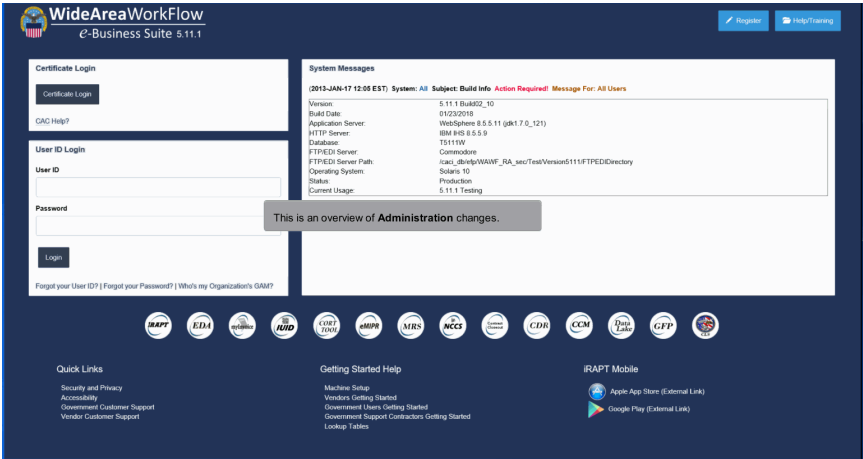


Intro



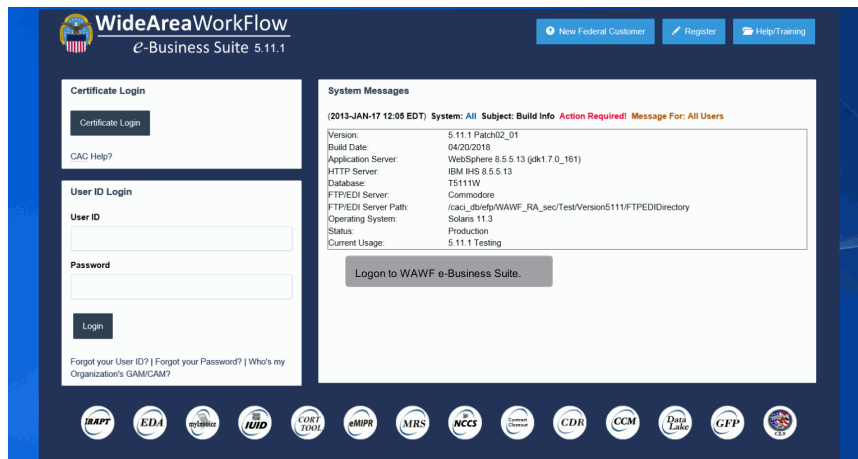
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



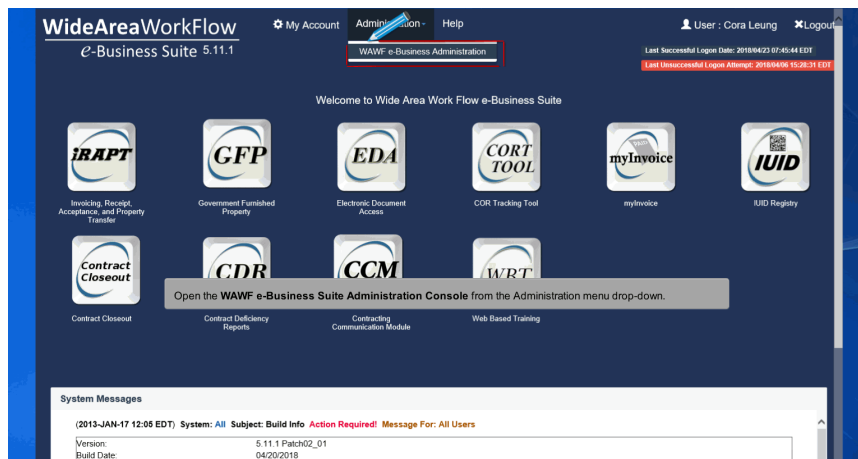
This is an overview of Administration changes.

## Step 2



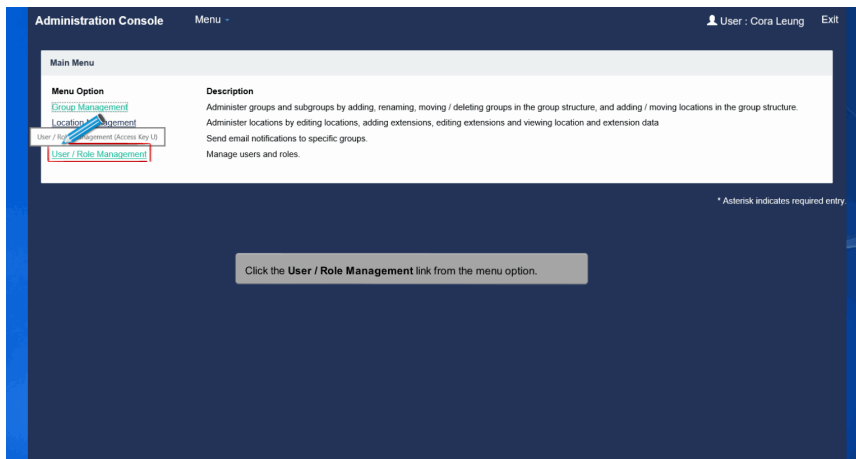
Logon to WAWF e-Business Suite.

## Step 3



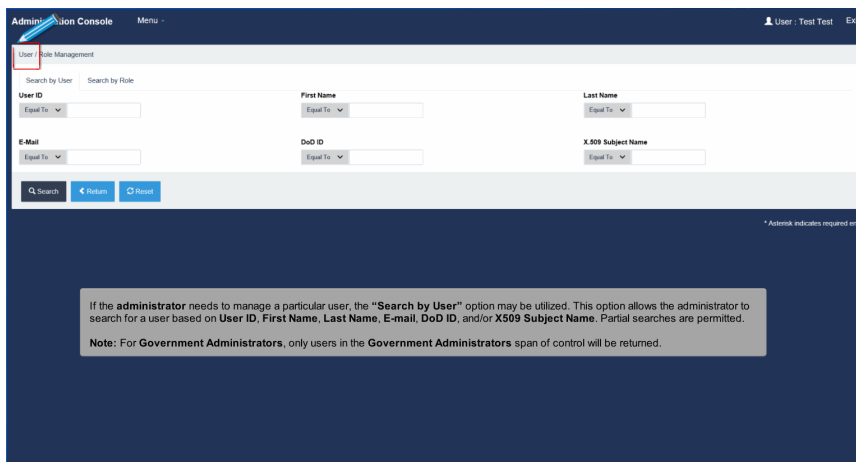
Open the WAWF e-Business Suite Administration Console from the Administration menu drop-down.

## Step 4



Click the User / Role Management link from the menu option.

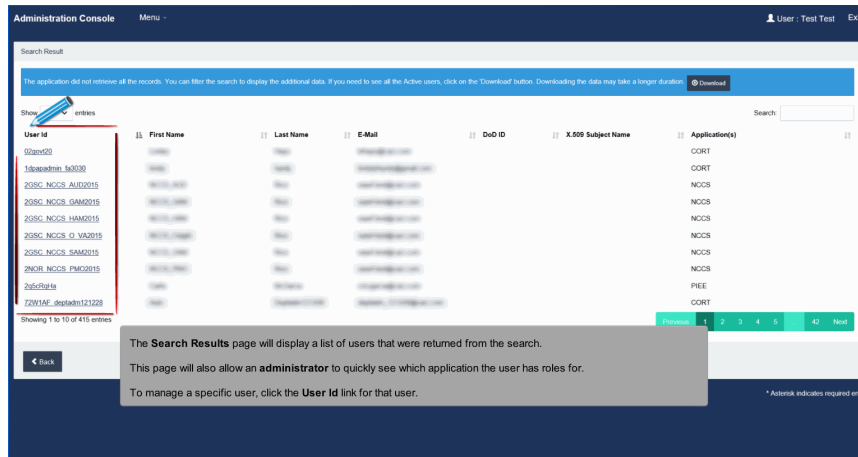
## Step 5



If the administrator needs to manage a particular user, the "Search by User" option may be utilized. This option allows the administrator to search for a user based on User ID, First Name, Last Name, E-mail, DoD ID, and/or X509 Subject Name. Partial searches are permitted.

Note: For Government Administrators, only users in the Government Administrators span of control will be returned.

## Step 6

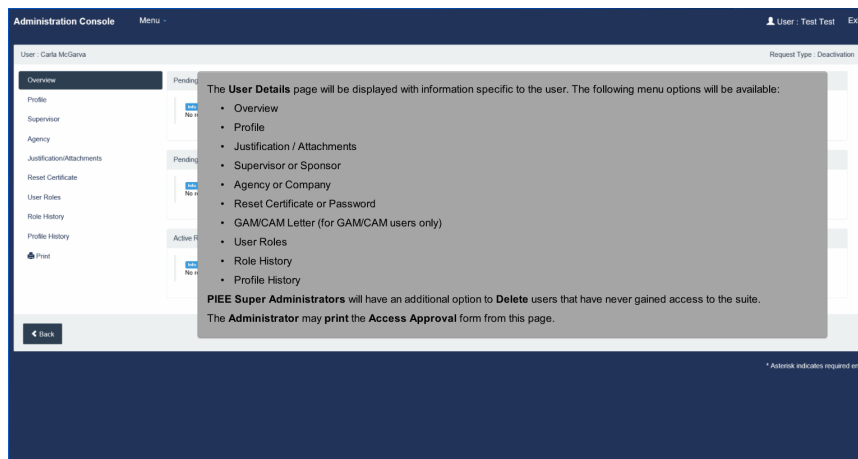


The Search Results page will display a list of users that were returned from the search.

