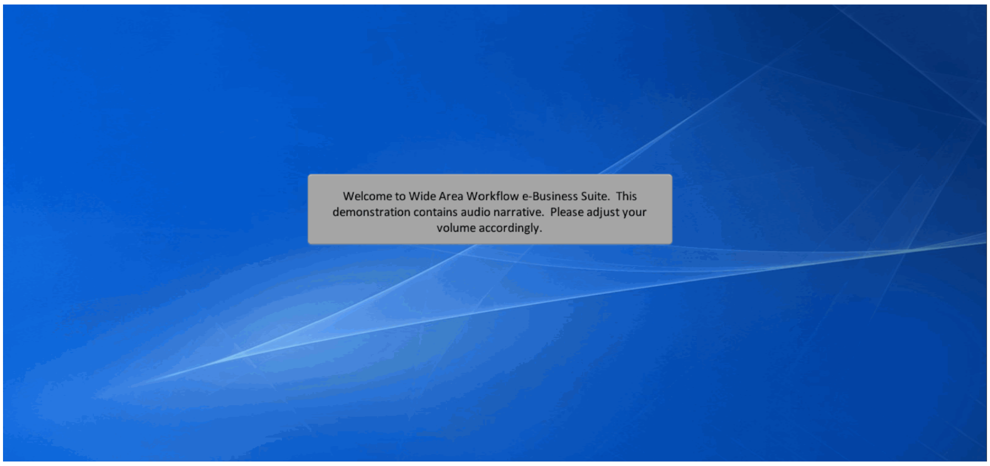
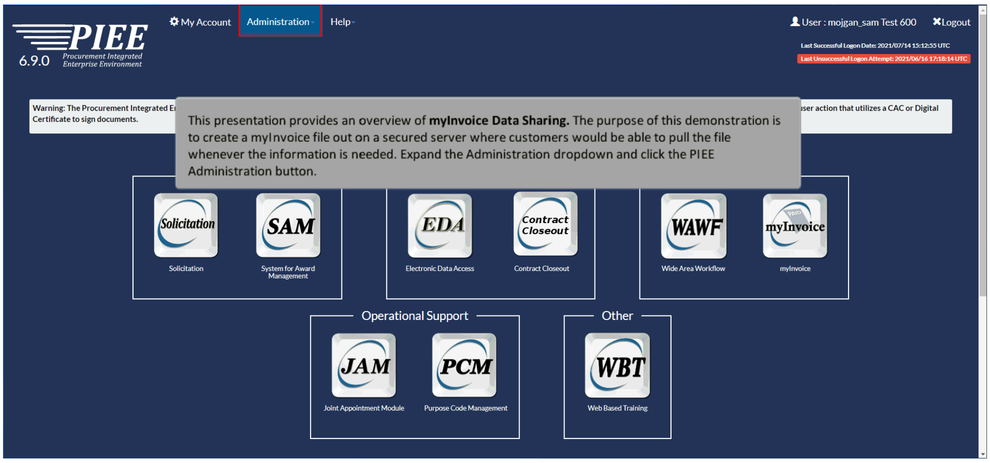
Intro



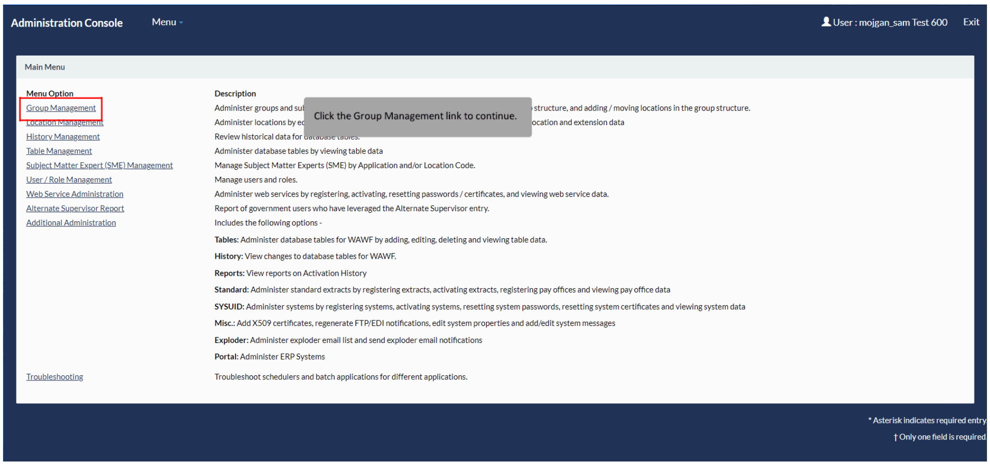
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



