EDAapprove Page 1 of 7

Intro



Welcome to Wide Area Workflow e-Business Suite.

This demonstration contains audio narrative. Please adjust your volume accordingly.

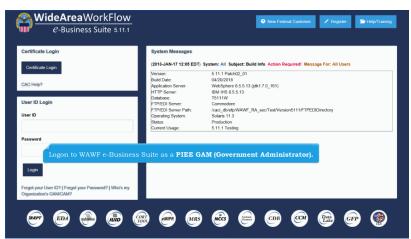
Step 1



This demo demonstrates how to activate EDA user roles (Vendor/Contract Pay Documents) as a PIEE Administrator.

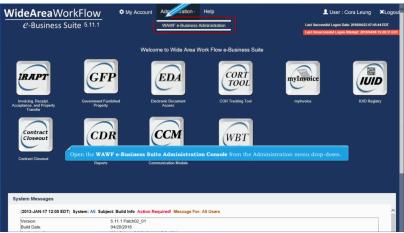
EDAapprove Page 2 of 7

Step 2



Logon to WAWF e-Business Suite as a PIEE GAM (Government Administrator).

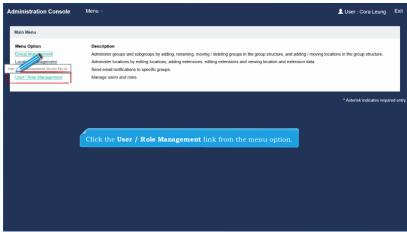
Step 3



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

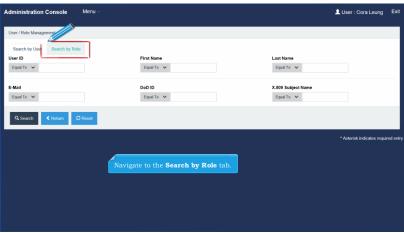
EDAapprove Page 3 of 7

Step 4



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

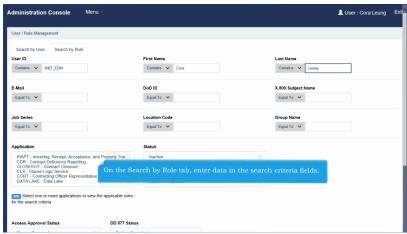
Step 5



Navigate to the Search by Role tab.

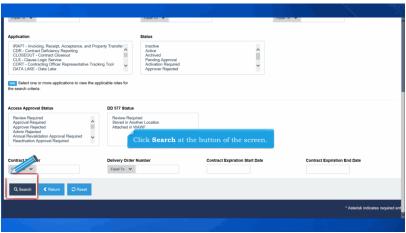
EDAapprove Page 4 of 7

Step 6



On the Search by Role tab, enter data in the search criteria fields.

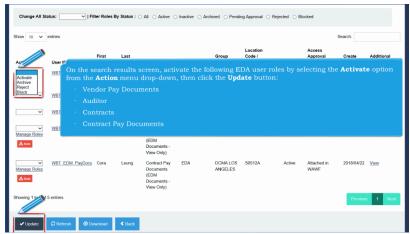
Step 7



Click Search at the button of the screen.

EDAapprove Page 5 of 7

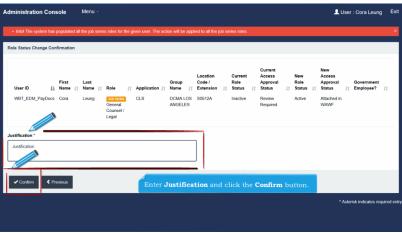
Step 8



On the search results screen, activate the following EDA user roles by selecting the Activate option from the Action menu drop-down, then click the Update button:

- · Vendor Pay Documents
- · Auditor
- · Contracts
- Contract Pay Documents

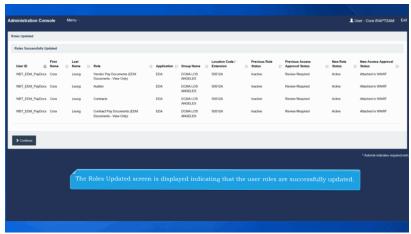
Step 9



Enter Justification and click the Confirm button.

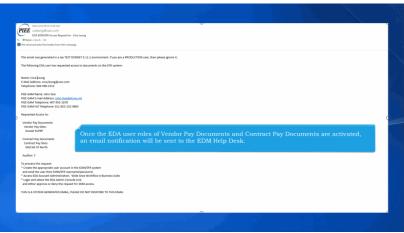
EDAapprove Page 6 of 7

Step 10



The Roles Updated screen is displayed indicating that the user roles are successfully updated.

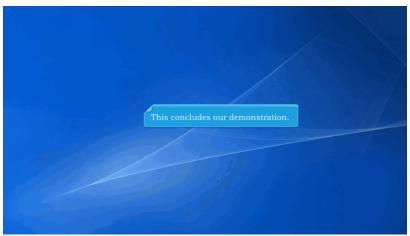
Step 11



Once the EDA user roles of Vendor Pay Documents and Contract Pay Documents are activated, an email notification will be sent to the EDM Help Desk.

EDAapprove Page 7 of 7

End



This concludes our demonstration.