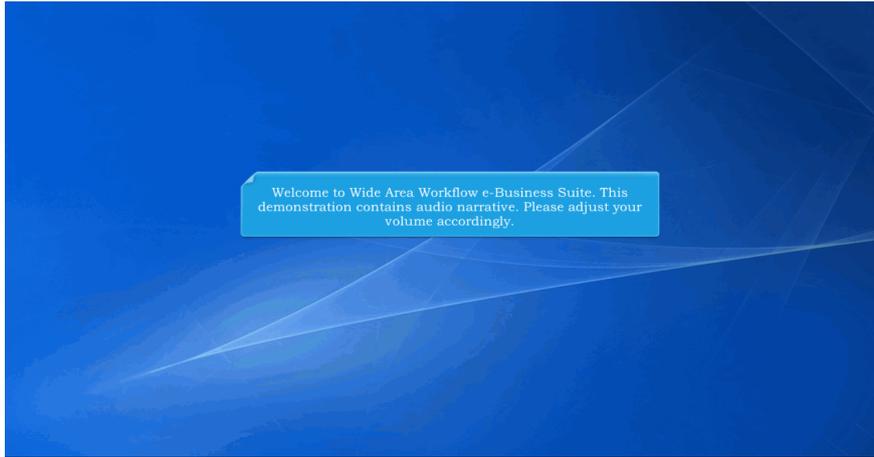
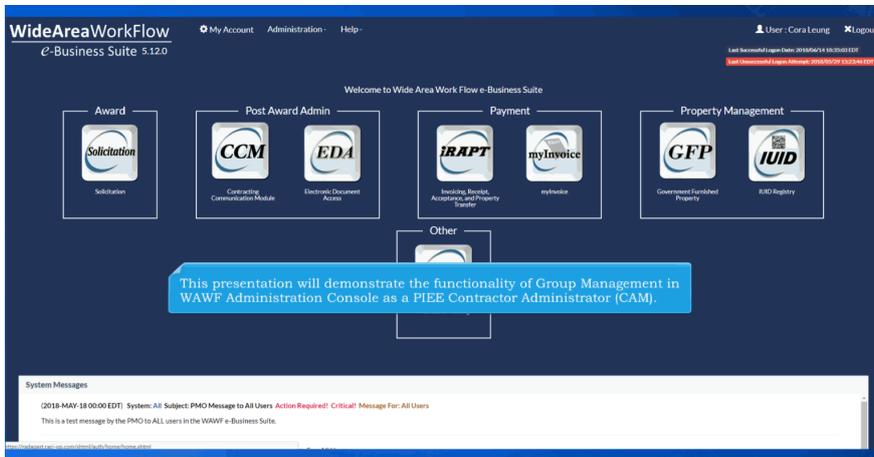


Intro



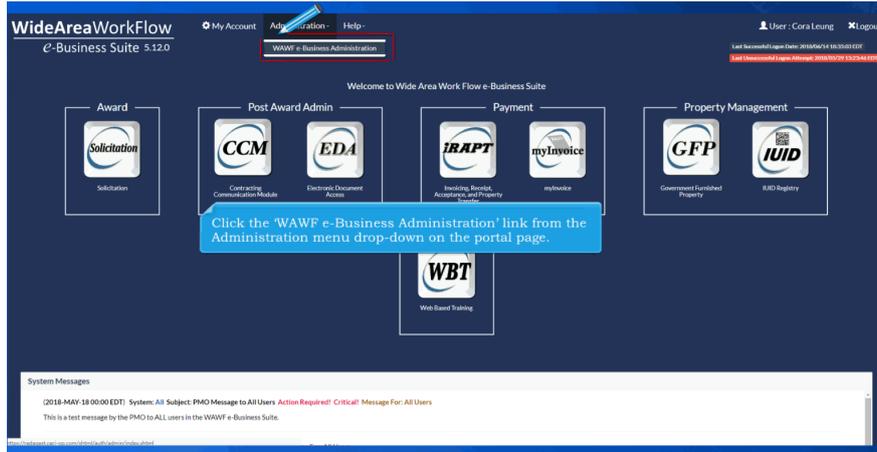
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



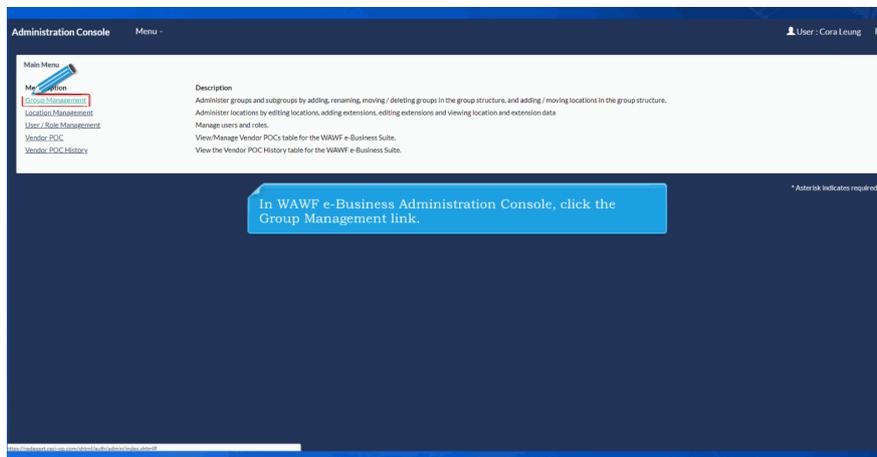
This presentation will demonstrate the functionality of Group Management in WAWF Administration Console as a PIEE Contractor Administrator (CAM).