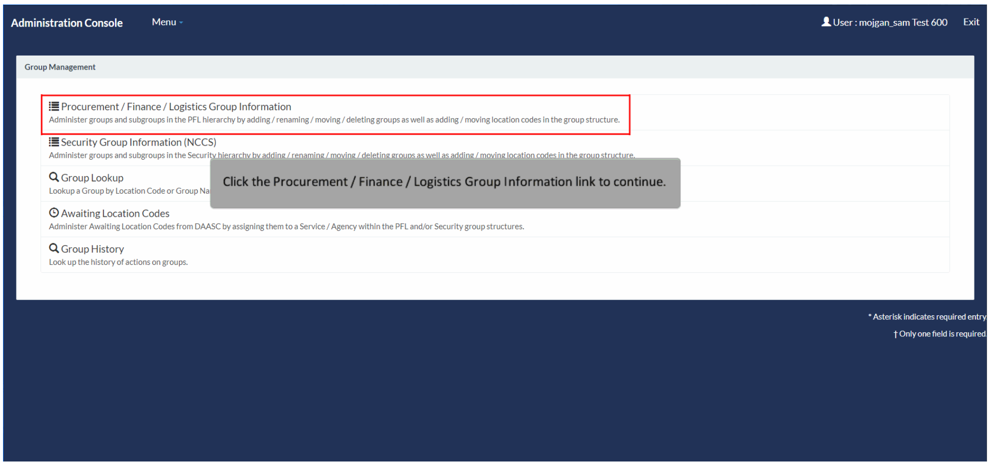
This presentation provides an overview of myInvoice Data Sharing. The purpose of this demonstration is to create a myInvoice file out on a secured server where customers would be able to pull the file whenever the information is needed. Expand the Administration dropdown and click the PIEE Administration button.

Step 2



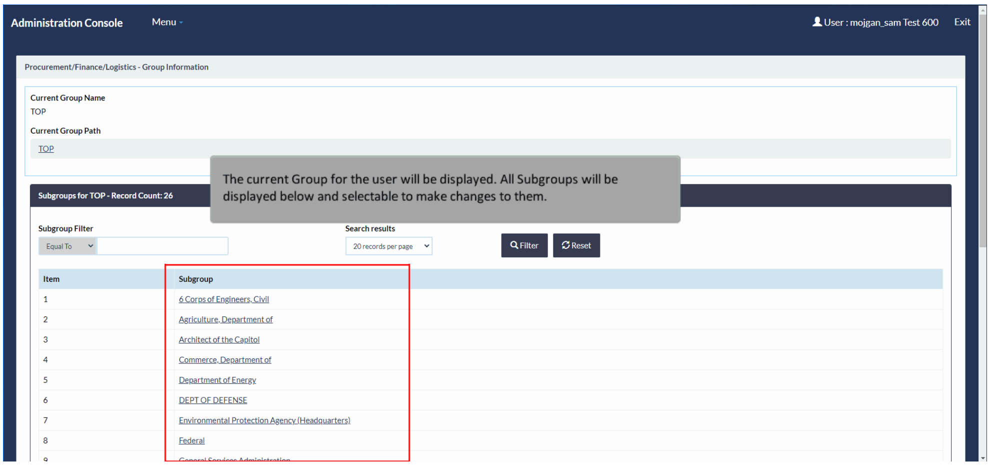
Click the Group Management link to continue.

Step 3



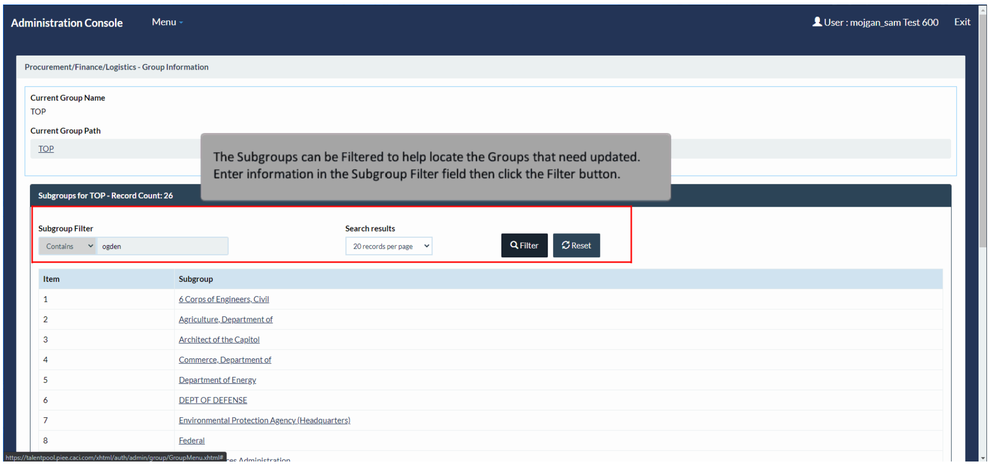
Click the Procurement / Finance / Logistics Group Information link to continue.

