Intro



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

Step 1



This presentation will demonstrate the functionality of Group Management in WAWF Administration Console as a PIEE Contractor Administrator (CAM).

Step 2



Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

Step 3



In WAWF e-Business Administration Console, click the Group Management link.



On the Group Management screen, click the Procurement / Finance / Logistics Group Information box.

Step 5

rocurement/Finance/Logistics - Gr	oupInformation						
Group Root							
TOP\OGDEN VENDORS\06141							
Current Group Name 06141							
Current Group Path							
TOP / OGDEN VENDORS / 0	141						
Actions		The Procuremen	t/Financ	e/Logistics -	Group Informati	on	
Directory Action - Location	Action - User Action -	page is displayed					
		Farrely and the			ØReset		
Subgroup Filter Equal To *		20 records pe	paga *	Q Filter			
Subgroup Filter Equal To *	Subgroup	20 records pe	page *	Q Filter	_		
Subgroup Filter Equal To	Subgroup	20 records pe	paga *	QFilter	_		
Subgroup Filter Equal To • Item No records found.	Subgroup	20 records pe	r paga 🔹	Q Filter			
Subgroup Filter Equal To	Subgroup	20 records pe	r page *	Q Filter			

The Procurement/Finance/Logistics - Group Information page is displayed.

Jacob Red	This user is a Level 2 CAM. Actions on the Group Information screen is grouped into categories. The following options are available for the GAM: Directory: Update mylnvoice Directory, Populate EDI 850/860 Directory Location Action: View Location Codes for Current Group User Action: View Archived Users and View Current Users
Register of Solid	The CAM can add a directory for 'New myInvoice' by selecting 'Update myInvoice Directory'.

This user is a Level 2 CAM.

Actions on the Group Information screen is grouped into categories.

The following options are available for the GAM:

- Directory: Update myInvoice Directory, Populate EDI 850/860 Directory
- Location Action: View Location Codes for Current Group
- User Action: View Archived Users and View Current Users

The CAM can add a directory for 'New myInvoice' by selecting "Update myInvoice Directory".

Step 7

Administration Console Menu -	Update mylmvoice Directory	
Procurement/Finance/Logistics - Group Information	Current mylmolce Direct	
Group Root TOP\OGDEN VENDORS\06141	New mylmole Directory	
Current Group Name 06141 Current Group Path		
TOP / OGDEN VENDORS / 06141	Save Cancel	
Actions Directory.Action - Location.Action - L	Enter a new directory for "New myInvoice Directory" and click Save.	
Subgroups for 06141 - Record Count: 0		
Subgroup Filter Equal To *	Search results 20 reaction rage * Q Taur Ø faurt	
Item Subgr	roup	
No records found.		
< Back to Menna		

Enter a new directory for "New myInvoice Directory" and click Save.

			nsole Menu -
Precentent/Flaces/Egitits - Group Information Create Road ToP-GOOL VEBOOS 05:05:11 Create Group Information Oracle Charles Detectory Group ToP-GOOL VEBOOS 05:05:11 Create Group Information Office Once the directory has been saved a message will display The myInvoice Directory was successfully updated! Office Office Office Office Office Oracle Action Une Action Stageogn for 65111 - Breed Coard 0			ectory was successfully updated.
Completed Total Condition NUMBORS 000 000 000 000 000 000 000 000 000 0			e/Logistics - Group Information
TOP COEDWYNDORSON HI Current Comp Name Offit Current Comp Park TOP / COEDWYNDORS / 0541 TOP / COEDWYNDORS / 0541 Action: Top / COEDWYNDORS / 0541 Current Comp Name Current Comp Park Top / COEDWYNDORS / 0541 Current Current Curr			
Correct Group Name GMS1 Convert Minolas Directory ANNA Correct Own Phane Convert Minolas Directory has been saved a message will display The myInvoice Directory was successfully updated ¹ . Convert Minolas Poster The myInvoice Directory was successfully updated ¹ . Suppoper ModSH - Record Coart 0	•		NDORS/06141
Correct mytoks2 Directory Mass 2 Directory Mass been saved a message will display Once the directory has been saved a message will display The myInvoice Directory was successfully updated. Action Steppong tor 6141 - Record Coart 0			3e
Concert Gwap Pub Once the directory has been saved a message will display TOP / GOENVENOORS / 0231 The myInvoice Directory was successfully updated?. Actions LoadonActions BritdoryActions LoadonActions Subgraph for 6341-Reverd Coast 0			Directory
TOP / COENVENIORS / 62141 The Injinition Directory was detection in jupineet. Selectory Action - Loosten Action - Loosten Action - Selectory for an anti-activity and activity and activi		Once the directory has been saved a message will display The mylpyoice Directory was successfully updated?	
Actions Directory Action Location Action User Action Subgroups for (5541 - Record Count: 0		The mynivolee Directory was saturating aparters	VENDORS / 06141
Subgroups for 04541 - Necord Count: 0			Location Action User Action
			i141 - Record Count: 0
Subgroup Filter Search results		Search results	
Equal to 🔹 Q Roset		20 records per page 🔹 📿 Reset	
Hem Solagroup			Subgroup
No records found.			d.

