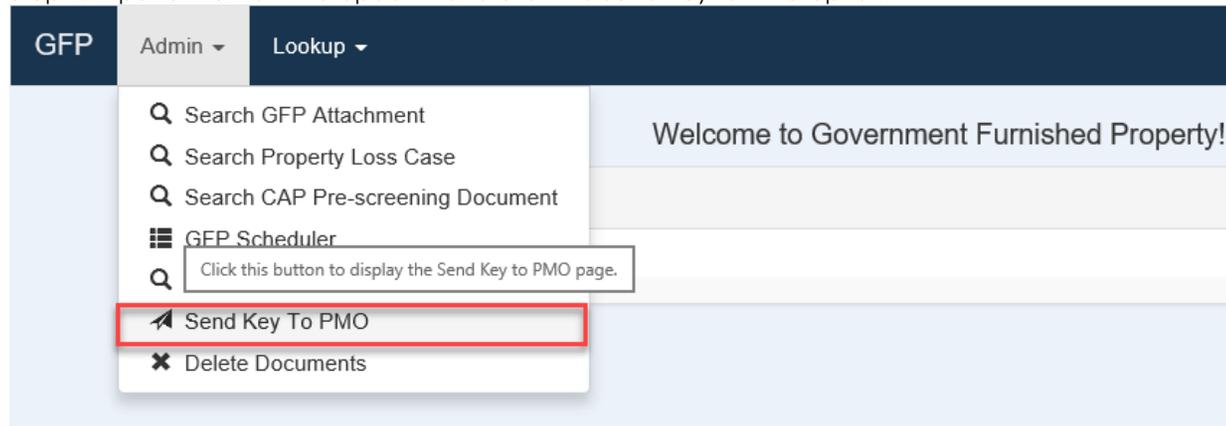
Roles

- GFP System Administrator
- WAWF PMO

Step 1: Login as a GFP System Admin and click on the GFP icon.



Step 2: Expand the Admin dropdown and click the Send Key to PMO option.



Step 3: Search for Contracts to delete by entering Contract information and click the Search button.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Send Key To PMO

Contract Number equal to ▼ <input type="text"/>	Delivery Order equal to ▼ <input type="text"/>	Shipment Number equal to ▼ <input type="text"/>	Status <input type="text" value="▼"/>
Gaining Contract Number equal to ▼ <input type="text"/>	Gaining Delivery Order equal to ▼ <input type="text"/>		

Search for document information. Data must be entered in at least one search field. Enter search data then click 'Search'.

Step 4: Contracts matching the search criteria will be returned on a results screen. The columns may be sorted and filtered to aide in locating the appropriate Contracts that need to be deleted. In the Request Deletion column, the user may select individual contracts or click the Check All or Check None options at the top of the column. After selecting the contracts to be deleted, enter comments and click the Next button.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Send Key To PMO - Selection

Show entries Previous **1** Next

Contract Number ↓	Delivery Order ↑	Gaining Contract ↑	Gaining Delivery ↑	Shipment Number ↑	Status ↑	Actions	Request Deletion *
<input type="text" value="Filter"/>		Check All Check None					
S0512A20K0504				PMB0504	21	View DOCUMENTS	<input type="checkbox"/>
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	21	View DOCUMENTS	<input type="checkbox"/>
S0512A20L1904	S0512A20F1904	S0512A20G1904	S0512A21F1904	PMGG1904	21	View DOCUMENTS	<input type="checkbox"/>

Showing 1 to 3 of 3 entries Previous **1** Next

Comments *

* Asterisk indicates required field.
Please select one or more checkboxes and enter a comment to request document deletion.
Click 'Next' to go to the confirmation page, or click 'Previous' to cancel and return to the previous page.

Step 5: A Confirmation screen will be displayed. All selected Contracts will be displayed. Click the Submit button to continue.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Send Key to PMO - Confirmation

Show 10 entries Previous 1 Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Status
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	21

Showing 1 to 1 of 1 entries Previous 1 Next

These documents have been selected for the deletion request.
 Click 'Submit' to send the deletion request to the PMO, or click 'Previous' to cancel and return to the previous page.

[Submit](#) [Previous](#)

Step 6: A request for document deletion success message will be displayed, and the Contracts have been sent to the WAWF PMO to Approve or Deny.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Send Key To PMO - Notification

Show 10 entries Previous 1 Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Status
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	21

Showing 1 to 1 of 1 entries Previous 1 Next

The request for document deletion was successful!