Step 4



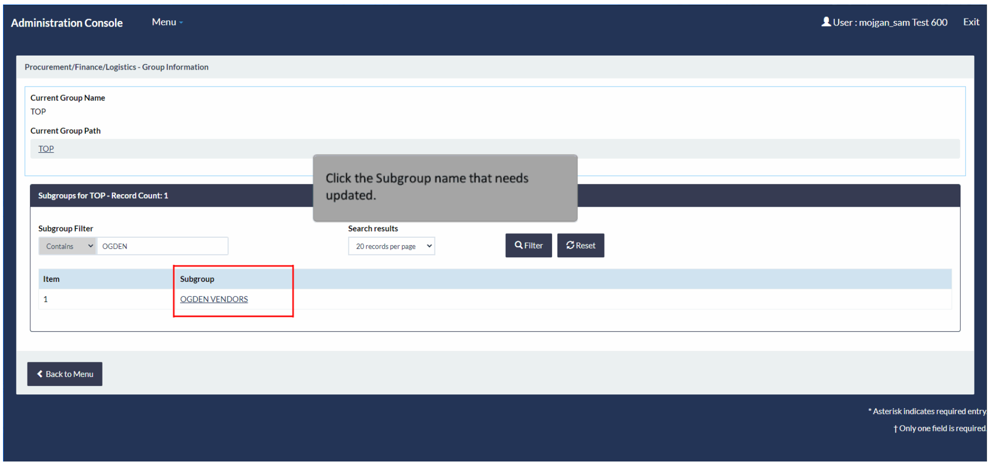
The current Group for the user will be displayed. All Subgroups will be displayed below and selectable to make changes to them.

Step 5



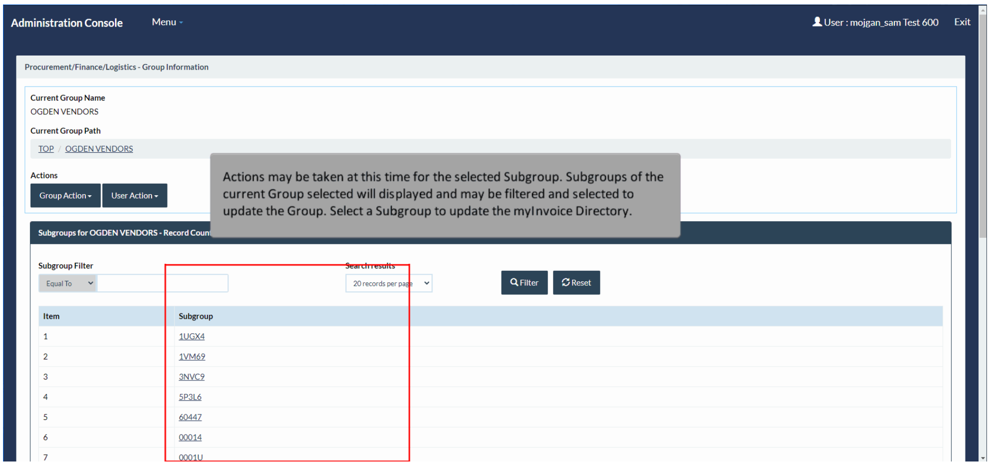
The Subgroups can be Filtered to help locate the Groups that need updated. Enter information in the Subgroup Filter field then click the Filter button.