Once the directory has been saved a message will display 'The myInvoice Directory was successfully updated'.

Step 9

The mylnvoice Directory was successfully up	idated.				
ocurement/Finance/Logistics - Group Inform	nation				
Group Root					
TOP\OGDEN VENDORS\06141					
Current Group Name 36141					
Jurrent mylnvoice Directory	4				
Swed		indate for all CAGE cod	es in the group and any sub	groups	
TOP / OGDEN VENDORS / 06141	- E	y selecting "Populate E	DI 850/860 Directory" from	the	
Actions	I	Directory Action dropdo			
Directory - Location Action -	User Action +				
Populate EDI 850/860 Directory :0					
Subgroup Filter		Search results			
Equal To *		20 records per page *	Q Filter C Reset		
Item S	ubgroup				
No records found.					

The CAM can add a Directory for EDI 850/860 and will update for all CAGE codes in the group and any sub groups by selecting "Populate EDI 850/860 Directory" from the Directory Action dropdown.

Step 10



Enter a new directory for "EDI 850/860 Directory" and click Save.

Step 11

Administration isole Menu -		LUser : Cora Leung Exi
The EDI 850/860 Directory was successfully updated for all CAGE Co	des in this group and any subgroups.	×
Procurement/Finance/Logistics - Group Information		
Group Root		
TOP(OGDEN VENDORS)(06141		
Carret Group Name 05141 Carret Inylmolic Directory /SVNG Carret Group Path TOP / OGDEN VENDORS / <u>05151</u> Actions Directory Action - User Action - User Action -	After the Directory is saved a message will display The EDI 850/860 Directory was successfully updated for all CAGE Codes in this group and any subgroups'.	
Subgroups for 06141 - Record Count: 0		
Subgroup Filter Equal To *	Search results 20 records per page	
Item Subgroup		
No records found.		

After the Directory is saved a message will display 'The EDI 850/860 Directory was successfully updated for all CAGE Codes in this group and any subgroups'.

Step 12

The EDI 850/860 Directory was successfully updated to	all CAGE Lodds in this group and any subgroups.	
ocurement/Finance/Logistics - Group Information		
iroup Root		
TOP\OGDEN VENDORS\06141		
Armed Group Mane 914 Arment nythrolic Directory 20040 TOP / OODENVENDORS / 06151 Actions Directory Action Unanted Armention Collis for Carry Armention Collis for Carry	The CAM can view Groups by Location Codes by clicking the "Location Action" dropdown and selecting "View Location Codes for Current Group".	
Subgroup Filter	Search results 20 microls per span • Qu'litter Ø Reset	
No records found.		

The CAM can view Groups by Location Codes by clicking the 'Location Action' dropdown and selecting "View Location Codes for Current Group".

The dropdown will change to "Group Action".

Step 13

dministration Console	Menu -			LUser : Cora Leung
Procurement/Finance/Logistic	cs - Group Information			
Group Root				
TOP\OGDEN VENDORS\/	06141			•
Current Group Name 06141 Current mylmoice Directory /SWAG	,			
Current Group Path TOP / OGDEN VENDORS Actions Directory Action • Gr	roup Action + User Action +	The dropdown	n has changed to "Group Action".	
Location Codes for 06141 -	- Record Count: 5			
Location Code Filter Equal To *		Search results 20 records per page	Q Filter C Reset	
Item	Location Code	Location Code Type	Activity Name	Action
1	06141	CAGE	L-3 COMMUNICATIONS CORPORATION	Org Email(s) +
2	54656	CAGE	A H SYSTEMS INC	Org Email(d) +
3	CG0TKZ	DoDAAC	L-3 COMMUNICATIONS CORPORATION	Org Email(d) +
4	EZ6414	DeDAAC		Org Email(d +

The dropdown has changed to "Group Action".