This page will also allow an administrator to quickly see which application the user has roles for.

To manage a specific user, click the User Id link for that user.

## Step 7

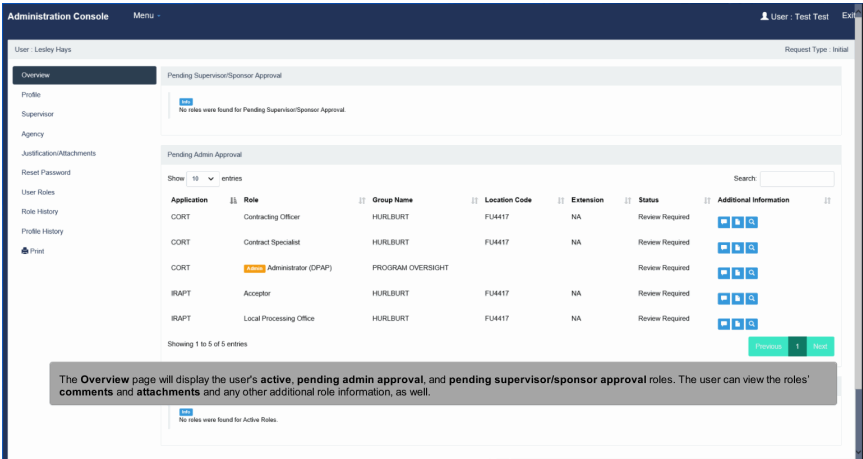


The User Details page will be displayed with information specific to the user. The following menu options will be available:

- Overview
- Profile
- Justification / Attachments
- Supervisor or Sponsor
- Agency or Company
- Reset Certificate or Password
- GAM/CAM Letter (for GAM/CAM users only)
- User Roles
- Role History
- Profile History

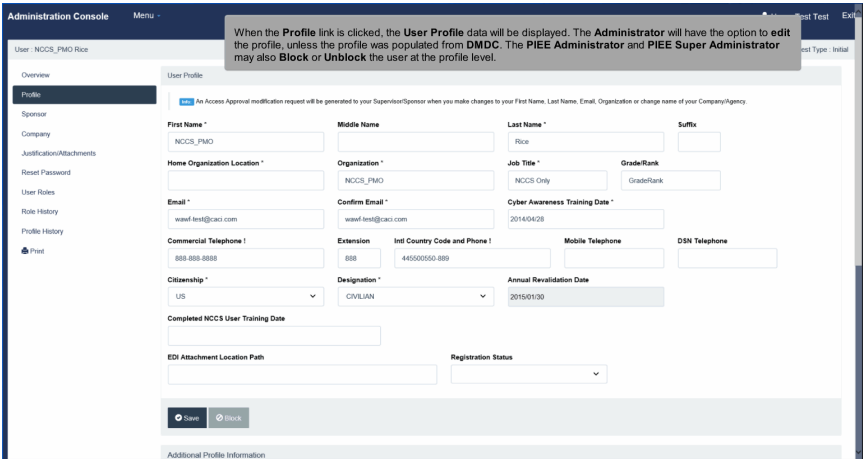
PIEE Super Administrators will have an additional option to Delete users that have never gained access to the suite.

Step 8



The Overview page will display the user's active, pending admin approval, and pending supervisor/sponsor approval roles. The user can view the roles' comments and attachments and any other additional role information, as well.

Step 9



When the Profile link is clicked, the User Profile data will be displayed. The Administrator will have the option to edit the profile, unless the profile was populated from DMDC. The PIEE Administrator and PIEE Super Administrator may also Block or Unblock the user at the profile level.

## Step 10

Administration Console Menu User: Test Test Exit

User: NCOS\_PMD Rice Request Type: Initial

Overview Profile **Sponsor** Company Justification/Attachments Reset Password User Roles Role History Profile History Print

Sponsor Information

Agency \* Office Symbol Organization

Sponsor Agency

First Name \* Last Name \* Email \* Confirm Email \*

SponsorFirst SponsorLast getrice@gmail.com getrice@gmail.com

Phone \* Extension Int Country Code and Phone \* Fax DSN Telephone DSN Fax

300-344-0542 888-888-8888 FAX 988-888-8888 DSNFAX

Address \*

1234 Sponsor St

City \* State \* Zip \* Country \*

Super Company City FL 32207 USA

Save

Back

When the Supervisor or Sponsor link is clicked, the Supervisor/Sponsor Information for the user will be displayed. The Administrator will have the option to edit this data.

\* Asterisk indicates required entry

When the Supervisor or Sponsor link is clicked, the Supervisor/Sponsor Information for the user will be displayed. The Administrator will have the option to edit this data.

## Step 11

Administration Console Menu User: Test Test Exit

User: NCOS\_PMD Rice Request Type: Initial

Overview Profile Sign Up **Company** Justification/Attachments Reset Password User Roles Role History Profile History Print

Company Information

Name \* Address \*

Super Company Name 123 G Street

City \* State \* Zip \* Country \*

Brawley CA 92227 USA

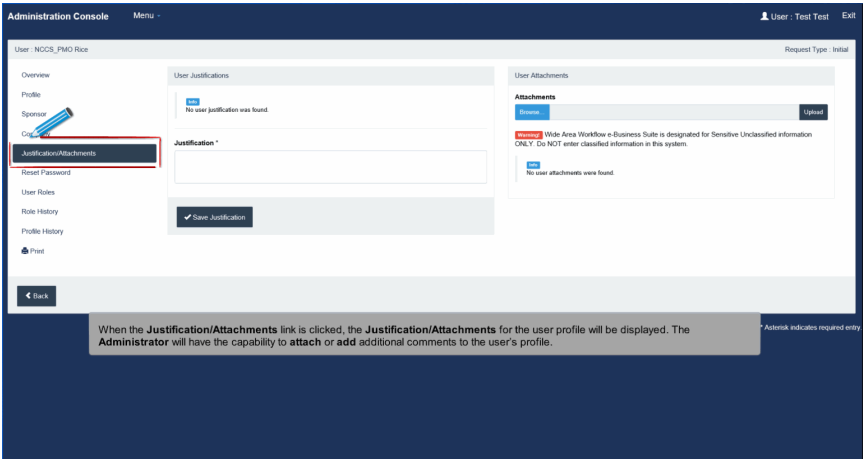
Back

When the Agency or Company link is clicked, the Agency/Company Information for the user will be displayed.

\* Asterisk indicates required entry

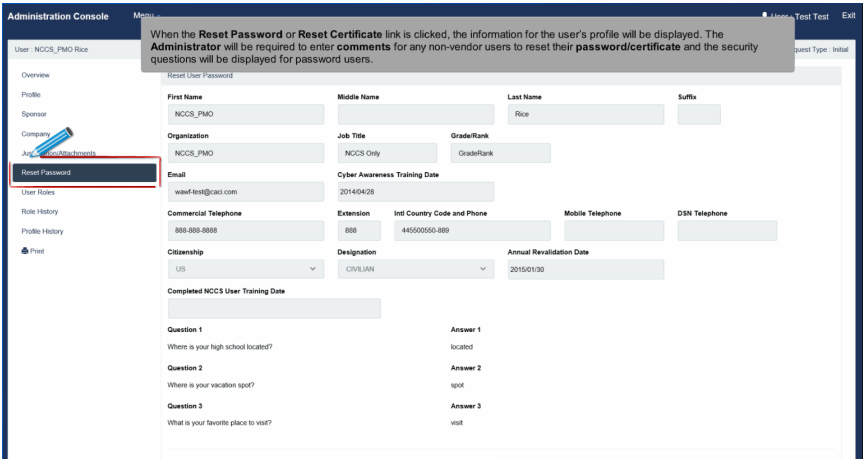
When the Agency or Company link is clicked, the Agency/Company Information for the user will be displayed.

