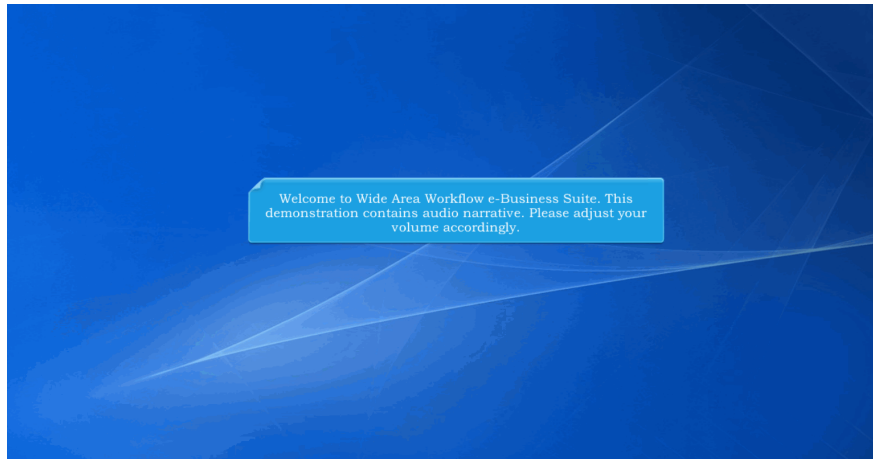
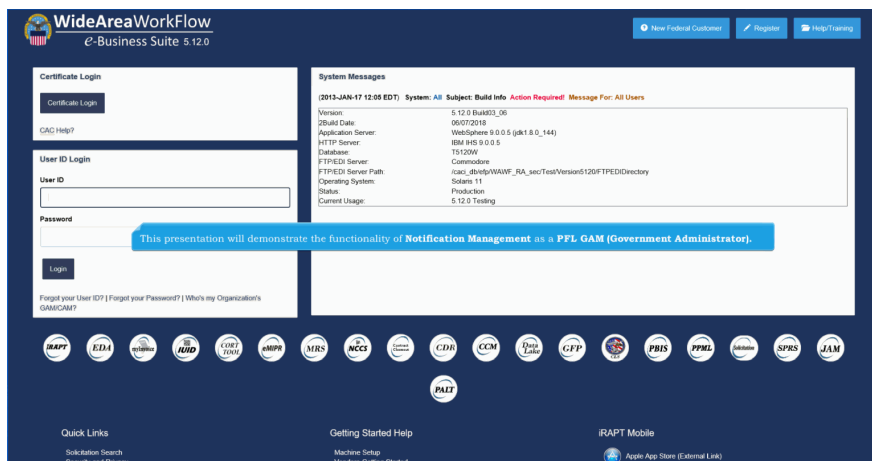


## Intro



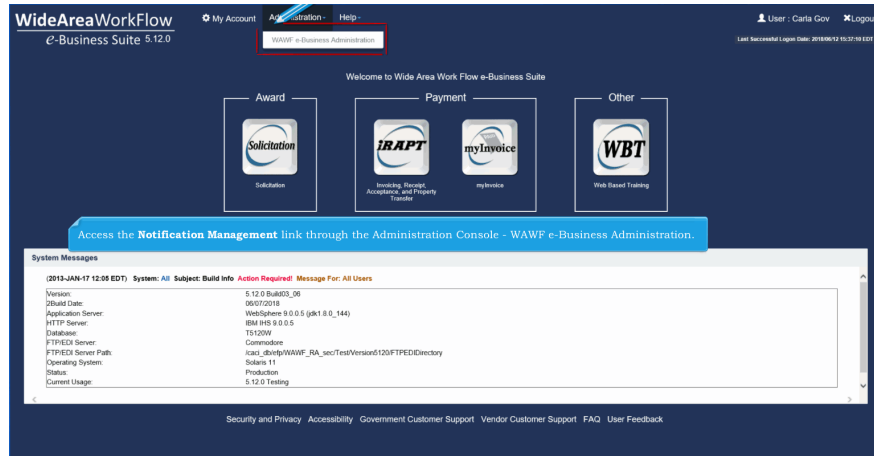
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