Step 6



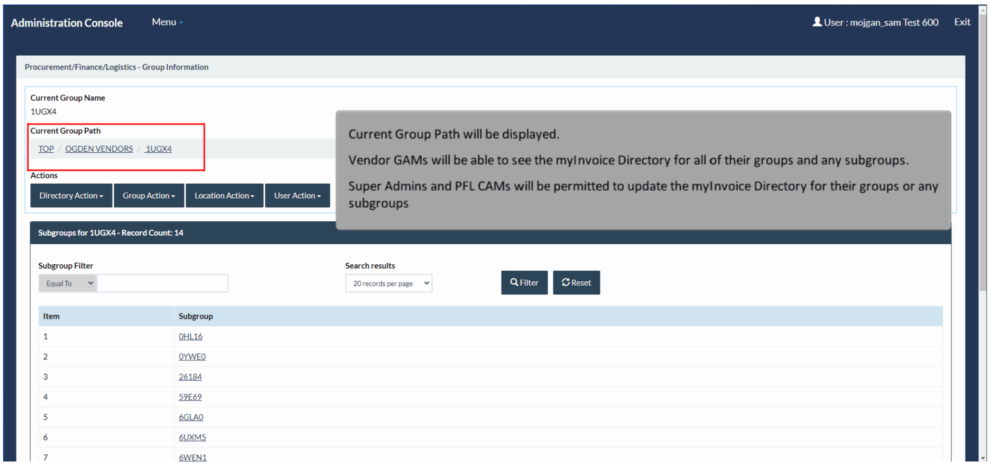
Click the Subgroup name that needs updated.

Step 7



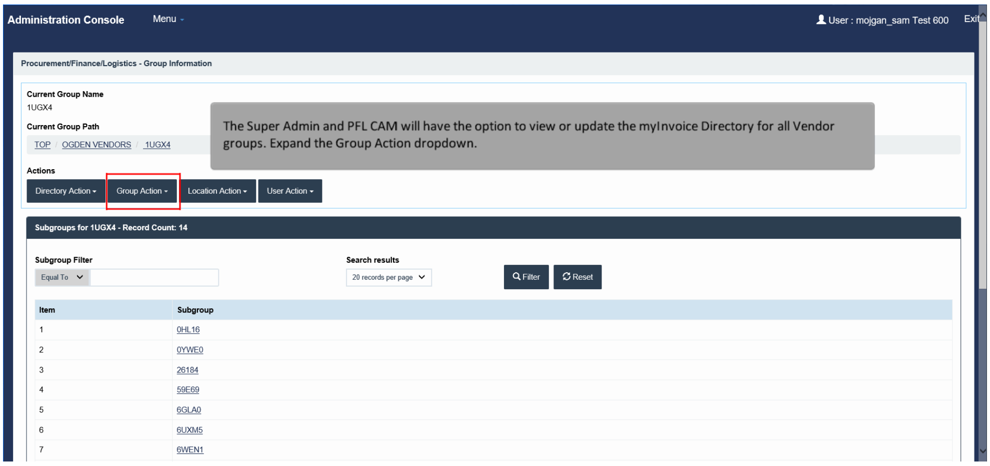
Actions may be taken at this time for the selected Subgroup. Subgroups of the current Group selected will displayed and may be filtered and selected to update the Group. Select a Subgroup to update the myInvoice Directory.

Step 8



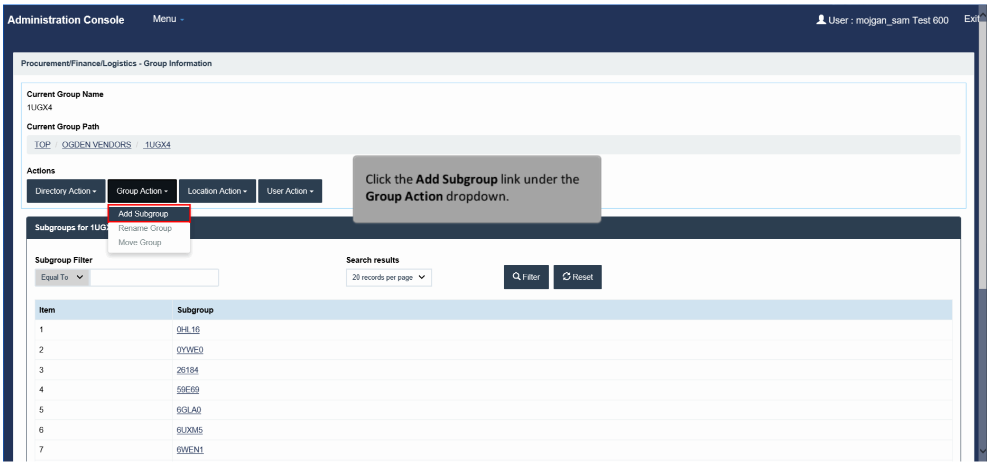
Current Group Path will be displayed.
Vendor GAMs will be able to see the myInvoice Directory for all of their groups and any subgroups.
Super Admins and PFL CAMs will be permitted to update the myInvoice Directory for their groups or any subgroups