Step 12



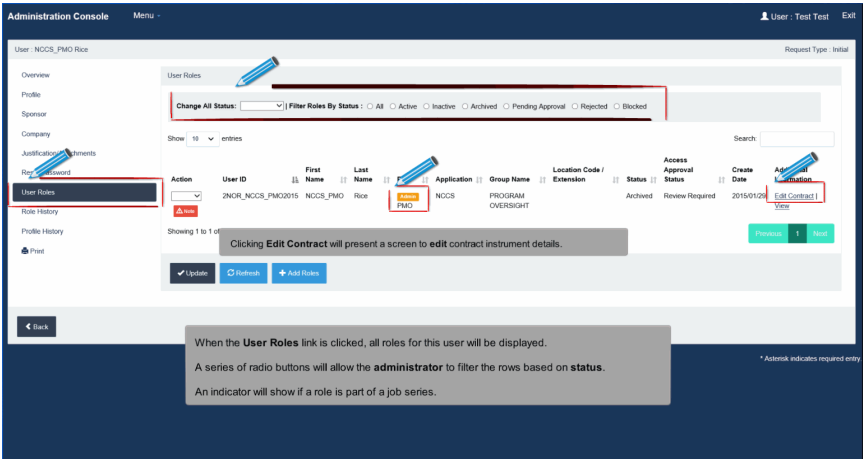
When the Justification/Attachments link is clicked, the Justification/Attachments for the user profile will be displayed. The Administrator will have the capability to attach or add additional comments to the user's profile.

Step 13

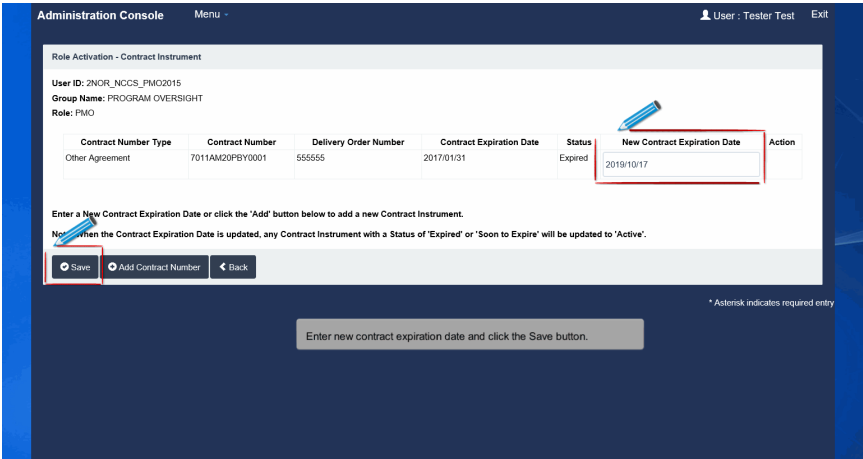


When the Reset Password or Reset Certificate link is clicked, the information for the user's profile will be displayed. The Administrator will be required to enter comments for any non-vendor users to reset their password/certificate and the security questions will be displayed for password users.

Step 14



Step 15



Enter new contract expiration date and click the Save button.



## Step 16

Administration Console Menu User: Tester Test Exit

• INFO: The Contract Instrument has been approved successfully  
• INFO: The Contract Expiration Date has been updated successfully

Role Activation - Contract Instrument

User ID: 2NOR\_NCCS\_PMO2015  
Group Name: PROGRAM OVERSIGHT  
Role: PMO

Contract Number Type	Contract Number	Delivery Order Number	Contract Expiration Date	Status	New Contract Expiration Date	Action
Other Agreement	7011AM20PBY0001	555555	2019/10/17	Active		

Enter a New Contract Expiration Date or click the 'Add' button below to add a new Contract Instrument.

Note: When the Contract Expiration Date is updated, any Contract Instrument with a Status of 'Expired' or 'Soon to Expire' will be updated to 'Active'.

Save Add Contract Number Back

\* Asterisk indicates required entry

A Success message is displayed letting the User know the Contract information has been updated successfully.

A Success message is displayed letting the User know the Contract information has been updated successfully.

## Step 17

Administration Console Menu User: Tester Test Exit

User: NCCS\_PMO Rice Request Type: Initial

Overview Profile Sponsor Company Justification/Attachments Reset Password User Roles Role History Profile History Print Back

User Roles

Change All Status: [Dropdown] Filter Roles By Status: ☐ All ☐ Active ☐ Inactive ☐ Archived ☐ Pending Approval ☐ Rejected ☐ Blocked

Show: 10 per page

Action	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval	Additional Information
Activate	NCCS_PMO	Rice	PMO	NCCS	PROGRAM OVERSIGHT		Archived	Review Required	2015/01/29

1. The Administrator may change a role status by selecting a value from the Actions dropdown for that role. Values in the dropdown are as follows:

- Activate
- Deactivate
- Archive
- Reject
- Block
- Unblock

Business logic will determine the action that can be taken on each role.

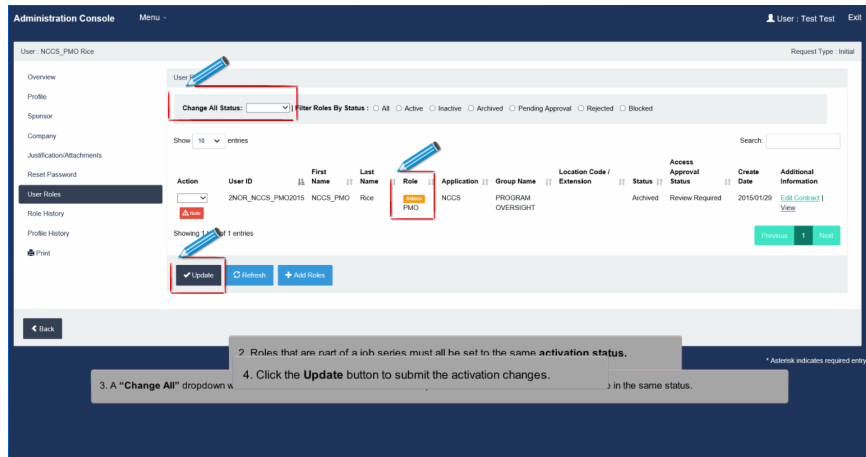
\* Asterisk indicates required entry

1. The Administrator may change a role status by selecting a value from the Actions dropdown for that role. Values in the dropdown are as follows:

- Activate
- Deactivate
- Archive
- Reject
- Block
- Unblock

Business logic will determine the action that can be taken on each role.

## Step 18



Administration Console

User: NCOS\_FMO Rice

Request Type: Initial

Overview

Profile

Sponsor

Company

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

Change All Status:  Filter Roles By Status: ☐ All ☐ Active ☐ Inactive ☐ Archived ☐ Pending Approval ☐ Rejected ☐ Blocked

Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<a href="#">Add</a>	2NOR_NCOS_FMO2015	NCOS_FMO	Rice	<a href="#">Change</a>	NCOS	PROGRAM OVERSIGHT		Archived	Review Required	2015/01/29	<a href="#">Edit Contract</a>   <a href="#">View</a>

Showing 1 of 1 entries

☒ Update ☐ Refresh

Back

2. Roles that are part of a job series must all be set to the same activation status.

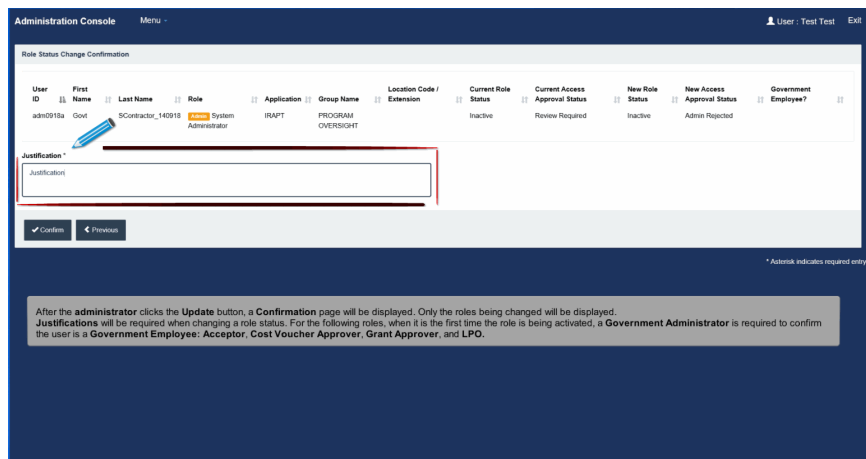
3. A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value if all the roles are in the same status.

4. Click the Update button to submit the activation changes.

\* Asterisk indicates required entry

2. Roles that are part of a job series must all be set to the same activation status. 3. A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value if all the roles are in the same status. 4. Click the Update button to submit the activation changes.

## Step 19



Administration Console

Menu

User: Test Test

Exit

Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status	Current Access Approval Status	New Role Status	New Access Approval Status	Government Employee?
adm0918a	Govt	Contractor_140918	System Administrator	IRAPT	PROGRAM OVERSIGHT		Inactive	Review Required	Inactive	Admin Requested	

Justification \*

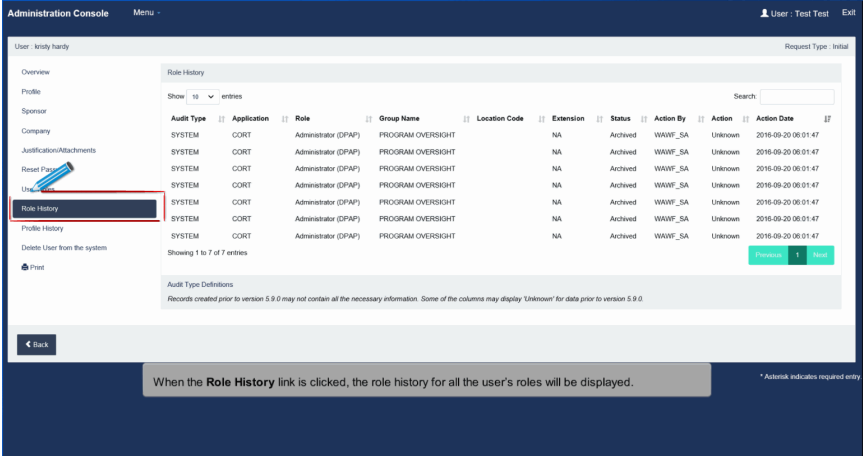
\* Asterisk indicates required entry

After the administrator clicks the Update button, a Confirmation page will be displayed. Only the roles being changed will be displayed. Justifications will be required when changing a role status. For the following roles, when it is the first time the role is being activated, a Government Administrator is required to confirm the user is a Government Employee: Acceptor, Cost Voucher Approver, Grant Approver, and LPO.