Procurement/Finance/Logistics	- Group Information			
Group Root				
TOP\OGDEN VENDORS\06	5141			
Current Group Name 06141				
Current mylnvoice Directory /SWAG				
Current Group Path				
TOP / OGDEN VENDORS /	06141	The CAM can Action' dropd	view archived users by clicking the 'User own	
Actions		Tetton dropd		
Directory Action - Grou	up Action + Ur Con+	-		
Location Codes for 06141 - R	View Archived Users Record Count: View Current Users			
Location Code Filter		Search results		
Equal To 🔹		20 records per page	• Q Filter Ø Reset	
Item	Location Code	Location Code Type	Activity Name	Action
1	06141	CAGE	L-3 COMMUNICATIONS CORPORATION	Org Email(s) +
2	54656	CAGE	A H SYSTEMS INC	Org Email(s) +
3	CG0TKZ	DoDAAC	L-3 COMMUNICATIONS CORPORATION	Org Email(s) +
4	EZ6414	DoDAAC		Org Email(s) +

The CAM can view archived users by clicking the 'User Action' dropdown.

Step 15

how 10 • entries							Search:
User Id	11 First Name	17 Last Name	11 E-Mail	11 DoD ID	X.509 Subject Name	Application(s)	
26512 Vendor	Cora	Leung	coleung@cacl.com			IRAPT	
37APWIQk	Debble	Pritchett	wawf-test@caci.com			IRAPT	
<u>3DxJzVRh</u>	DhruvCAC	Goswami	wawf-test@caci.com			IRAPT	
4nYQSB50	Mwaka					IRAPT	
ódZKixin	Debble	Users that are	e archived are dis	played on a ne	w page. The	IRAPT	
afshinNgoy	afshin	CAM can dow	nload this data.			IRAPT	
AWbQm/59	CertD	Cento	wawr-testigcaci.com			IRAPT	
BHVendor	Brien	Hackney	bhackney@cacl.com			IRAPT	
carlavendor	Carla	McGarva	cmcgarva@caci.com			IRAPT	
carlavendor1	carla	mcgarva	cmcgarva@caci.com			IRAPT	
howing 1 to 10 of 104 entries						Previous 1 2 3	4 5 11 Next
10.1	1						
C Back							
							* Asterisk indicates require
							Accord K instances require

Users that are archived are displayed on a new page. The CAM can download this data.

	Menu -			👤 User : Cora Lei
curement/Finance/Logistics -	Group Information			
roup Root				
TOP\OGDEN VENDORS\06	141			
urrent Group Name				
irrent mylinvoice Directory WAG				_
rrent Group Path TOP / OGDEN VENDORS /	96141	The CAM can view c		
Directory Action - Grou	p Action - User Act			
Location Codes for 06141 - R	ecord Court: View Current Users			
Location Codes for 06141 - R Location Code Filter Equal To *	ecord Court: View Current Users	Search results 20 records per page	Q.Filter ØReset	
Location Codes for 06141 - R Location Code Filter Equal To * Item	Location Code	Search results 20 records per page	• C Reset	Action
Location Codes for 06141 - R Location Code Filter Equal To • Item	Location Code 06141	Search results 20 records per page Location Code Type CAGE	Gitter Gittert Activity Name L3 COMMUNICATIONS CORPORATION	Action Organataj -
Location Codes for 06141 - R Location Code Filter Found To • Item 1 2	Location Code 06141 54656	Search results 20 records per page Location Code Type CAGE CAGE	Chart Chart Activity Name Lucommunications coreporation A HISSTIDSING	Action Org(matig) = Org(matig) =
Location Codes for 06141 - R Location Code Filter Equal To * Item 1 2 3	Location Code 06141 54656 CG0TKZ	Search results 20 noted per page 1 Location Code Type CAGE CAGE DoDAAC	Qriter Official Activity Name L-3 CORMUNICATIONS CORPORATION Al HISTIDIASING L-3 COMMUNICATIONS CORPORATION	Action Grg truth(s Grg truth(s Grg truth(s

The CAM can view current users by clicking the 'User Action' dropdown.