## Step 2



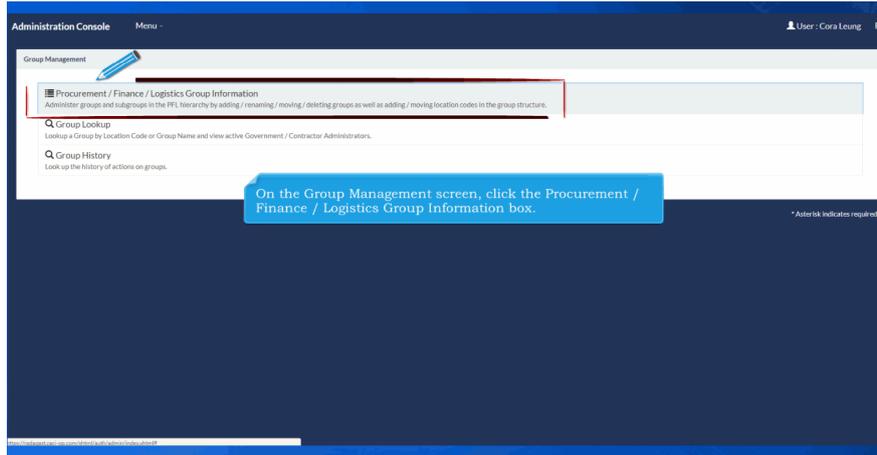
Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

## Step 3



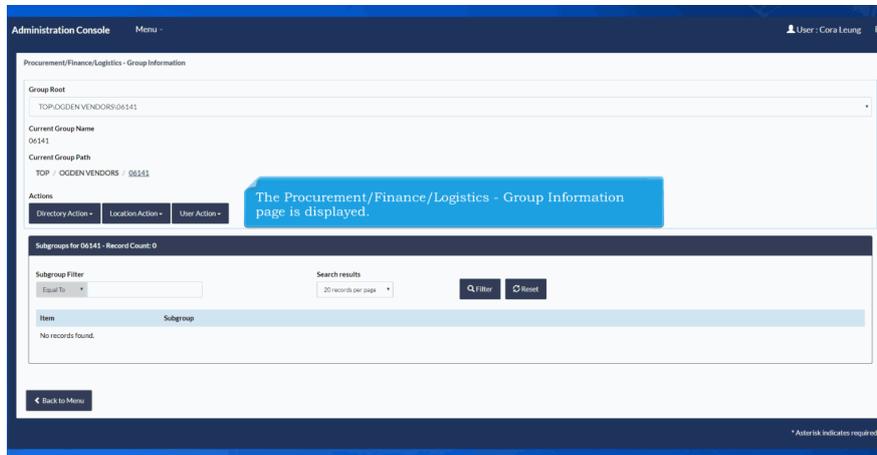
In WAWF e-Business Administration Console, click the Group Management link.

## Step 4



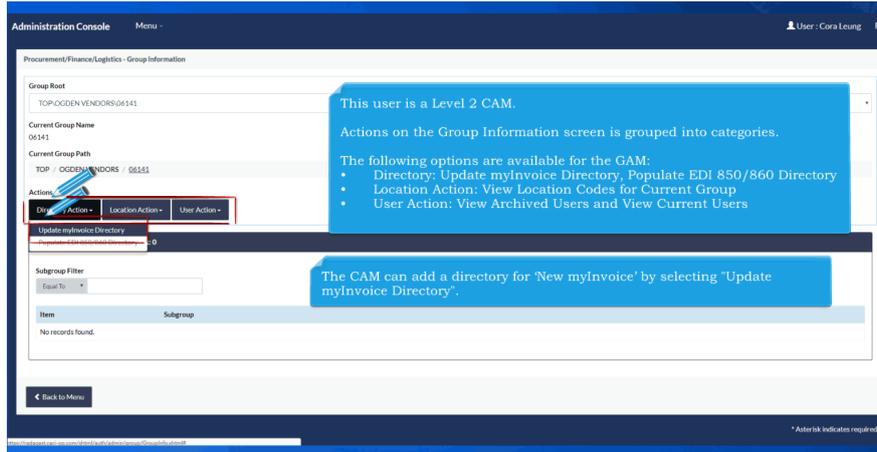
On the Group Management screen, click the Procurement / Finance / Logistics Group Information box.

## Step 5



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

## Step 6



This user is a Level 2 CAM.