## Step 1



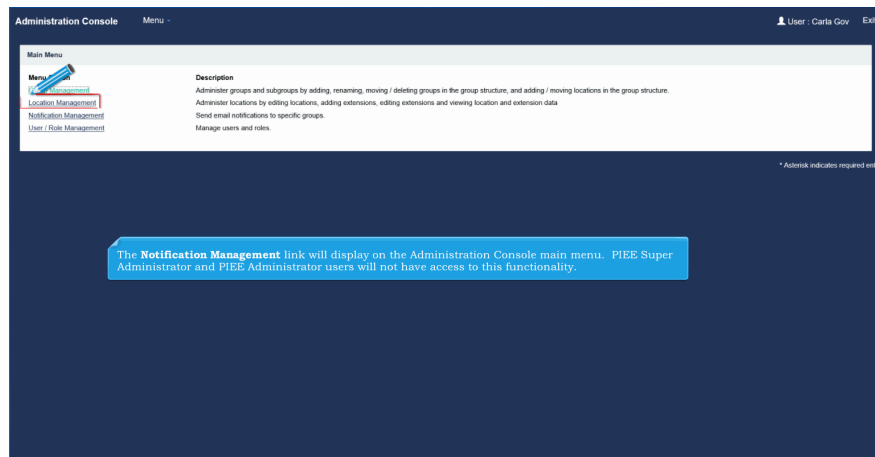
This presentation will demonstrate the functionality of Notification Management as a PFL GAM (Government Administrator).

## Step 2



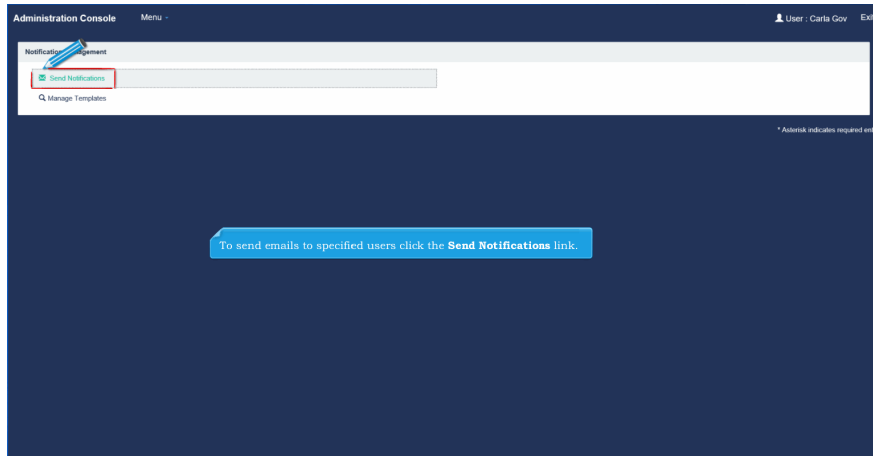
Access the Notification Management link through the Administration Console - WAWF e-Business Administration.

## Step 3



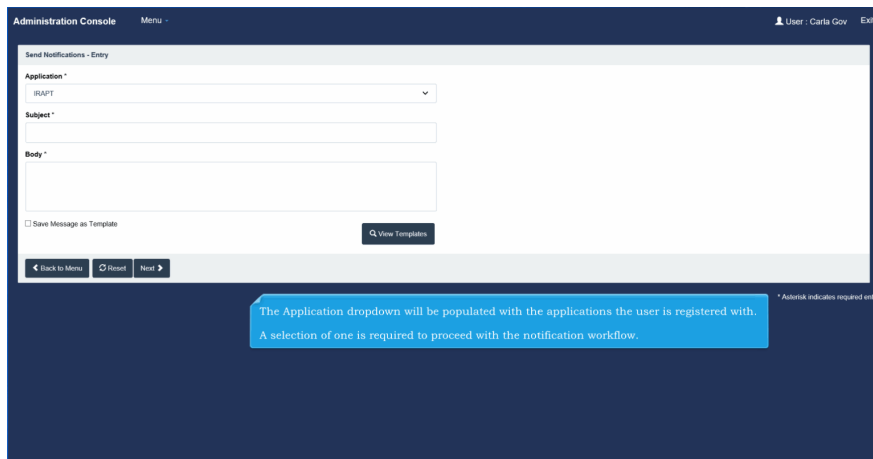
The Notification Management link will display on the Administration Console main menu. PEE Super Administrator and PEE Administrator users will not have access to this functionality.