After the administrator clicks the Update button, a Confirmation page will be displayed. Only the roles being changed will be displayed.

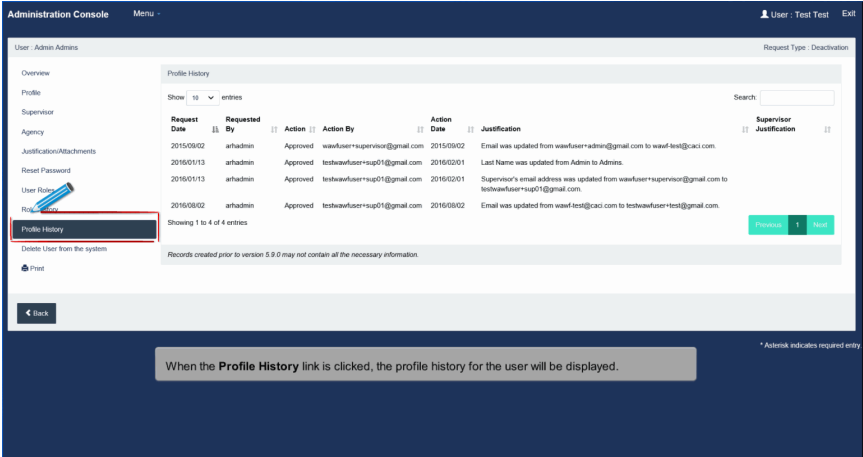
Justifications will be required when changing a role status. For the following roles, when it is the first time the role is being activated, a Government Administrator is required to confirm the user is a Government Employee: Acceptor, Cost Voucher Approver, Grant Approver, and LPO.

Step 20



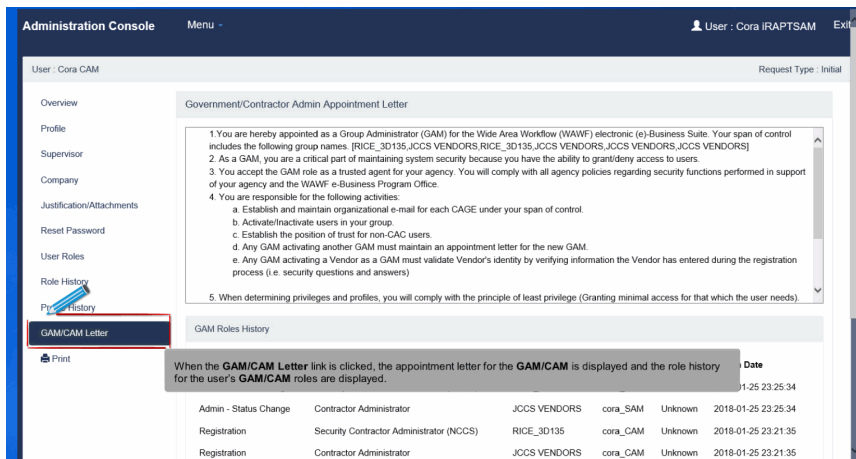
When the Role History link is clicked, the role history for all the user's roles will be displayed.

Step 21



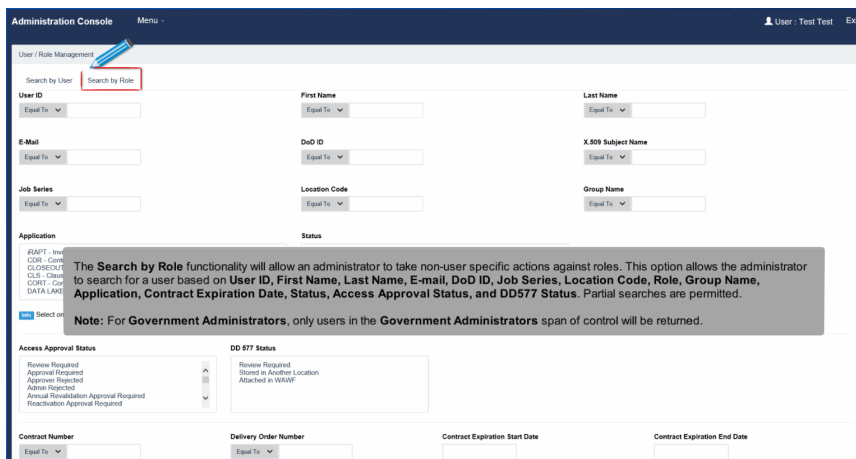
When the Profile History link is clicked, the profile history for the user will be displayed.

## Step 22



When the GAM/CAM Letter link is clicked, the appointment letter for the GAM/CAM is displayed and the role history for the user's GAM/CAM roles are displayed.

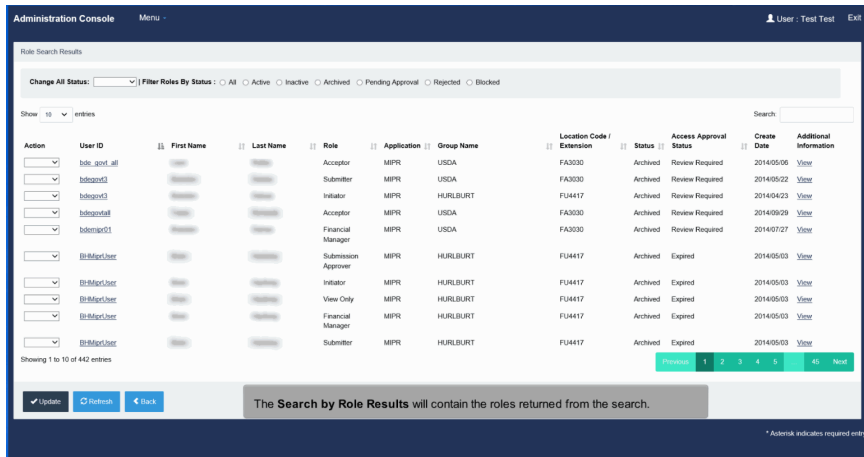
## Step 23



The Search by Role functionality will allow an administrator to take non-user specific actions against roles. This option allows the administrator to search for a user based on User ID, First Name, Last Name, E-mail, DoD ID, Job Series, Location Code, Role, Group Name, Application, Contract Expiration Date, Status, Access Approval Status, and DD577 Status. Partial searches are permitted.

Note: For Government Administrators, only users in the Government Administrators span of control will be returned.

## Step 24



Administration Console

Role Search Results

Change All Status:

Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="button" value="Edit"/>	role_govt_all			Acceptor	MPR	USDA	FA3030	Archived	Review Required	2014/05/06	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt3			Submitter	MPR	USDA	FA3030	Archived	Review Required	2014/05/22	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt3			Initiator	MPR	HURLBURT	FU4417	Archived	Review Required	2014/04/23	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt8			Acceptor	MPR	USDA	FA3030	Archived	Review Required	2014/06/29	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt51			Financial Manager	MPR	USDA	FA3030	Archived	Review Required	2014/07/27	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Submission Approver	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Initiator	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			View Only	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Financial Manager	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Submitter	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>

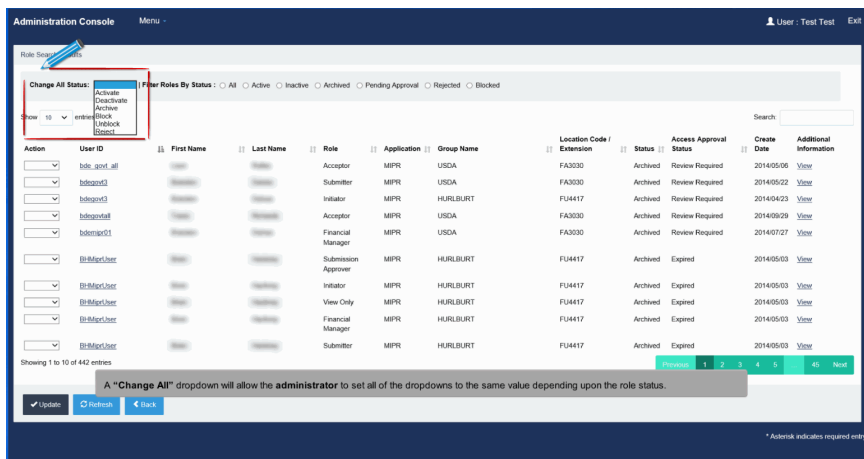
Showing 1 to 10 of 442 entries

The Search by Role Results will contain the roles returned from the search.