Step 1: Login as a WAWF PMO user and click on the GFP icon.

Welcome to the Procurement Integrated Enterprise Environment

ward



System for Award Management

Property Management



Government Furnished Property

Operational Support



Joint Appointment Module



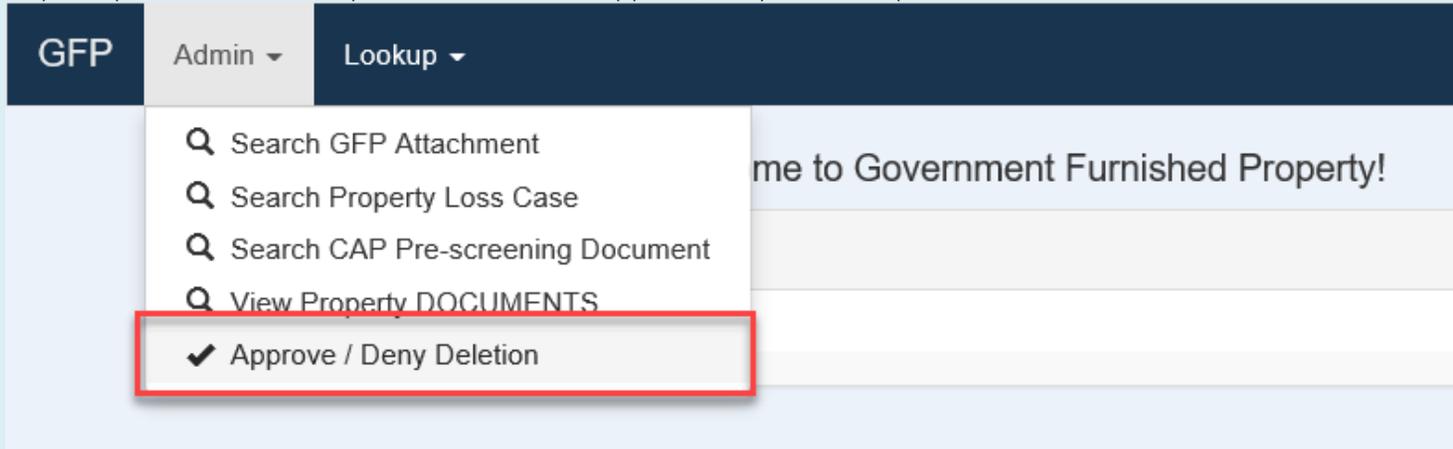
Purpose Code Management

Other



Approve/Deny Deletion

Step 2: Expand the Admin dropdown and click the Approve/Deny Deletion option.



Step 3: The Approve/Deny Deletions – Selection page will be displayed with a list of all current Contracts that have been requested for deletion. The WAWF PMO may view the Contract and its Documents under the Actions column. After reviewing the Contracts select Approve or Deny from their respective columns. Approve All and Deny all buttons are available. Comments are mandatory.

WAWF - WAWF PMO (WAWF PMO Personnel only) - Approve / Deny Deletions - Selection

Show 10 entries Previous 1 Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	SAM Comments	Actions	Approve Deletion *	Deny Deletion *
<input type="text" value="Filter"/>	Actions	Approve All	Deny All					
S0512A20K0504				PMC0504	comment	View DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>
S0512A20K0508	S0512A20F0508	S0512A20G0508	S0512A20F0508	SHP0508	comment	View DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	Delete	View DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 3 of 3 entries Previous 1 Next

Comments *

* Asterisk indicates required field.
Please select one or more checkboxes to approve or deny the deletion of documents.
Click 'Next' to go to the confirmation page.

Next

Step 4: A Confirmation screen will be displayed. All selected Contracts will be displayed. Click the Submit button to continue.

WAWF - WAWF PMO (WAWF PMO Personnel only) - Approve / Deny Deletions - Notification

Show entries Previous **1** Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Deletion
<input type="text" value="Filter"/>					
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	

Showing 1 to 1 of 1 entries Previous **1** Next

WARNING: These documents have been selected for approval or denial.
Click 'Submit' to approve or deny the deletions, or click 'Return' to cancel and return to the previous page.

Step 5: An Approval/Denial success message will be displayed.