## Step 4



To send emails to specified users click the Send Notifications link.

## Step 5



The Application dropdown will be populated with the applications the user is registered with.

A selection of one is required to proceed with the notification workflow.

## Step 6

Administration Console Menu - User : Carla Gov Exit

Send Notifications - Entry

Application \*  
IRAPT

Subject \*  
Test

Body \*  
Testing

☒ Save Message as Template

View Templates

Back to Menu Reset Next

Checking the **Save Message as Template** box will allow the user to store the Subject / Body combination as a static template for future use.

By selecting the **Reset** button, the user will be able to clear out all fields on the screen.

Previously saved templates may be accessed by selecting the **View Templates** button.

Click the **Next** button.

\* Asterisk indicates required entry

Checking the Save Message as Template box will allow the user to store the Subject / Body combination as a static template for future use.

By selecting the Reset button, the user will be able to clear out all fields on the screen.

Previously saved templates may be accessed by selecting the View Templates button.

Click the Next button.

## Step 7

Administration Console Menu - User : Carla Gov Exit

Send Notifications - Search

Subject  
Test

Body  
Testing

Search Type  
Group Name  
Location Code  
Individual  
Role

Role  
All Roles

Group Name \*  
Lookup Include Subgroups?

Select the 'Lookup' button to search for and select a Group Name.

Add Notification Filter

Notification Filters

Group	Subgroup	Location Code	Role	Action
-------	----------	---------------	------	--------

Previous

The **Subject/Body** fields populated on the previous screen will be displayed as read-only.

The **Search Type** dropdown will allow the user to select the type of search filter. Group Name, Location Code, and Individual are the available options. The displayed fields will differ based on the selection. Only the Role dropdown will remain the same.

To add parameters into the Notification Filters table the user must select the **Add Notification Filter** button. The user will have the ability to delete previously added filters.

\* Asterisk indicates required entry

The Subject/Body fields populated on the previous screen will be displayed as read-only.

The Search Type dropdown will allow the user to select the type of search filter. Group Name, Location Code, and Individual are the available options. The displayed fields will differ based on the selection. Only the Role dropdown will remain the same.

To add parameters into the Notification Filters table the user must select the Add Notification Filter button. The user will have the ability to delete previously added filters.

## Step 8

Administration Console Menu

User: Carla Gov Exit

Send Notifications - Search

Subject: Test

Body: Testing

Search Type: Group Name

Group Name: [dropdown]

Role: All Roles

Group Name: [dropdown]

Lookup Include Subgroups

Group Lookup

Group Lookup \* By Location Code

Group Search \* s0512a

Search

Group Name

TOP Defense, Department of Defense, Central Management Agency/CMA, WESTERN REGIONAL COMMAND/CMA LOS ANGELES

Close

The Group Name lookup will allow the user to search for a specific group by name. Clicking on the link in the results table will populate the Group Name field on the screen as well as populate the Location Code dropdown.

Once the Group Name is selected the Location Code dropdown will be populated based on the group chosen in the lookup.

Note: If 'Include Subgroups' is checked, the Location Code dropdown will be disabled and defaulted to All Codes.

The Group Name lookup will allow the user to search for a specific group by name. Clicking on the link in the results table will populate the Group Name field on the screen as well as populate the Location Code dropdown.

Once the Group Name is selected the Location Code dropdown will be populated based on the group chosen in the lookup.

Note: If 'Include Subgroups' is checked, the Location Code dropdown will be disabled and defaulted to All Codes.

## Step 9

Administration Console Menu

User: Carla Gov Exit

Send Notifications - Search

Subject: Test

Body: Testing

Search Type: Location Code

Location Code: [dropdown]

Role: All Roles

Location Code: [dropdown]

Location Code: s0512a

Search

For Location Code searches, the user will be required to enter a value in the Location Code field.

Notification Filters

Group	Subgroup	Location Code	Role	Action
-------	----------	---------------	------	--------

Previous

For Location Code searches, the user will be required to enter a value in the Location Code field.

Step 10

Administration Console

Menu

User : Carla Gov

Exit

Send Notifications - Search

Subject

Test

Body

Testing

Search Type

Individual

For Individual searches, the user will be required to either select a value from the group lookup or enter a value in the Location Code field. The Role dropdown functionality will remain the same regardless of search type.