\* Asterisk indicates required entry

The Search by Role Results will contain the roles returned from the search.

## Step 25



Administration Console

Role Search Results

Change All Status:

Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="button" value="Edit"/>	role_govt_all			Acceptor	MPR	USDA	FA3030	Archived	Review Required	2014/05/06	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt3			Submitter	MPR	USDA	FA3030	Archived	Review Required	2014/05/22	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt3			Initiator	MPR	HURLBURT	FU4417	Archived	Review Required	2014/04/23	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt8			Acceptor	MPR	USDA	FA3030	Archived	Review Required	2014/06/29	<a href="#">View</a>
<input type="button" value="Edit"/>	rolegovt51			Financial Manager	MPR	USDA	FA3030	Archived	Review Required	2014/07/27	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Submission Approver	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Initiator	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			View Only	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Financial Manager	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
<input type="button" value="Edit"/>	BtMprUser			Submitter	MPR	HURLBURT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>

Showing 1 to 10 of 442 entries

A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.

\* Asterisk indicates required entry

A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.

## Step 26

Administration Console Menu User: Test Test Exit

Rule Search Results

Change All Status: Filter Rules By Status: All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
	admin001	Gov	USER_190125	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Review Required	2014/05/06	<a href="#">View</a>
	admin002	Govt	SContractor_140918	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Review Required	2014/05/22	<a href="#">View</a>
	admin003	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FU4417	Archived	Review Required	2014/04/23	<a href="#">View</a>
	admin004	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Review Required	2014/09/29	<a href="#">View</a>
	admin005	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Review Required	2014/07/27	<a href="#">View</a>
	admin006	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
	admin007	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
	admin008	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
	admin009	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>
	admin010	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FU4417	Archived	Expired	2014/05/03	<a href="#">View</a>

Showing 1 to 10 of 442 entries

The User ID link will take the administrator to the User Details page. From there the administrator can view, add comments, add attachments, and review forms for the user.

Update Refresh Back

\* Asterisk indicates required entry

The User ID link will take the administrator to the User Details page. From there the administrator can view, add comments, add attachments, and review forms for the user.

## Step 27

Administration Console Menu User: Test Test Exit

Rule Search Results

The application did not retrieve all the records. You can filter the search to display the additional data. If you need to see all the Active user roles, click on the 'Download' button. Downloading the data may take a longer duration. Download

Change All Status: Filter Rules By Status: All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
	admin001	Gov	USER_190125	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Active	Attached in WAARF	2018/01/25	<a href="#">View</a>
	admin002	Govt	SContractor_140918	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Inactive	Review Required	2014/09/18	<a href="#">Edit Contract</a>
	admin003	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Review Required	2015/01/08	<a href="#">View</a>
	admin004	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Attached in WAARF	2016/09/27	<a href="#">View</a>
	admin005	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Attached in WAARF	2016/08/17	<a href="#">Edit Contract</a>
	admin006	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Attached in WAARF	2016/01/26	<a href="#">View</a>
	admin007	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Expired	2016/06/27	<a href="#">View</a>
	admin008	Govt	Smith	UID Help Administrator	IUD	PROGRAM OVERSIGHT	FA3030	Archived	Review Required	2015/07/27	<a href="#">View</a>

Showing 1 to 10 of 442 entries

If the role is for a Support Contractor and the administrator has authorization to edit contract instrument details such as the expiration date, the Edit Contract link will appear. Clicking Edit Contract will present a screen to edit contract instrument details.

Update Refresh Back

\* Asterisk indicates required entry

If the role is for a Support Contractor and the administrator has authorization to edit contract instrument details such as the expiration date, the Edit Contract link will appear. Clicking Edit Contract will present a screen to edit contract instrument details.

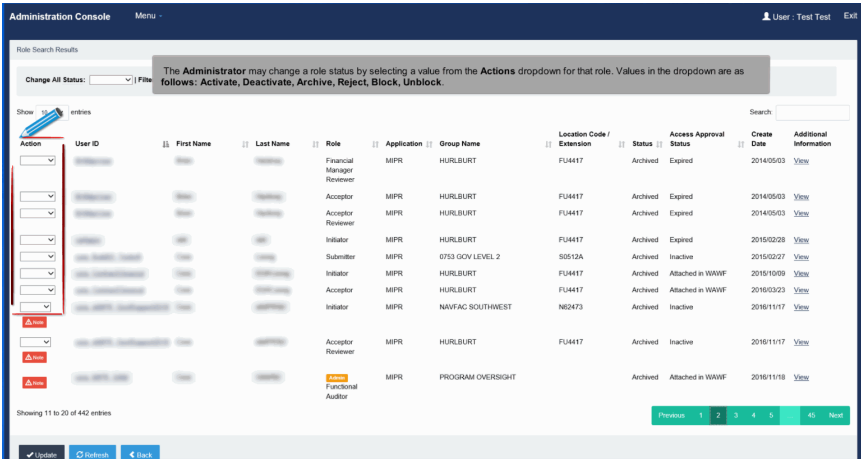
## Step 28

Enter new contract expiration date and click the Save button.

## Step 29

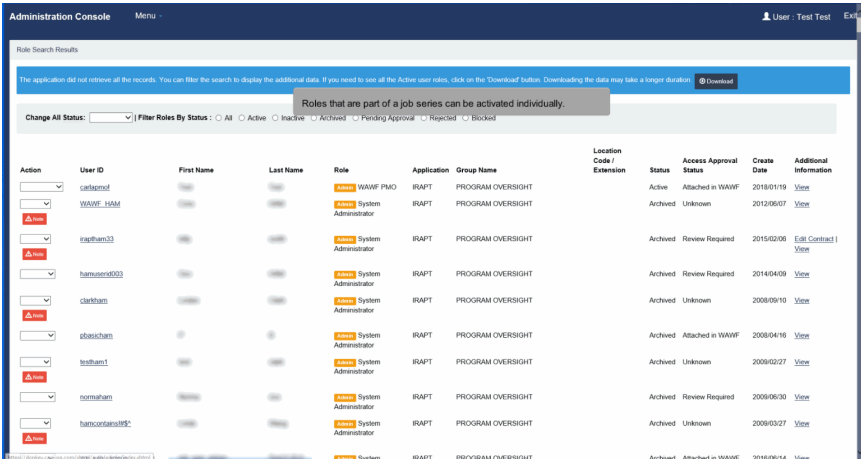
A Success message is displayed letting the User know the Contract information has been updated successfully.

Step 30



The Administrator may change a role status by selecting a value from the Actions dropdown for that role. Values in the dropdown are as follows: Activate, Deactivate, Archive, Reject, Block, Unblock.

Step 31



Roles that are part of a job series can be activated individually.



## Step 32

The screenshot shows the 'WideAreaWorkFlow e-Business Suite Administration Console'. At the top, there's a header with 'Change All Status' and 'Filter Rules By Status'. Below that, a table lists users with columns: Action, User ID, First Name, Last Name, Role, Application, Group Name, Location Code / Extension, Status, Access Approval Status, Create Date, and Additional Information. A red box highlights the 'Update' button at the bottom left of the table. A tooltip points to the 'Update' button with the text: 'Click the Update button to submit the activation changes.'

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
	admin040	Norberto	Frutos	Inquiry	IUID	0753 GOV LEVEL 2	S0512A	Archived	Inactive	20140708	<a href="#">View</a>
	admin0918a	Govt	SContractor_140918	IUID Help Administrator	IUID	PROGRAM OVERSIGHT		Inactive	Review Required	20140918	<a href="#">Edit Contract</a>   <a href="#">View</a>
	admin0918b	Govt	SContractor_140918	IUID Help Administrator	IUID	PROGRAM OVERSIGHT		Inactive	Review Required	20140918	<a href="#">Edit Contract</a>   <a href="#">View</a>
	admin05AM01	GAM	admin	Legacy Submitter	IUID	0753 GOV LEVEL 2	S0512A	Archived	Review Required	20140422	<a href="#">View</a>
	admin05AM01	GAM	admin	IUID Help Administrator	IUID	PROGRAM OVERSIGHT	S0512A	Archived	Review Required	20140422	<a href="#">View</a>
	admin05AM01	GAM	admin	IUID Help Administrator	IUID	PROGRAM OVERSIGHT		Archived	Review Required	20140422	<a href="#">View</a>
	admin05AM01	Ted	Bundy	Inquiry	IUID	0753 GOV LEVEL 2	S0512A	Archived	Review Required	20140422	<a href="#">View</a>
	admin05AM01	April	May	Legacy Submitter	IUID	0753 GOV LEVEL 2	S0512A	Archived	Review Required	20140421	<a href="#">View</a>
	All Govt User	Kathryn	AllGovUsers	Legacy Submitter	IUID	0753 GOV LEVEL 2	S0512A	Archived	Review Required	20140408	<a href="#">View</a>
	admin05AM01	Gov	USER_180125	IUID Help Administrator	IUID	PROGRAM OVERSIGHT		Active	Attached in WAWF	20180125	<a href="#">View</a>

Showing 11 of 500 entries

[Update](#) [Refresh](#) [Back](#)

Click the Update button to submit the activation changes.