Step 9



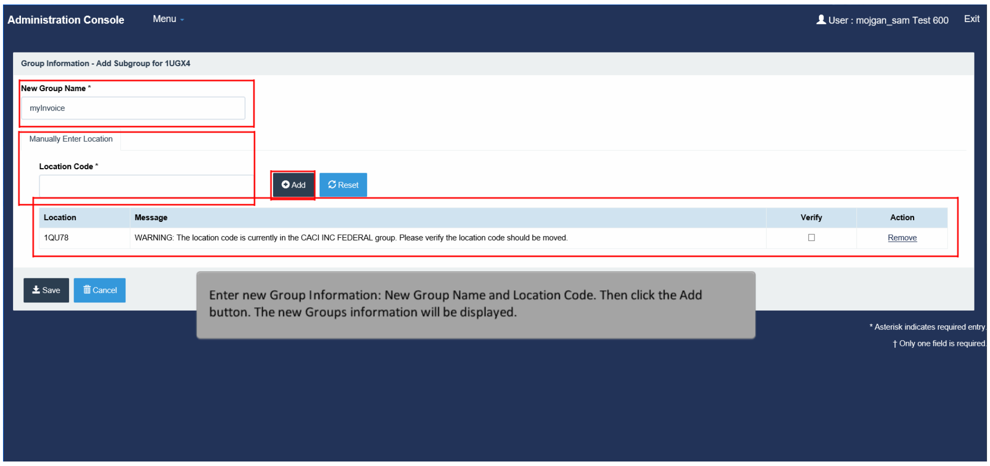
The Super Admin and PFL CAM will have the option to view or update the myInvoice Directory for all Vendor groups. Expand the Group Action dropdown.

Step 10



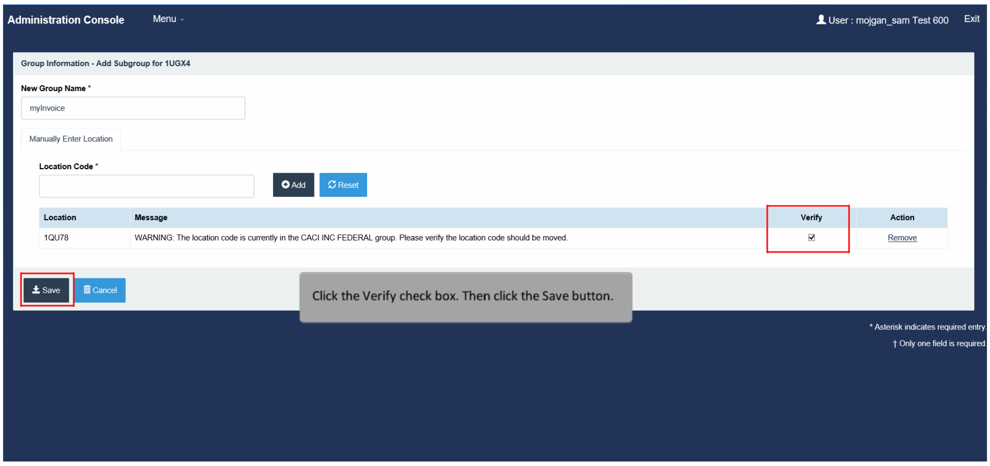
Click the Add Subgroup link under the Group Action dropdown.

Step 11



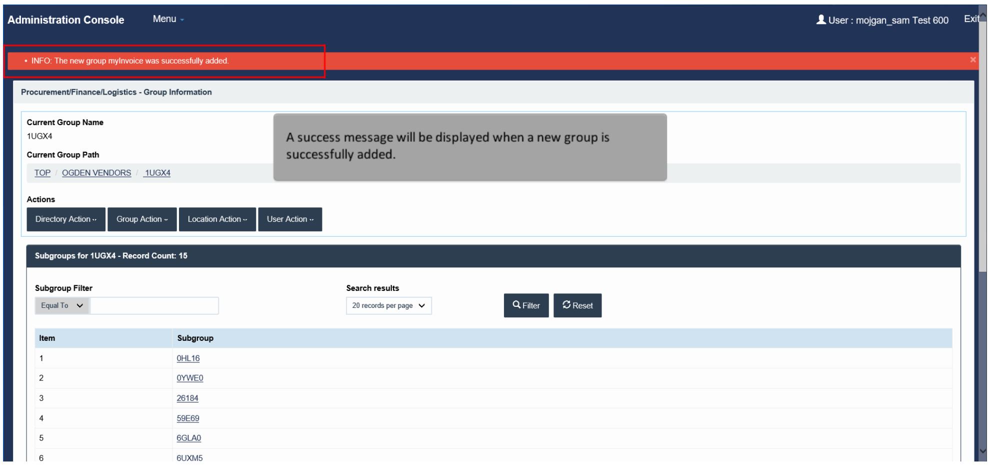
Enter new Group Information: New Group Name and Location Code. Then click the Add button. The new Groups information will be displayed.