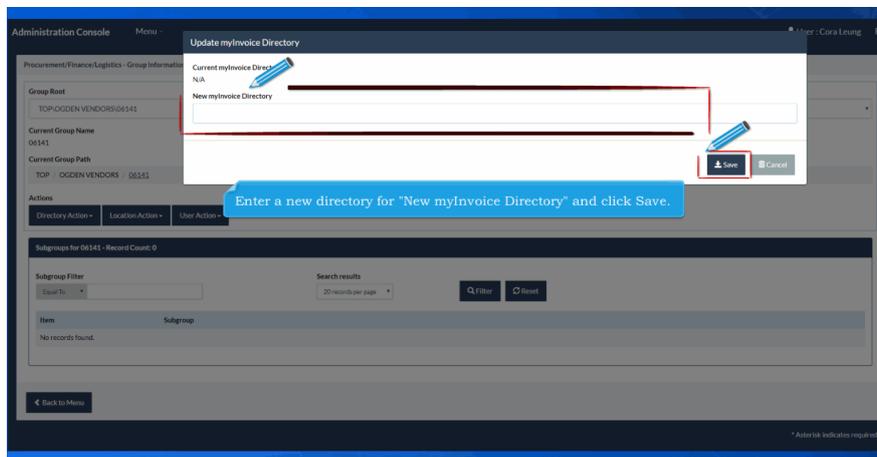
Actions on the Group Information screen is grouped into categories.

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

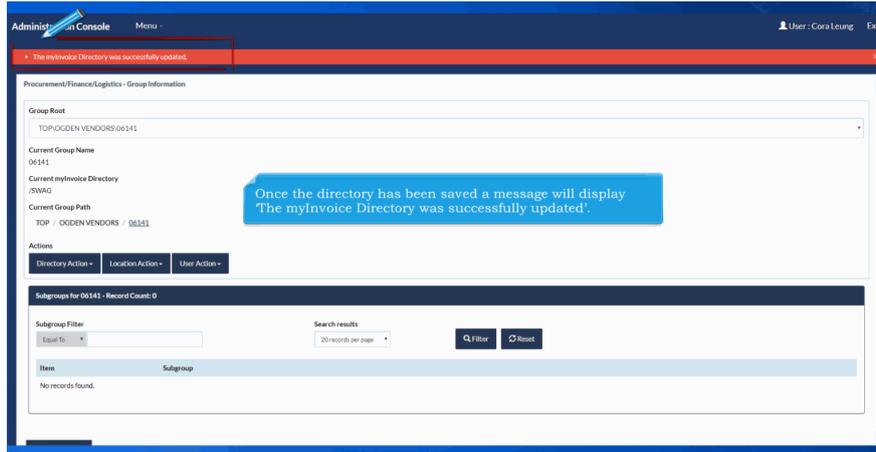
The CAM can add a directory for 'New myInvoice' by selecting "Update myInvoice Directory".

## Step 7



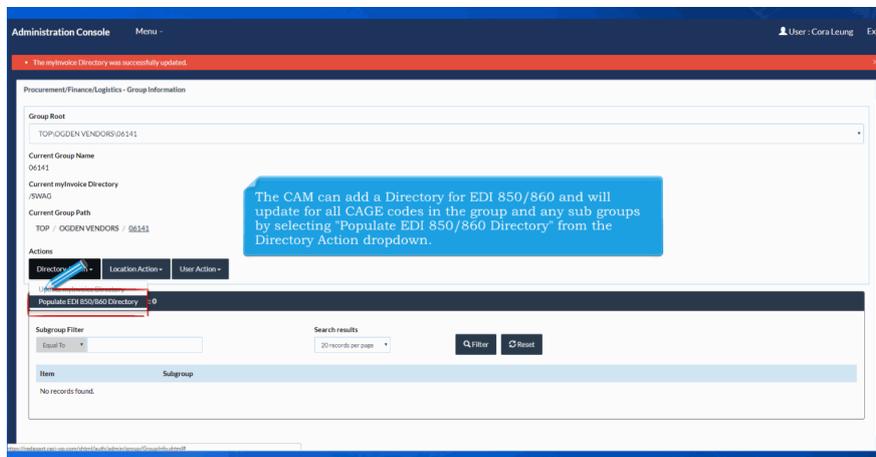
Enter a new directory for "New myInvoice Directory" and click Save.

## Step 8



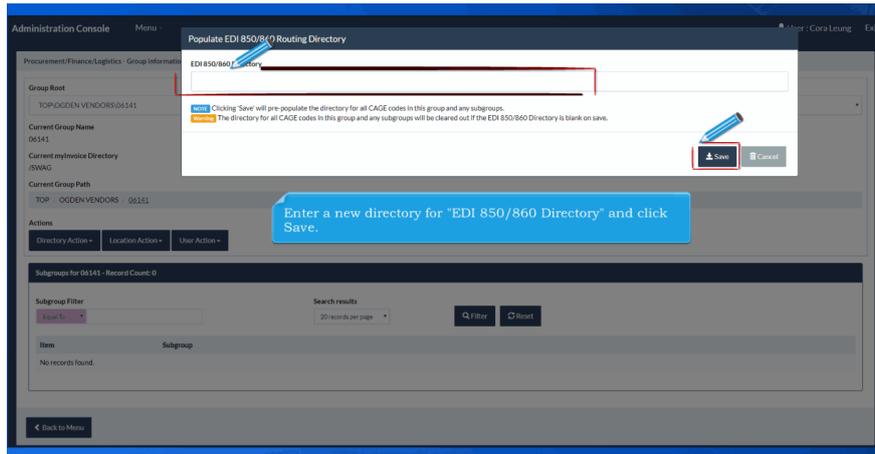
Once the directory has been saved a message will display 'The myInvoice Directory was successfully updated'.