## Step 33

The screenshot shows the 'WideAreaWorkFlow e-Business Suite Administration Console'. At the top, there's a header with 'WideAreaWorkFlow e-Business Suite 5.11.1'. Below that, there's a 'Welcome to Wide Area Work Flow e-Business Suite' message. The main area contains several icons for different modules: iRAPT, GFP, EDA, CORT TOOL, myInvoice, IUID, Contract Closeout, CDR, CCM, and WRT. A red box highlights the 'WAWF e-Business Administration' option in the 'Administration' menu drop-down. A tooltip points to the 'WAWF e-Business Administration' option with the text: 'Open the WAWF e-Business Suite Administration Console from the Administration menu drop-down.'

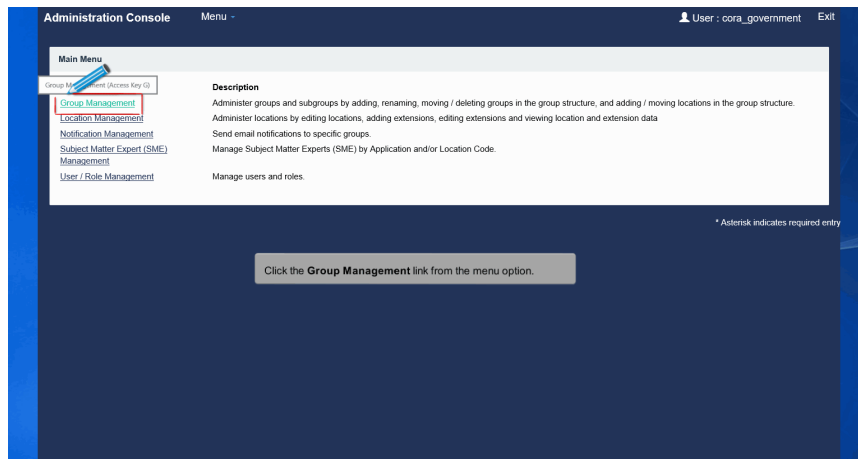
System Messages

(2013-JAN-17 12:09 EDT) System: All Subject: Build Info Action Required! Message For: All Users

Version: 5.11.1 Patch02\_01  
Build Date: 04/20/2018

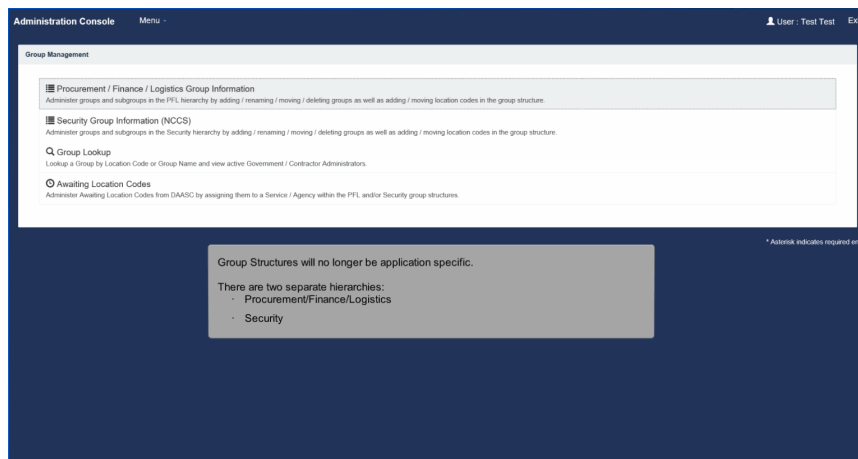
Open the WAWF e-Business Suite Administration Console from the Administration menu drop-down.

## Step 34



Click the Group Management link from the menu option.

## Step 35

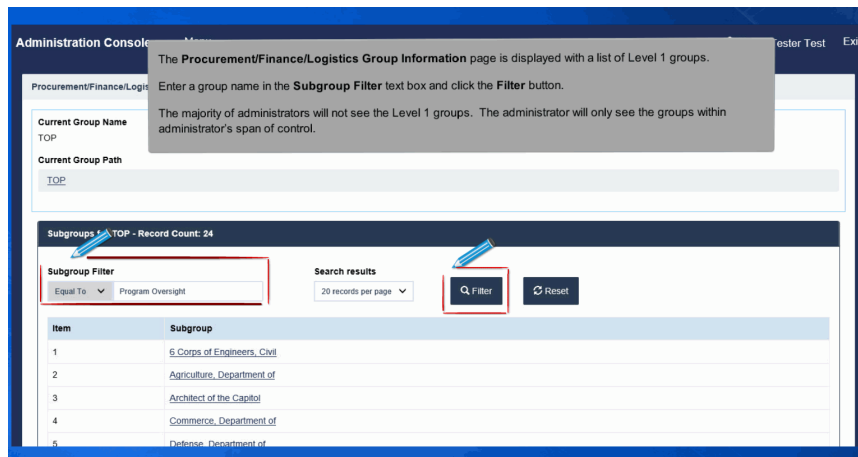


Group Structures will no longer be application specific.

There are two separate hierarchies:

- Procurement/Finance/Logistics
- Security

## Step 36

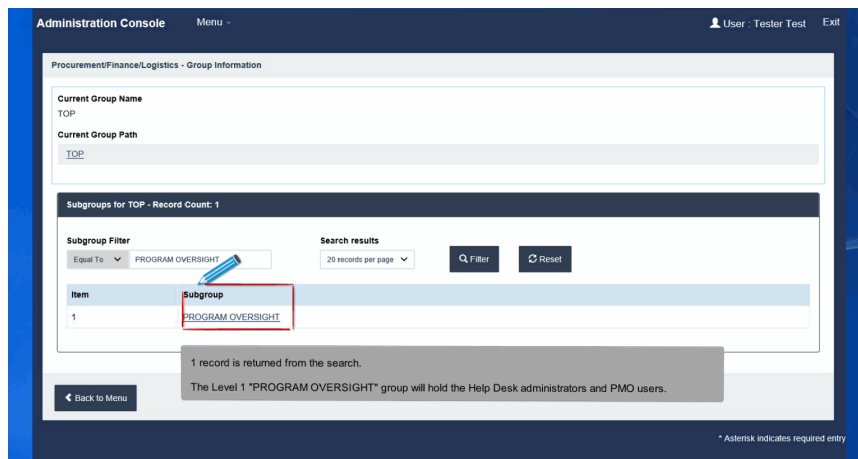


The Procurement/Finance/Logistics Group Information page is displayed with a list of Level 1 groups.

Enter a group name in the Subgroup Filter text box and click the Filter button.

The majority of administrators will not see the Level 1 groups. The administrator will only see the groups within administrator's span of control.

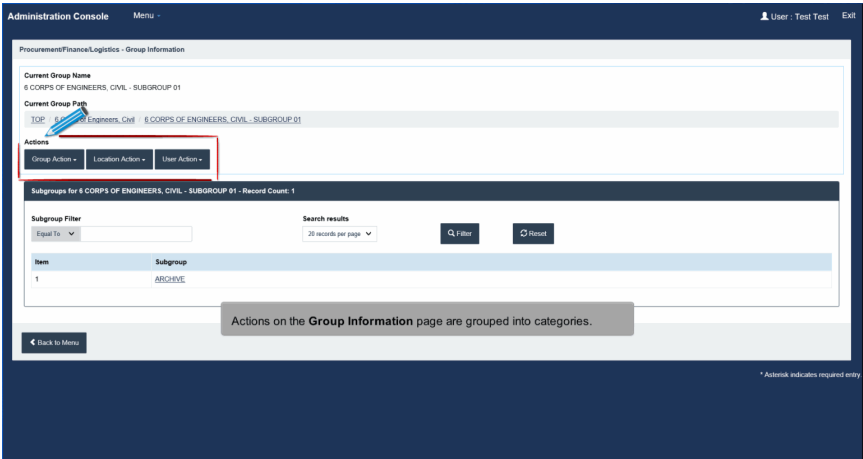
## Step 37



1 record is returned from the search.

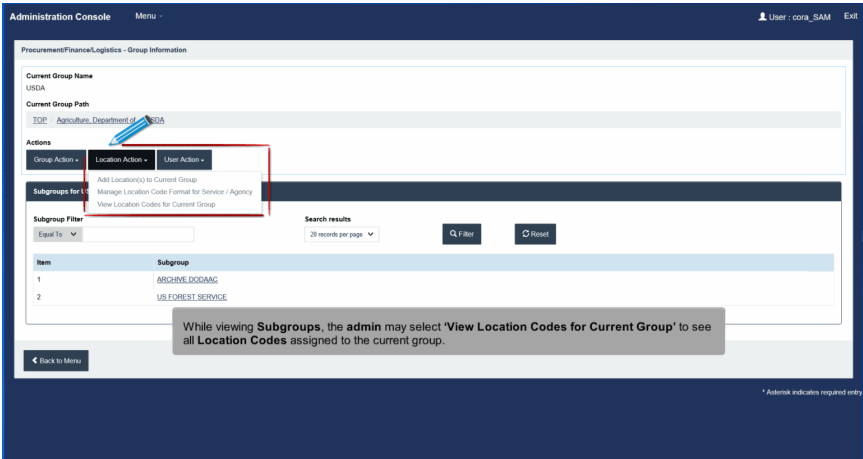
The Level 1 "PROGRAM OVERSIGHT" group will hold the Help Desk administrators and PMO users.