Step 12



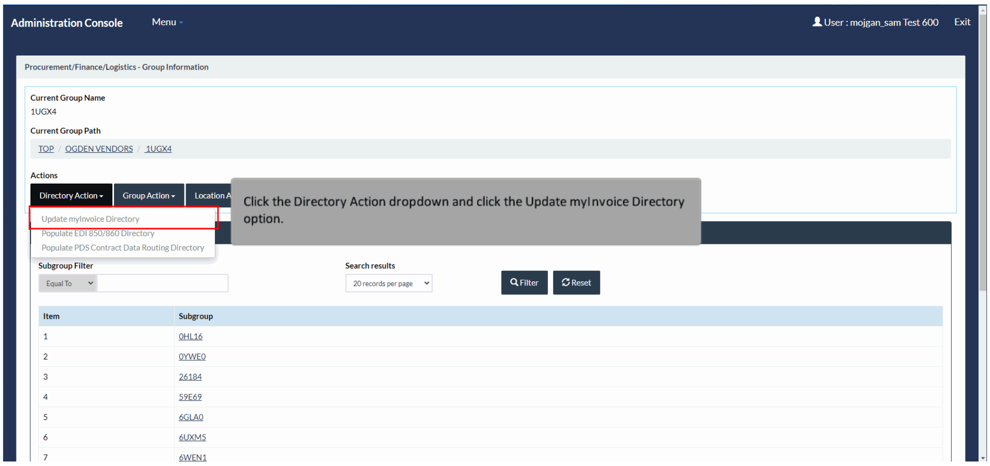
Click the Verify check box. Then click the Save button.

Step 13



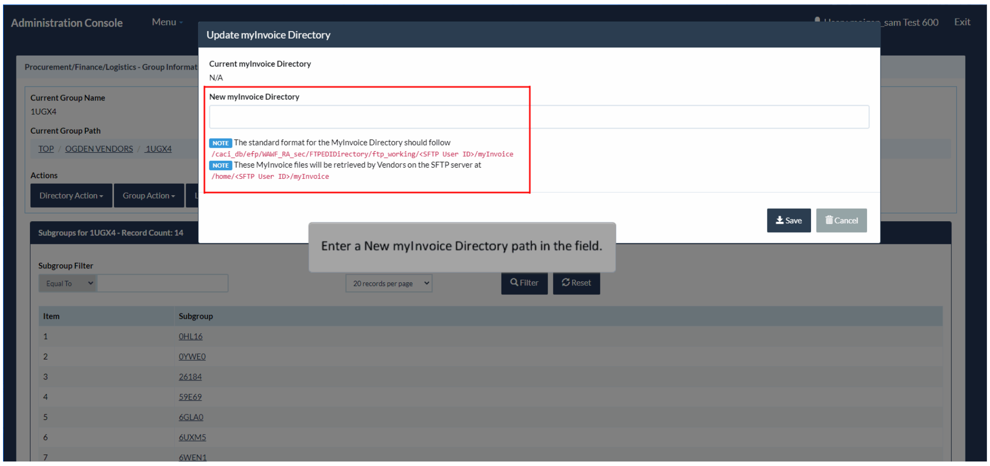
A success message will be displayed when a new group is successfully added.

Step 14



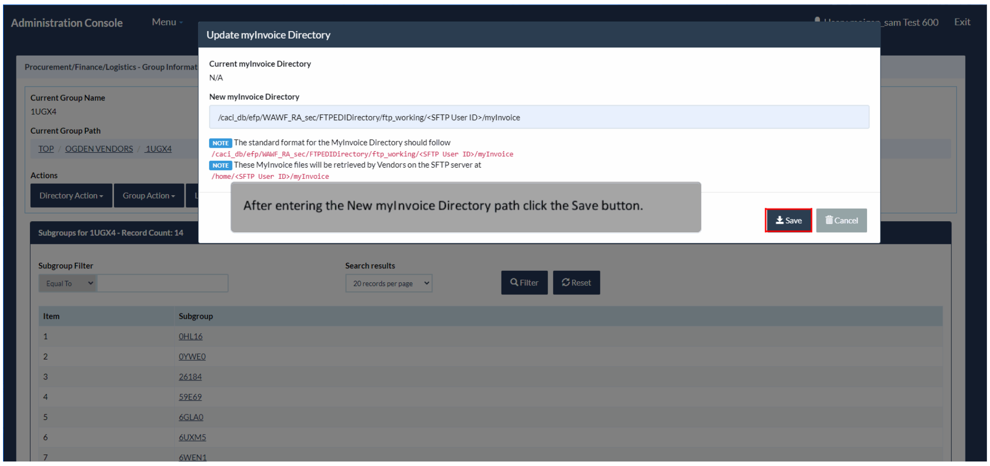
Click the Directory Action dropdown and click the Update myInvoice Directory option.