WAWF - WAWF PMO (WAWF PMO Personnel only) - Approve / Deny Deletions - Notification

Show entries Previous **1** Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Deletion
<input type="text" value="Filter"/>					
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	

Showing 1 to 1 of 1 entries Previous **1** Next

The approval / denial was successful!

Delete Documents

Step 1: Login as a GFP System Admin and click the GFP icon.

Welcome to the Procurement Integrated Enterprise Environment

ward

Property Management

Operational Support

Other

SAM
System for Award Management

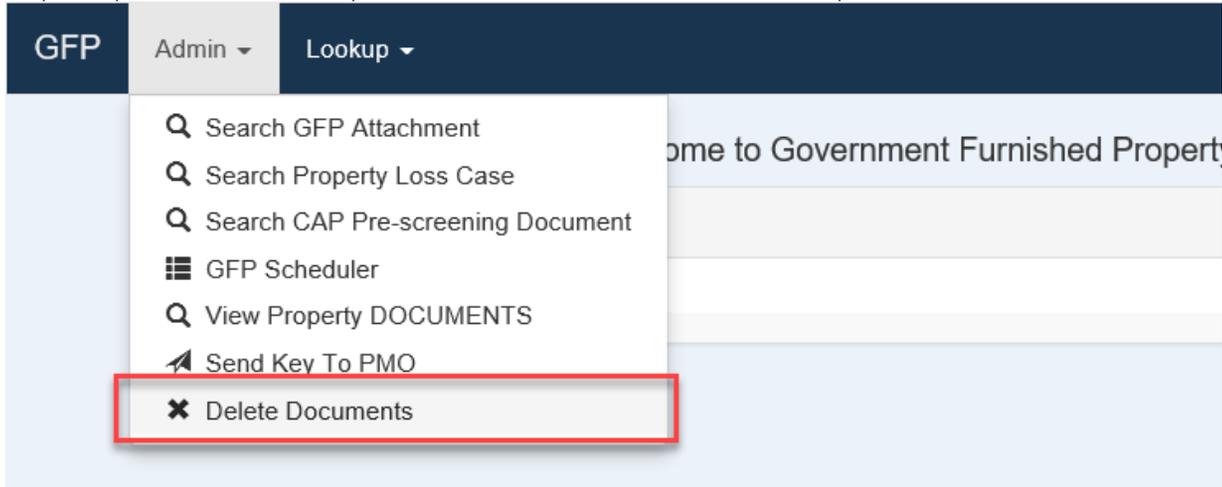
GFP
Government Furnished Property

JAM
Joint Appointment Module

PCM
Purpose Code Management

WDT

Step 2: Expand the Admin dropdown and click the Delete Documents option.



Step 3: On the Delete Documents – Selection screen the Contracts may be viewed before deletion by clicking the View or DOCUMENTS links in the Actions column. Select Contracts from the list and enter comments for the selected documents. Click the Next button to continue.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Delete Documents - Selection

Show entries Previous **1** Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	PMO Comments	Actions	Delete *
<input type="text" value="Filter"/>		Check All Check None					
35463546	VV3546			SHP35461	comment	View DOCUMENTS	<input type="checkbox"/>
S0512A20K0430				SHP1302	comment	View DOCUMENTS	<input type="checkbox"/>
S0512A20K0503				PCM0503	comment	View DOCUMENTS	<input type="checkbox"/>
S0512A20K0503				PMA0503	comment	View DOCUMENTS	<input type="checkbox"/>
S0512A20K0504	S0512A21F0504			SHP0504	comment	View DOCUMENTS	<input type="checkbox"/>
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304	Delete	View DOCUMENTS	<input type="checkbox"/>

Showing 1 to 6 of 6 entries Previous **1** Next

Comments *

* Asterisk indicates required field.
Please select one or more checkboxes and enter a comment to delete the selected document(s).
Click 'Next' to go to the confirmation page.

Step 4: A Confirmation screen will be displayed. All selected Contracts will be displayed. Click the Submit button to continue.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Delete Documents - Confirmation

Show entries Previous **1** Next

Contract Number	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number
<input type="text" value="Filter"/>				
S0512A20L1304	S0512A20F0123	S0512A20G1304	S0512A20F0123	PMVV1304

Showing 1 to 1 of 1 entries Previous **1** Next

WARNING: These documents will be permanently deleted.
Click 'Submit' to delete the documents, or click 'Return' to cancel and return to the previous page.

Step 5: A success message will be displayed for the deleted Contracts.