Step 38



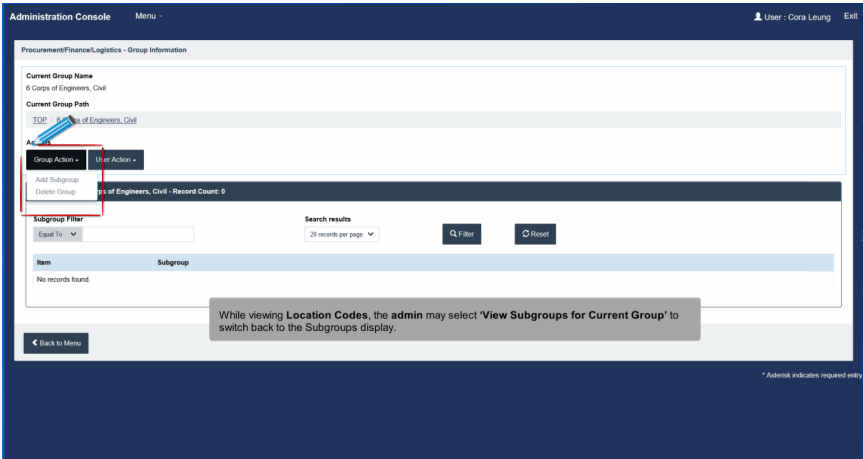
Actions on the Group Information page are grouped into categories.

Step 39



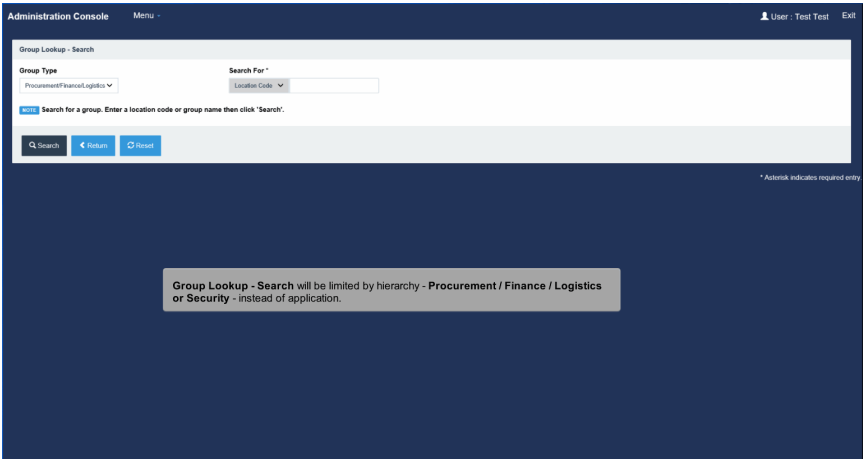
While viewing Subgroups, the admin may select 'View Location Codes for Current Group' to see all Location Codes assigned to the current group.

Step 40



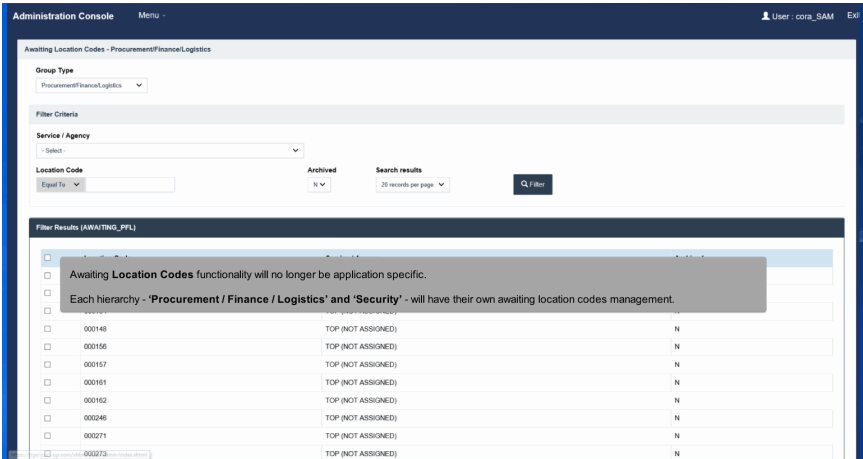
While viewing Location Codes, the admin may select 'View Subgroups for Current Group' to switch back to the Subgroups display.

Step 41



Group Lookup - Search will be limited by hierarchy - Procurement / Finance / Logistics or Security - instead of application.

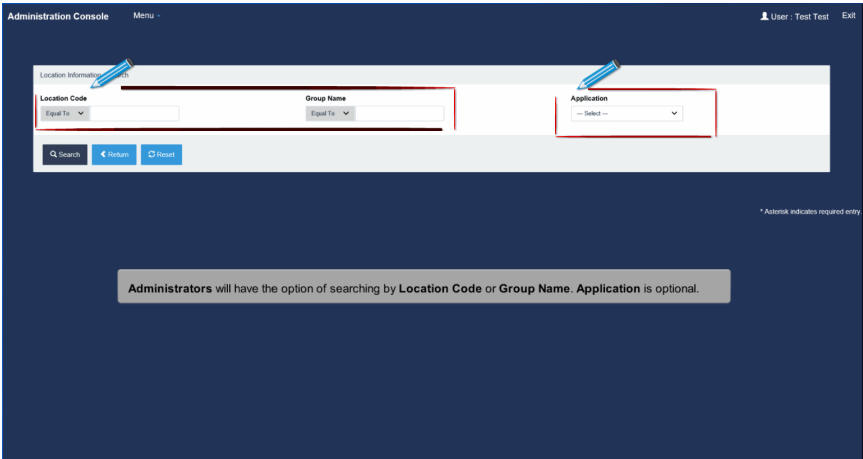
Step 42



Awaiting Location Codes functionality will no longer be application specific.

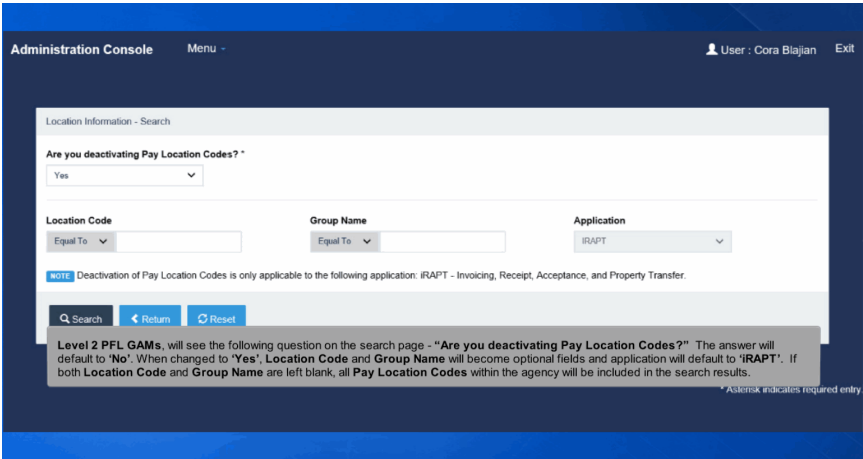
Each hierarchy - 'Procurement / Finance / Logistics' and 'Security' - will have their own awaiting location codes management.

Step 43



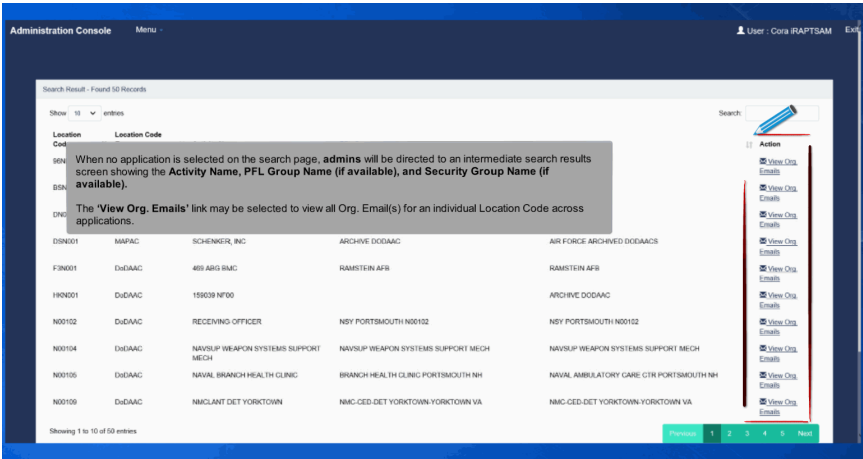
Administrators will have the option of searching by Location Code or Group Name. Application is optional.

Step 44



Level 2 PFL GAMs, will see the following question on the search page - "Are you deactivating Pay Location Codes?" The answer will default to 'No'. When changed to 'Yes', Location Code and Group Name will become optional fields and application will default to 'IRAPT'. If both Location Code and Group Name are left blank, all Pay Location Codes within the agency will be included in the search results.