Step 17

arch Result				
now 10 • entries				Search
Jser Id	1 First Name	11 Last Name	IT E-Mail IT DoD ID IT X.509 Subject M	Name IT Application(s)
imervend	Aimee	lvey	alvey@cacl.com	IRAPT EDA
amIRAPTDeleteVendor	test	test	c.mitchell@caci.com	IRAPT
amIRAPTVendor	test	test	c.mitcheli@caci.com	IRAPT
ora vendor	Cora		and a second and	IRAPT GFP PIEE EDA
coliney	Justin	Users that are	active are displayed on a new page. The CA	M GFP
feawifi	Kelli	can download		IRAPT
nvb vendor	Matthew	Bialisu	molajian@caci.com	IRAPT GFP PIEE MRS EDA
wrvendor	Raine	Nicole	nraine@caci.com	GFP
panchal	Paresh	Vendor	ppanchal@caci.com	IRAPT GFP EDA
evendor	Tym	Connaughton	tconnaughton@caci.com	IRAPT EDA
Back Opwrritead	1			Previous 1 2 1
				* Asterisk indicates re

Users that are active are displayed on a new page. The CAM can download this data.

Step 18



The CAM can search by Location. Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

Step 19



In WAWF e-Business Administration Console, click the Group Management link.

Step 20

up Management		
Administer group is ubgroups in the PFL hierarchy	Information by adding / renaming / moving / deleting groups as well as adding / moving location codes in the group structure.	
Q Group Lookup Lookup a Group by Location Code or Group Name and	view active Government / Contractor Administrators.	
Q Group History Look up the history of actions on groups.		
	On the Group Management corean, click the Group Lockup has	
	On the Group Management screen, click the Group Lookup box	* Asterisk indi
	On the Group Management screen, click the Group Lookup box	*Asterisk indi
	On the Group Management screen, click the Group Lookup box	*Asterläk indir
	On the Group Management screen, click the Group Lookup box	*Asterisk indi
	On the Group Management screen, click the Group Lookup box	*Atiriti indi
	On the Group Management screen, click the Group Lookup box	*Atoria indi
	On the Group Management screen, click the Group Lookup box	*Admits ind

On the Group Management screen, click the Group Lookup box.

Step 21

Administration Console Menu -		LUser : Cora Leung
Group Lookup - Search		
Group Type Procurement/Finance/Logistics Total Source Control So	Search for * Location Cole * Den click Search	
Q Search < Return C Reset		
	The CAM can search by Location as shown in the example above. Enter a Location code and click Search.	* Asterisk indicates rec

The CAM can search by Location as shown in the example above. Enter a Location code and click Search.

Step 22

inistration Console Menu -						LUser : Cora Leung
oup Lookup - Results						
oup Type: ocurement/Finance/Logistics						
OUP Name: DP / OGDEN VENDORS / 06141						
ow 10 • entries				Search:		
irst Name 🏦 Last Name	1 Job Description	11 Email	Commercial Telephone	1 DSN Telephone	11	
iora Leung	CACI	coleung@caci.com				
fatthew Blajlan	tester	mblajian@caci.com	1234567			
owing 1 to 2 of 2 entries				Previous 1	Next	
Click 'Back' to return to the previous page.						
< Back						
	All the be disp	groups pertaining t layed.	o the searched Locati	ion code will		* Asterisk indicates requ

All the groups pertaining to the searched Location code will be displayed.

Step 23



For the Group History functionality. Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

Administration Console Menu -	LUser : Cora Leung E
Group Management	
Procurement / Finance / Logistics Group Information Administre process and subgroups in the PL Nerverby by adding / moving / deleting groups as well as adding / moving focation codes in the group structure. Q Group Platiany Lood way the listery of actions on groups.	
On the Group Management screen, elick the Group History box.	*Atterisk indicates required

On the Group Management screen, click the Group History box.

Step 25

Administration Console Menu -			LUser : Cora Leung Exit
Group History			
Group Name	Group Type	Action Code	Group Level
Expand To *	Select One	Select One	Equal To
Location Code	Location Type Code	User ID Proval Tn. *	Parent Group ID
Light for	Lefent in	Lagar Fr	Luquer no
Update Date		The CAM can look up the history	of estima on mound This
	to	will only display the first 500 en	y of actions on groups. This
		searched many different ways as	s seen above.
Show • entries			
Group Name	11 Group Type 11 Action Code	11 Group Level 11 Location Code 11 Location Type Cod	ie 11 User ID 11 Update Date 11 Parent Group ID 11
USPFO NG MILITIA MUSEUM W90YDW	PFL Update	6 W90YDW 1	2018-03-23 05:28:59 511100014220
0082 FA BN	PFL Update	6 W81166 1	2018-03-23 05:28:59 511100015006
CS BN HHC REAR W90H7W	PFL Update	6 W90H7W 1	2018-03-23 05:28:59 511100014199
DLADISTRIBUTION	PFL Update	3 SW3181 1	2018-03-23 05:28:59 511100000041
0031 AD HQ HHB AIR DEF EAC W90XH4	PFL Update	6 W900044 1	2018-03-23 05:28:59 511100014204
HURLBURT	PFL Update	4 F2FT29 1	2018-03-23.05:28:59 511100000656
CS BN CO B MAINT REAR W90PJL	PFL Update	6 W90PJL 1	2018-03-23 05:28:59 511100014199
CS BN MATES AUG TDA W80J6U	PFL Update	6 W80J6U 1	2018-03-23 05:28:59 511100014199
M28323	PFL Update	6 M28323 1	2018-03-23 05:28:59 511100013300
GAARNG ELE JFHQ FWD107 W90Q3U	PFL Update	4 W90Q3U 1	2018-03-23 05:28:59 511100000312
0077 FA BN	PFL Update	6 W42WG2 1	2018-03-23 05:28:59 511100015006