Since individual searches are custom and populated on request the user will not have the option to add other email filters. The Send button will be replaced with a Select Users button. This will navigate to a screen where the user will select which individuals are to receive the notification.

Search Type: Individual

Role

All Roles

Group Name

Location Code

Select the 'Lookup' button to search for and select a Group Name

† - One or the other option must be used

Previous

Select Users

\* Asterisk indicates required entry

For Individual searches, the user will be required to either select a value from the group lookup or enter a value in the Location Code field. The Role dropdown functionality will remain the same regardless of search type.

Since individual searches are custom and populated on request the user will not have the option to add other email filters. The Send button will be replaced with a Select Users button. This will navigate to a screen where the user will select which individuals are to receive the notification.

Step 11

Administration Console

Menu

User : Carla Gov

Exit

Send Notifications - Select Users

Subject

Test

Body

Testing

User Select

Once the desired Location Code is searched, this table will display the user results from the Individual search parameters provided on the previous screen. The administrator will have the ability to add individuals to the notification by checking the checkbox next to their entry.

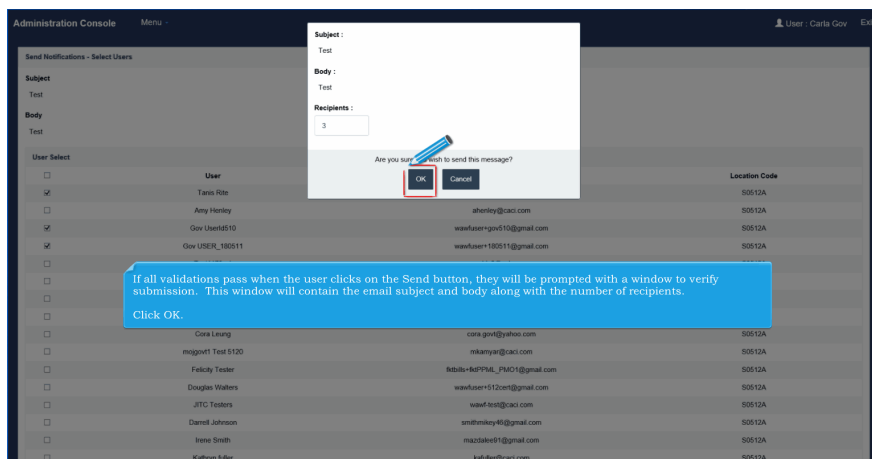
The administrator will be able to sort on the User, Email, and Location Code columns.

	User	Email	Location Code
<input type="checkbox"/>	Tania Rile	mazdale61@gmail.com	S0512A
<input type="checkbox"/>	Amy Henley	ahenley@caci.com	S0512A
<input type="checkbox"/>	Gov User6510	wawfuser+gov510@gmail.com	S0512A
<input type="checkbox"/>	Gov USERL 180511	wawfuser+180511@gmail.com	S0512A
<input type="checkbox"/>	Test1173 _1	mreidy@yahoo.com	S0512A
<input type="checkbox"/>	Byron Cage	cortleve14@gmail.com	S0512A
<input type="checkbox"/>	Cora Leung	colleung@caci.com	S0512A
<input type="checkbox"/>	Amber Jeffries	ajeffriesuser@gmail.com	S0512A
<input type="checkbox"/>	Cora Leung	cora.gvnt@yahoo.com	S0512A
<input type="checkbox"/>	mogov01 Test 5120	mkamyar@caci.com	S0512A
<input type="checkbox"/>	Felicity Tester	ftbills+66PMA_PMC1@gmail.com	S0512A
<input type="checkbox"/>	Douglas Walters	wawfuser+5120m@gmail.com	S0512A
<input type="checkbox"/>	JTTC Testers	wawf-test@caci.com	S0512A
<input type="checkbox"/>	Daniel Johnson	smthmkey4@gmail.com	S0512A
<input type="checkbox"/>	Irene Smith	mazdale61@gmail.com	S0512A
<input type="checkbox"/>	Kathryn Fuller	kafuller@caci.com	S0512A

Once the desired Location Code is searched, this table will display the user results from the Individual search parameters provided on the previous screen. The administrator will have the ability to add individuals to the notification by checking the checkbox next to their entry.