## Step 9



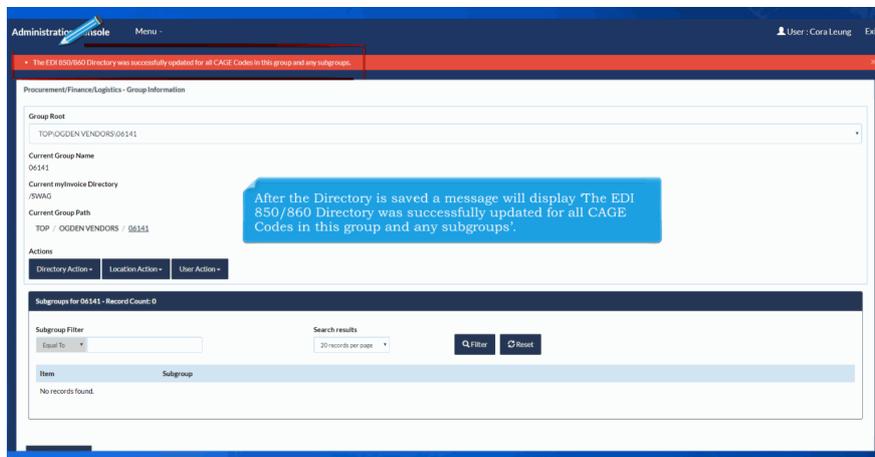
The CAM can add a Directory for EDI 850/860 and will update for all CAGE codes in the group and any sub groups by selecting "Populate EDI 850/860 Directory" from the Directory Action dropdown.

## Step 10



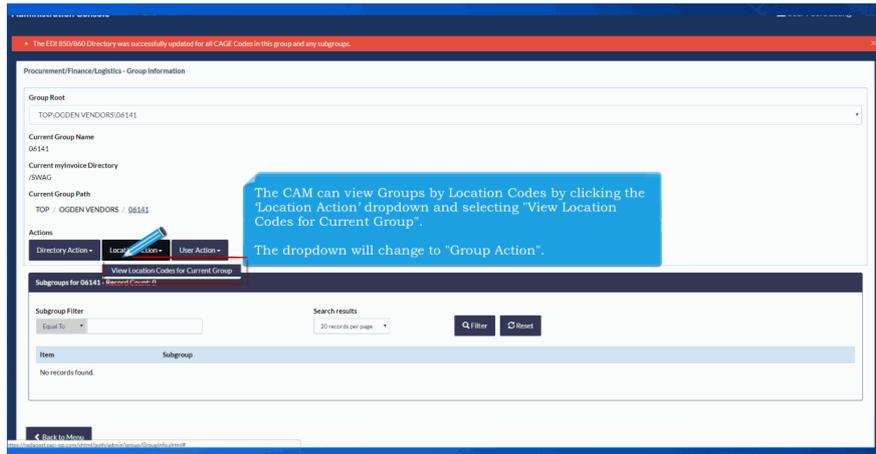
Enter a new directory for "EDI 850/860 Directory" and click Save.

## Step 11



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'.