The CAM can look up the history of actions on groups. This will only display the first 500 entries. Groups can be searched many different ways as seen above.

dministration Console Menu -							LUser : Cora Leung	
Group History								
Group Name	Group Type		Action Code		Gn	oup Level		
Equal To *	Select One		Select One		D.	out to		
lacation Code 📣	Incation Type Code		User ID		Per	rant Group ID		
Equal Ta	Equal To *		Equal To		Eq.	aual To		
~								
Update Date			0.000	DE				
to								
« June 2018 »	The CAM ca	in also searc	n by Opdate Date	as snown ab	ove.			
So Mo To Mo Th Er En								
Su Mo Tu We Th Fr Sa 27 28 29 30 31 1 2								
Su Mo Tu We Th Fr Sa 27 28 29 30 31 1 2 3 4 5 6 7 8 9								
Su Mo Tu We Th Fr Sa 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	11 Group Type	1 Action Code	Group Level	11 Location Type Code	11 User ID	11 Update Date	↓『 Parent Group ID	
Su Mo Tu We Th Fr Sa 27 28 29 30 31 1 2 14 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 WV90YDW 24 5 20 27 22 29 30 WV90YDW	11 Group Type 1	Action Code Update	Group Level 11 Location Code 6 W90YDW	1 Location Type Code	1† User ID	Update Date 2018-03-23 05:28:59	JF Parent Group ID 511100014220	
Se Mo Tu We Th Fr Sa 72 28 9 30 31 1 a 7 28 9 30 31 1 a 10 11 12 13 15 16 17 18 19 20 12 22 3 42 25 27 28 29 30 7 12 3 45 5 6 7 10	IT Group Type I PFL PFL	I Action Code I Update	Group Level II Location Code 6 W90YDW 6 W81166	I Location Type Code	11 User ID	Update Date 2018-03-23 05:28:59 2018-03-23 05:28:59	IF Parent Group ID 511100014220 511100015006	
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Si Ma Tu Yu Yu Thi Fr Sa 772 772 773 773 77 1 2 11 2 1 3 4 5 6 7 8 9 1 1 12 13 13 1 2 15 15 17 18 19 20 21 22 23 WWW/WWW/WW/WW/WW/WW/WW/WW/WW/WW/WW/WW/W	IT Group Type I PFL PFL PFL PFL	I Action Code II U Update U Update U Update I Update I	Group Level II Location Code 6 W90YDW 6 W801366 5 W90H7W 3 SW3181 5 W90XH4	Location Type Code 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	11 User ID	Update Date 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59	IF Parent Group ID 511100014220 511100015006 511100014199 51110000041 51110000041 5111000014204	
Six Mb Ta We Th Fr Sa 27:30 7:30 7:30 3:11 2 31 4:5 6 7:8 9:7 8:31 1 27:31 9:35 15 15 17:31 9:30 21 22 23 4 WWYOW 20:2 23 4:5 6:7 Total 9:30 21 22 23 4 WWYOW 20:2 20:2 20:2 20:2 20 Total 9:0 20:2 20:2 20:2 20 20:2 20	If Group Type PFL PFL PFL PFL PFL PFL	I Action Code II U Update U Update U Update U Update U Update U	Group Level II Location Code 5 W90YDW 6 W81166 6 W90H7W 3 SW3181 6 W900H4 6 F2F129	Location Type Code 1 1 1 1 1 1		Update Date 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59 2018-03-23 05:28:59	IF Parent Group ID 511100014220 511100015006 511100014199 51110000041 5111000014204 511100004204	
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The CAM can also search by 'Update Date' as shown above.

End



This concludes our demonstration.