Step 15



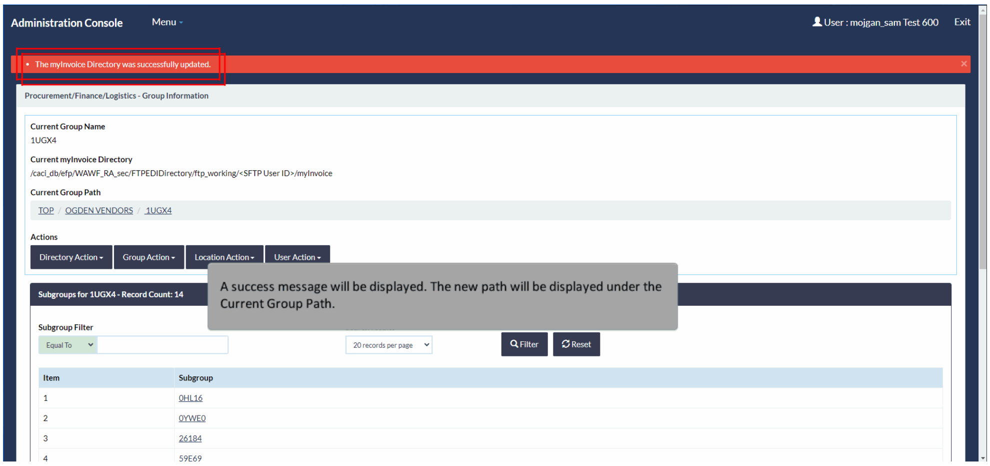
Enter a New myInvoice Directory path in the field.

Step 16



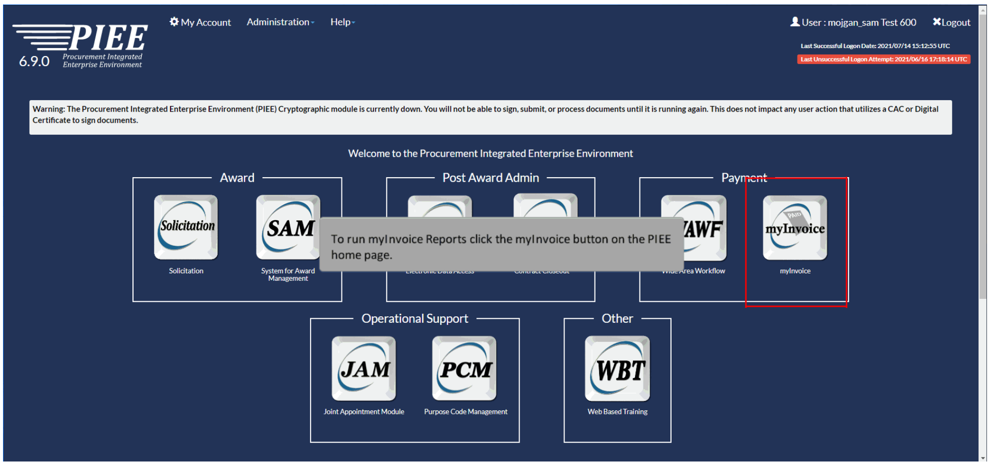
After entering the New myInvoice Directory path click the Save button.

Step 17



A success message will be displayed. The new path will be displayed under the Current Group Path.