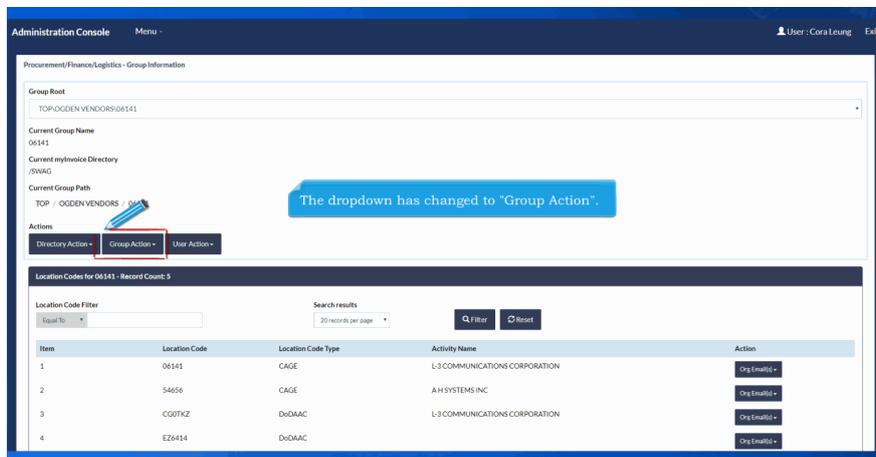
Step 12



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

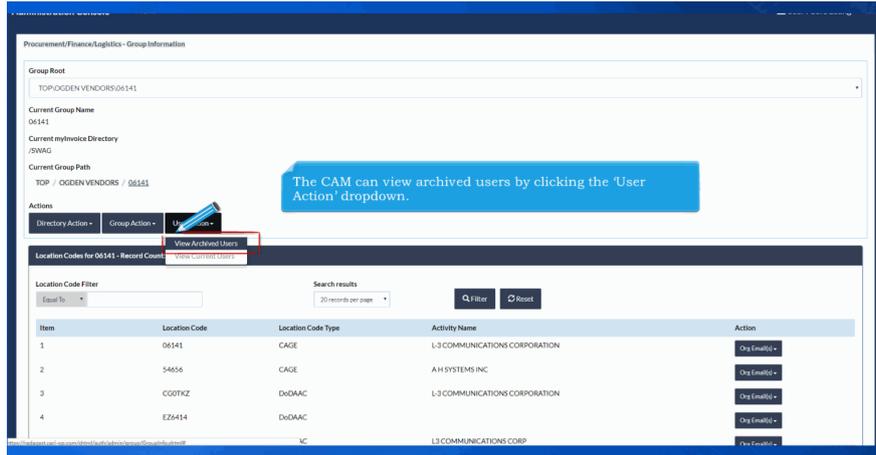
The dropdown will change to "Group Action".

Step 13



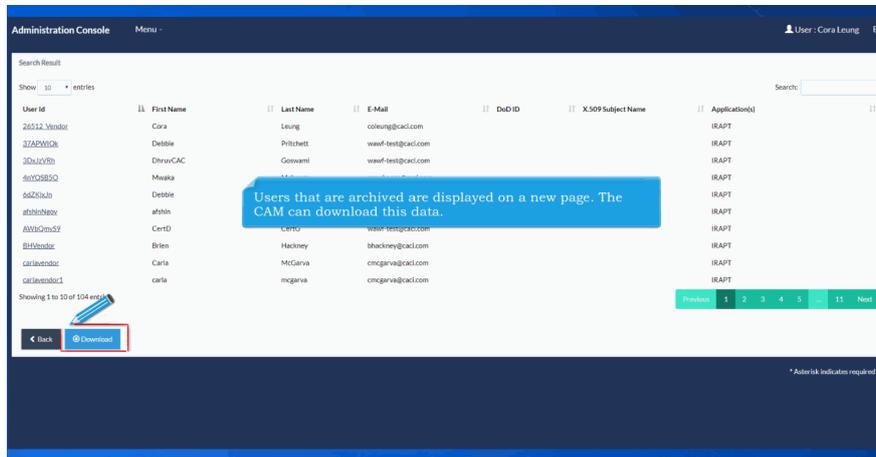
The dropdown has changed to "Group Action".

Step 14



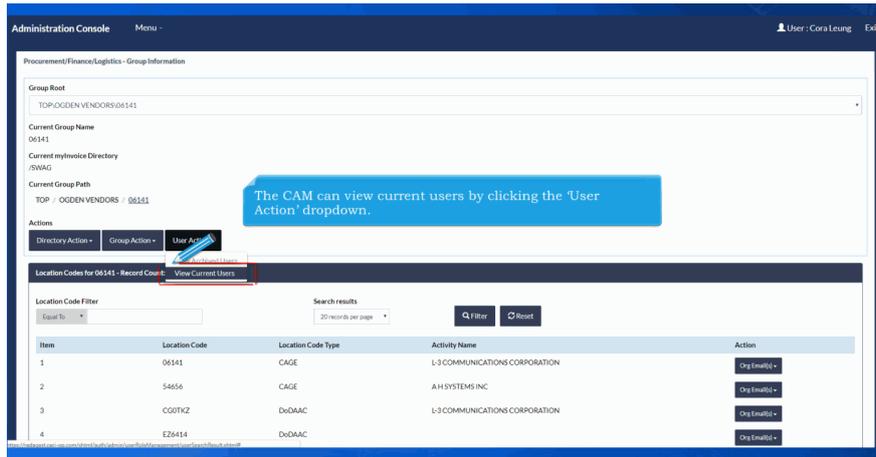
The CAM can view archived users by clicking the 'User Action' dropdown.

Step 15



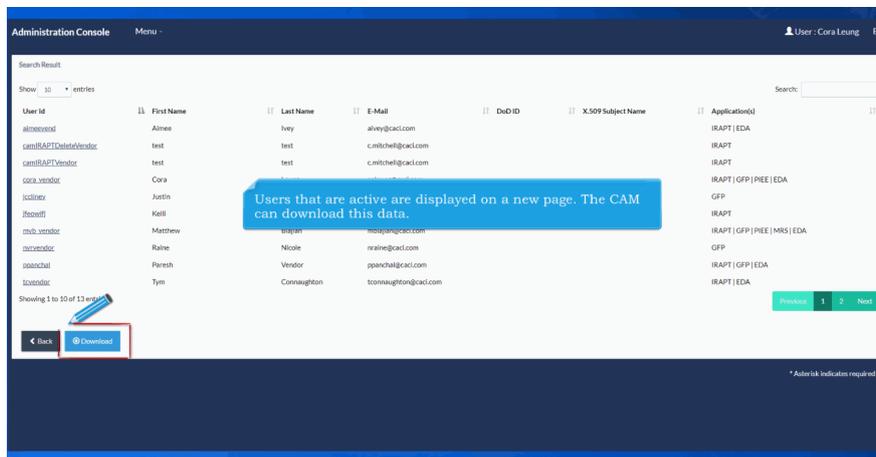
Users that are archived are displayed on a new page. The CAM can download this data.