The administrator will be able to sort on the User, Email, and Location Code columns.

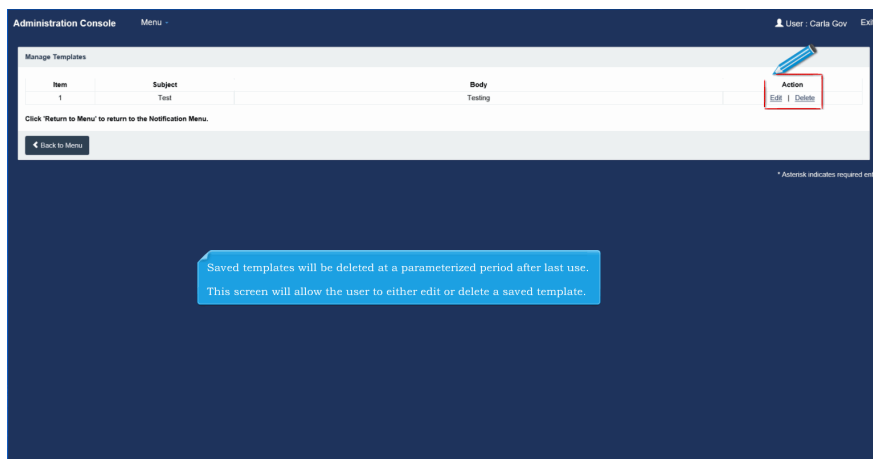
## Step 12



If all validations pass when the user clicks on the Send button, they will be prompted with a window to verify submission. This window will contain the email subject and body along with the number of recipients.

Click OK.

## Step 13



Saved templates will be deleted at a parameterized period after last use.

This screen will allow the user to either edit or delete a saved template.

## Step 14

Administration Console Menu - User: Carla Gov Exit

Manage Templates - Edit

Subject \*

Test

Body \*

Testing

Cancel Save

\* Asterisk indicates required entry

If the user selects the Edit link for a template entry they will be directed to the Edit screen. Here they can update both the Subject and Body fields in the template. Clicking the Save button will update the template in the database and direct the user back to the template management screen.

If the user selects the Edit link for a template entry they will be directed to the Edit screen. Here they can update both the Subject and Body fields in the template. Clicking the Save button will update the template in the database and direct the user back to the template management screen.

## Step 15

Administration Console Menu - User: Carla Gov Exit

INFO: The template has been successfully updated.

Manage Templates

Item	Subject	Body	Action
1	Test	Testing	<a href="#">Edit</a>   <a href="#">Delete</a>

Click "Return to Menu" to return to the Notification Menu.

Back to Menu

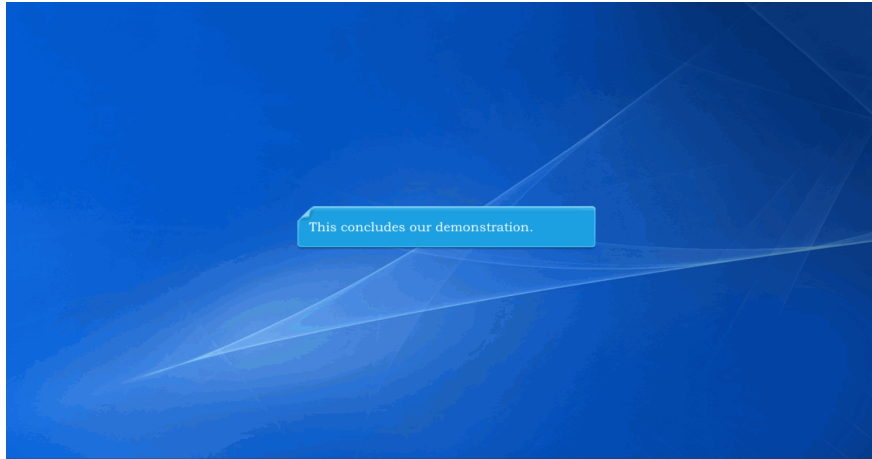
\* Asterisk indicates required entry

Upon saving changes to a template in the Edit screen, the user will receive a message stating the update was successful.

Upon saving changes to a template in the Edit screen, the user will receive a message stating the update was successful.



End



This concludes our demonstration.