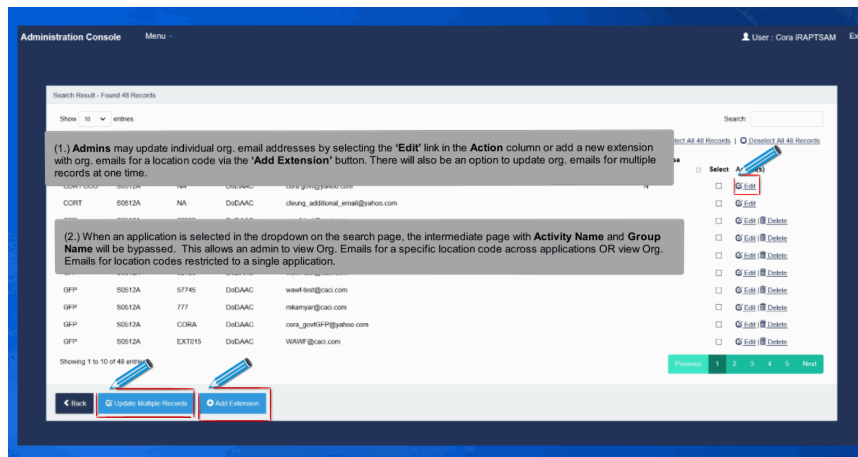
Step 45



When no application is selected on the search page, admins will be directed to an intermediate search results screen showing the Activity Name, PFL Group Name (if available), and Security Group Name (if available).

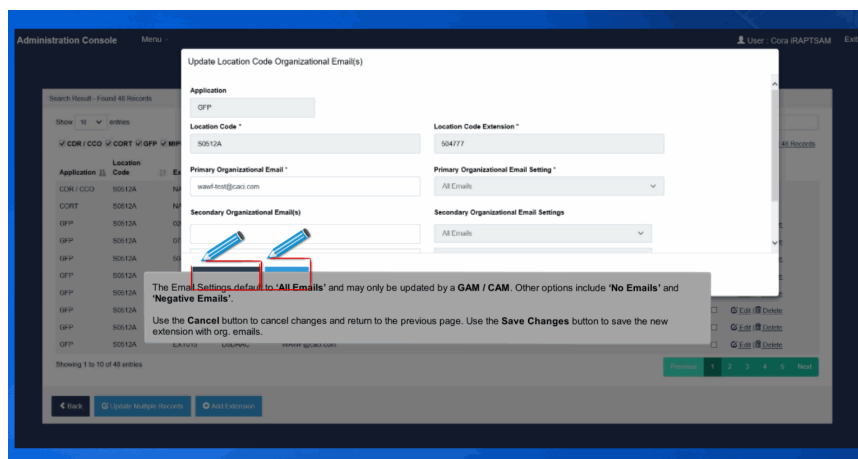
The 'View Org. Emails' link may be selected to view all Org. Email(s) for an individual Location Code across applications.

## Step 46



(1.) Admins may update individual org. email addresses by selecting the 'Edit' link in the Action column or add a new extension with org. emails for a location code via the 'Add Extension' button. There will also be an option to update org. emails for multiple records at one time. (2.) When an application is selected in the dropdown on the search page, the intermediate page with Activity Name and Group Name will be bypassed. This allows an admin to view Org. Emails for a specific location code across applications OR view Org. Emails for location codes restricted to a single application.

## Step 47

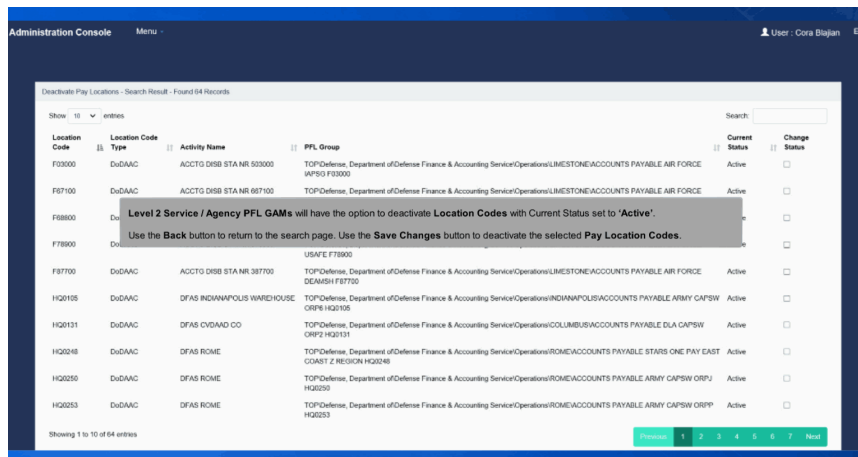


The Email Settings default to 'All Emails' and may only be updated by a GAM / CAM. Other options include 'No Emails' and 'Negative Emails'.

Use the Cancel button to cancel changes and return to the previous page. Use the Save Changes button to save the new extension with org. emails.



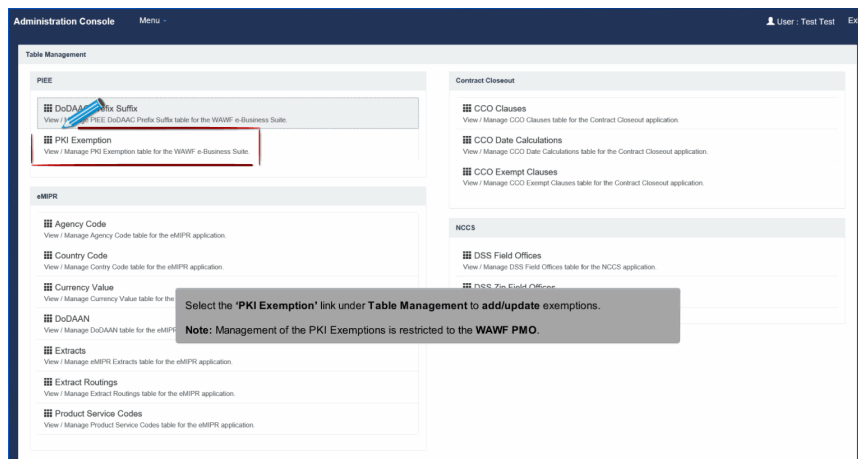
## Step 48



Level 2 Service / Agency PFL GAMs will have the option to deactivate Location Codes with Current Status set to 'Active'.

Use the Back button to return to the search page. Use the Save Changes button to deactivate the selected Pay Location Codes.

## Step 49



Select the 'PKI Exemption' link under Table Management to add/update exemptions.

Note: Management of the PKI Exemptions is restricted to the WAWF PMO.

## Step 50

Administration Console Menu - User : Cora Leung Exit

PKI Exemption (PKI\_EXEMPTION) - Search

Exemption Type: - Select -

Exemption: Equal To

User Name: Equal To

Expiration Date Range: to

Administrator User ID: Equal To

Justification: - Select -

Filter Results \*: 20 records per page

Filter Return Reset Add Record Help

Enter a search criterion.

\* Asterisk indicates required entry  
† Only one field is required

Enter a search criterion.

## Step 51

Administration Console Menu - User : Cora Leung Exit

PKI Exemption (PKI\_EXEMPTION) - Search

Exemption Type: - Select -

Exemption: Equal To

User Name: Equal To

Expiration Date Range: to

Administrator User ID: Equal To

Justification: - Select -

Filter Results \*: 20 records per page

Filter Return

Expiration Date, Justification, and Additional Justification have been added to the PKI Exemption table. Expiration Date cannot be a date in the past. Justification is a dropdown field. Additional Justification is optional and is limited to 2000 characters.

Justification dropdown choices:

- Dual Persona
- Foreign Nationals when the CAC certificates issued are not compatible with the WAWF Suite
- Production System Validation accounts assigned to a user with specific application roles assigned to each account
- Federal Agency employees not supported by the ECA/Federal bridge policy
- Temporary technical specific CAC related account issues not to exceed three work days. Approval by GAM is required. Approval from PMO is required.

\* Asterisk indicates required entry  
† Only one field is required

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- Dual Persona
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- Production System Validation accounts assigned to a user with specific application roles assigned to each account
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Step 52

Administration Console

Menu -

User - Cora Leung

Exit

PKI Exemption (PKI\_EXEMPTION) - Search Results (Sorted by Exemption Ascending) - Record Count: 2

Item	User Name	Exemption	Exemption Type	Administrator User ID	Expiration Date	Justification	Date/Time Stamp	Action
1		FU4417	Location Code	amberWPMO	2027/03/31	<a href="#">View</a>	2019/05/23 14:19:58	<a href="#">Edit</a> <a href="#">Delete</a>
2		FU4417	Location Code	kdf_pmo	2019/03/03		2015/01/16 02:52:55	<a href="#">Edit</a> <a href="#">Delete</a>

[Return](#) [Add Record](#) [Help](#)

Asterisk indicates required entry

† Only one field is required

Clicking Filter returns all users currently with that exemption.

Clicking Filter returns all users currently with that exemption.

End

This concludes our demonstration.

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