Step 16



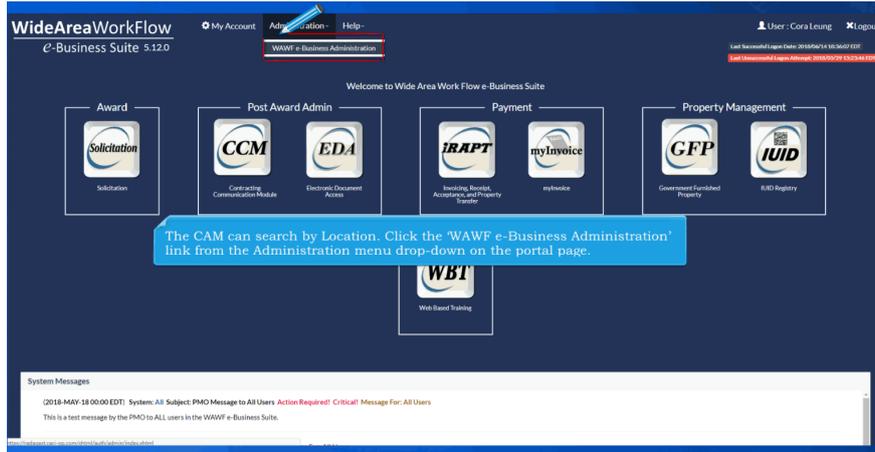
The CAM can view current users by clicking the 'User Action' dropdown.

Step 17



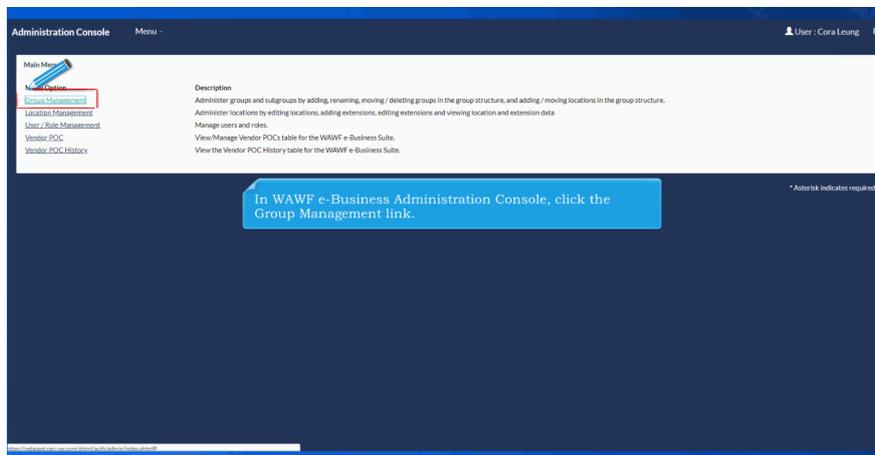
Users that are active are displayed on a new page. The CAM can download this data.

## Step 18



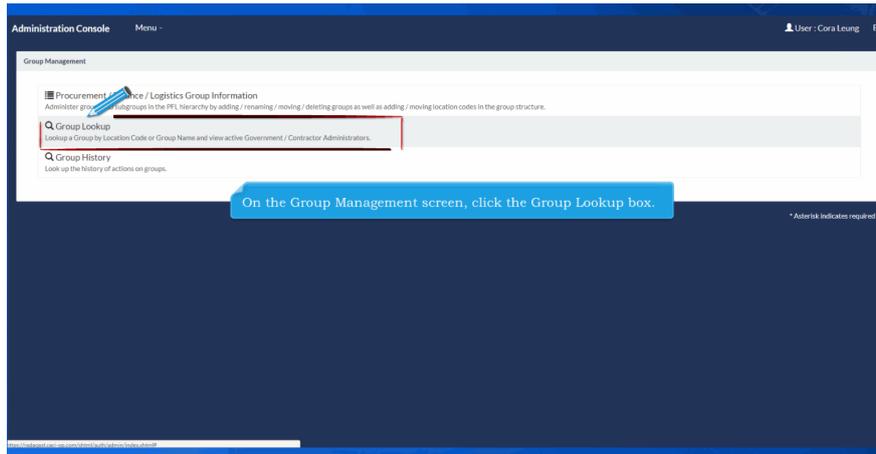
The CAM can search by Location. Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