Step 18

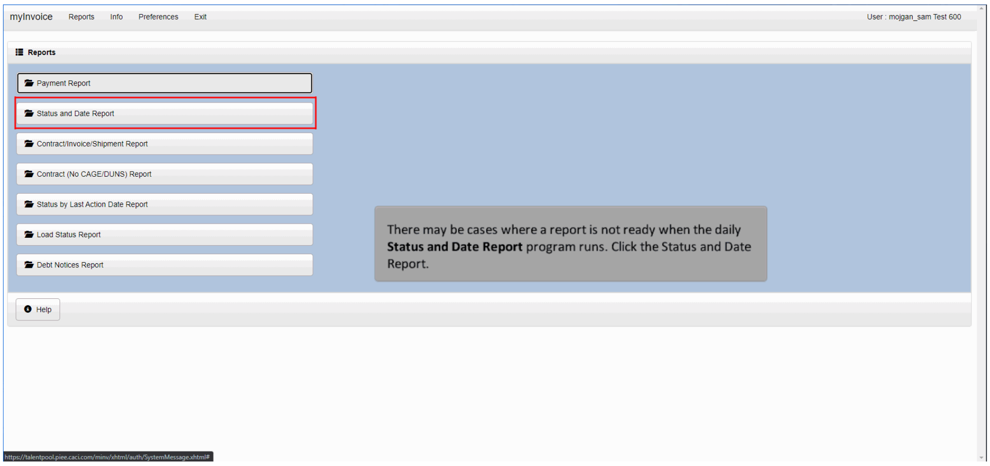


To run myInvoice Reports click the myInvoice button on the PIEE home page.

Step 19

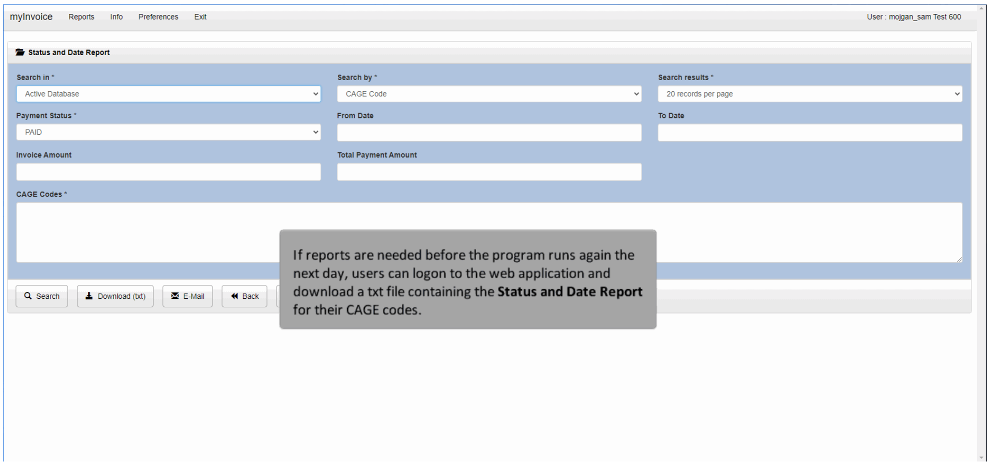
Click the Reports button.

Step 20



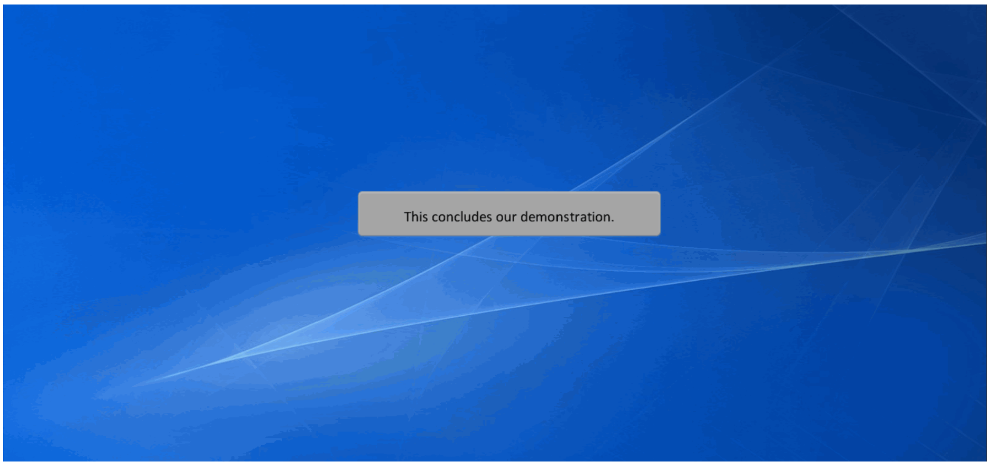
There may be cases where a report is not ready when the daily Status and Date Report program runs. Click the Status and Date Report.

Step 21



If reports are needed before the program runs again the next day, users can logon to the web application and download a txt file containing the Status and Date Report for their CAGE codes.

End



This concludes our demonstration.