## Step 19



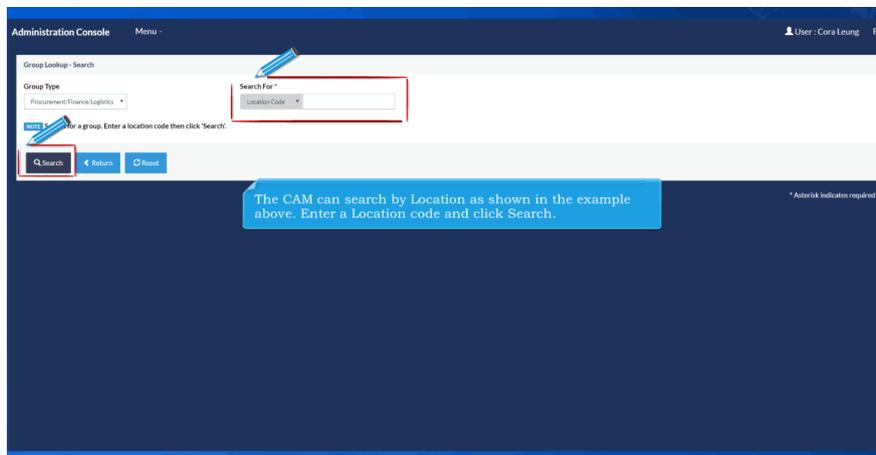
In WAWF e-Business Administration Console, click the Group Management link.

## Step 20



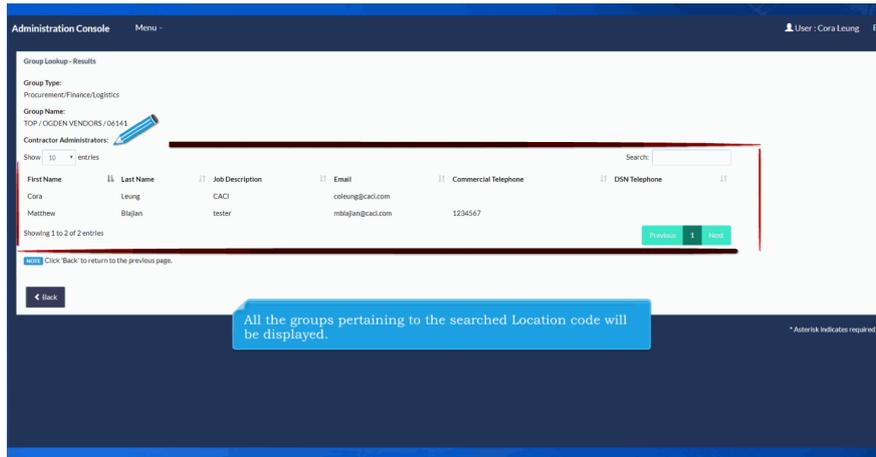
On the Group Management screen, click the Group Lookup box.

## Step 21



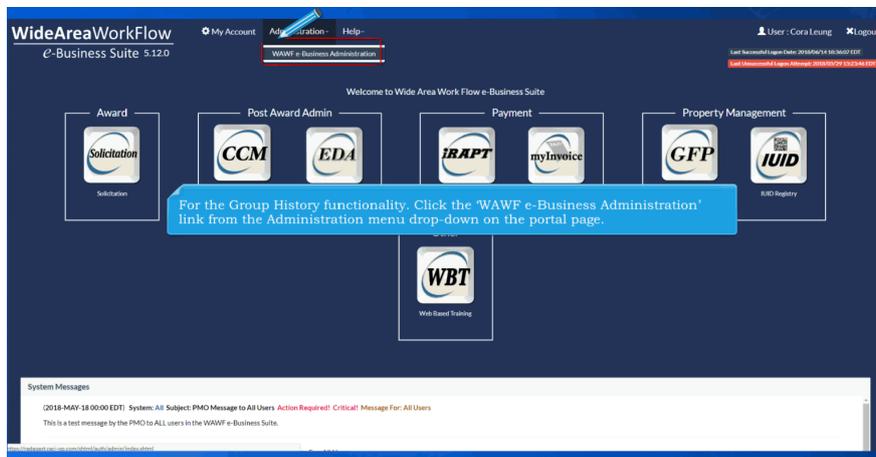
The CAM can search by Location as shown in the example above. Enter a Location code and click Search.

Step 22



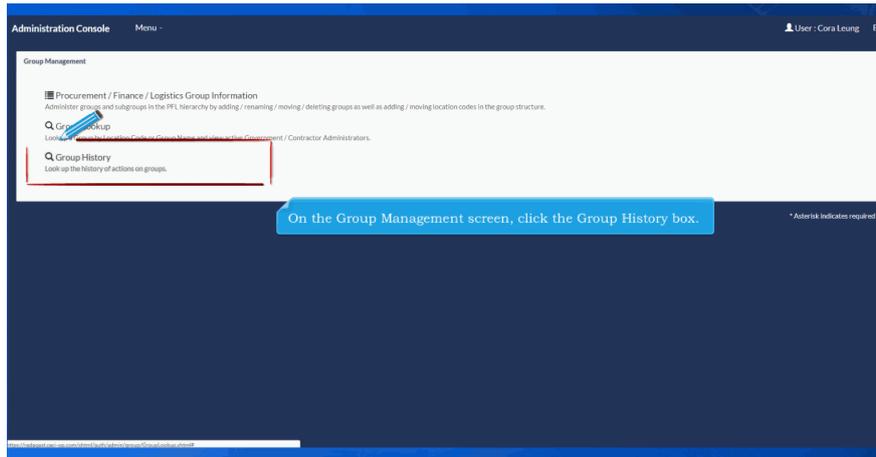
All the groups pertaining to the searched Location code will be displayed.

Step 23



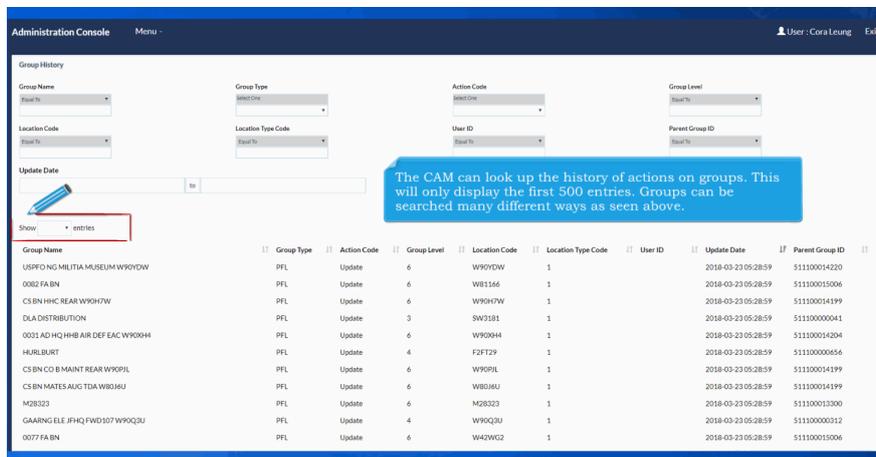
For the Group History functionality. Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

Step 24



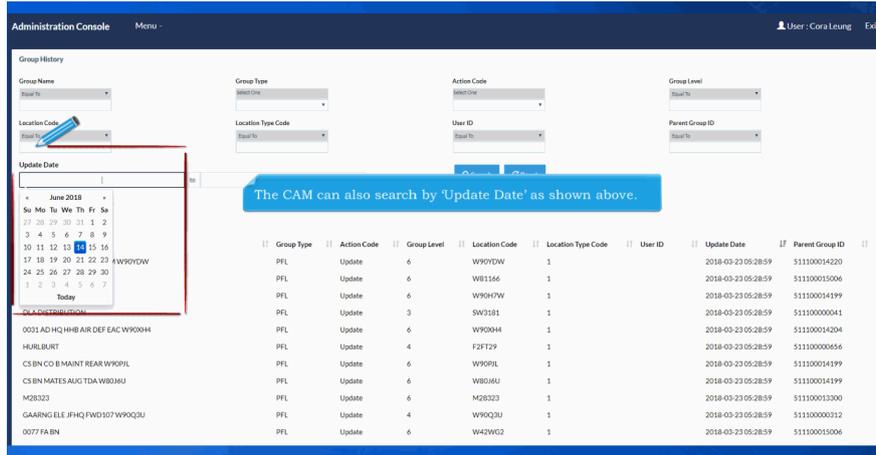
On the Group Management screen, click the Group History box.

Step 25



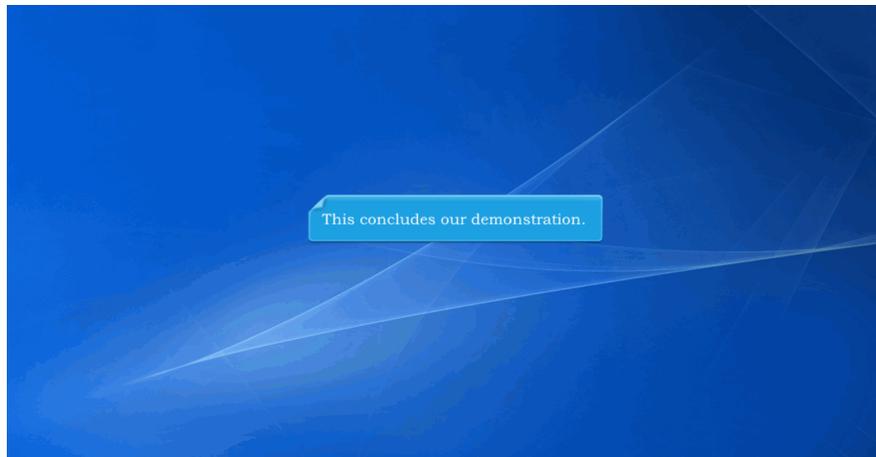
The CAM can look up the history of actions on groups. This will only display the first 500 entries. Groups can be searched many different ways as seen above.

Step 26



The CAM can also search by 'Update Date' as shown above.

End



This concludes our demonstration.