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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 Additional Administration as IRAPT PIEE Super Administrator.

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Step 2



Access the WAWF e-Business Suite (IRAPT Application), select the WAWF e-Business Administration option from the Administration Tab Drop-down Menu at the top.

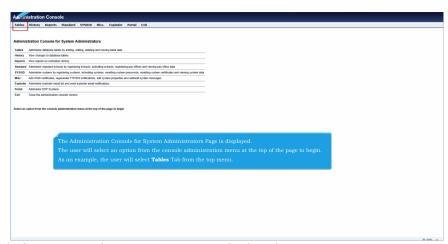
Step 3



The Administration Console is displayed. From the Left Menu, click the Additional Administration option.

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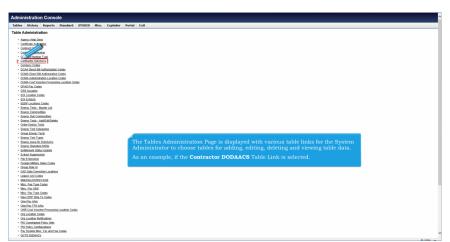
Step 4



The Administration Console for System Administrators Page is displayed.

The user will select an option from the console administration menu at the top of the page to begin. As an example, the user will select Tables Tab from the top menu.

Step 5

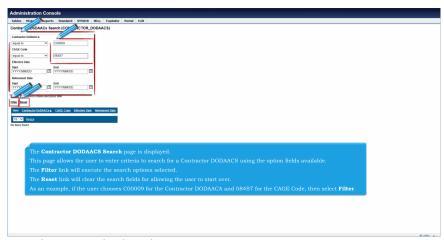


The Tables Administration Page is displayed with various table links for the System Administrator to choose tables for adding, editing, deleting and viewing table data.

As an example, if the Contractor DODAACS Table Link is selected.

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Step 6



The Contractor DODAACS Search page is displayed.

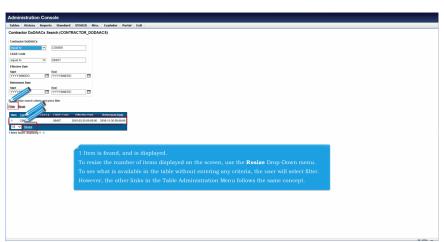
This page allows the user to enter criteria to search for a Contractor DODAACS using the option fields available.

The Filter link will execute the search options selected.

The Reset link will clear the search fields for allowing the user to start over.

As an example, if the user chooses C00009 for the Contractor DODAACA and 084S7 for the CAGE Code, then select Filter.

Step 7



1 Item is found, and is displayed.

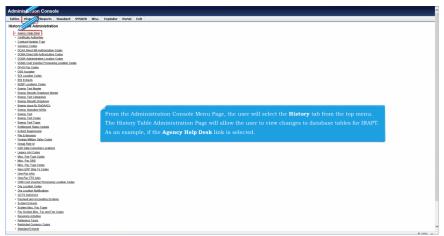
To resize the number of items displayed on the screen, use the Resize Drop-Down menu.

To see what is available in the table without entering any criteria, the user will select filter.

However, the other links in the Table Administration Menu follows the same concept.

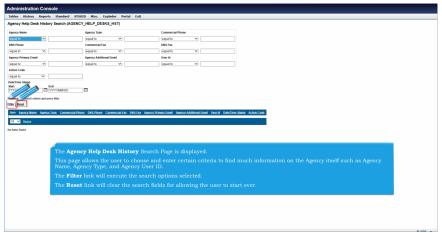
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Step 8



From the Administration Console Menu Page, the user will select the History tab from the top menu. The History Table Administration Page will allow the user to view changes to database tables for IRAPT. As an example, if the Agency Help Desk link is selected.

Step 9



The Agency Help Desk History Search Page is displayed.

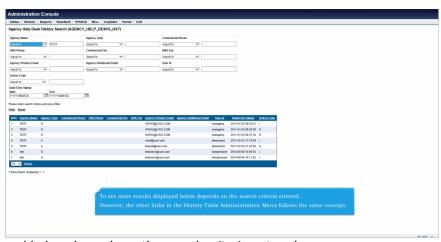
This page allows the user to choose and enter certain criteria to find much information on the Agency itself such as Agency Name, Agency Type, and Agency User ID.

The Filter link will execute the search options selected.

The Reset link will clear the search fields for allowing the user to start over.

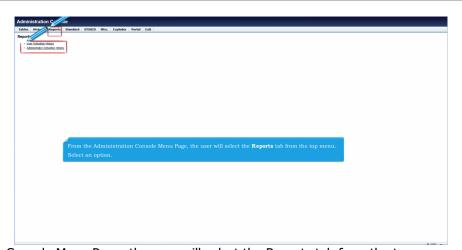
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Step 10



To see more results displayed below depends on the search criteria entered. However, the other links in the History Table Administration Menu follows the same concept.

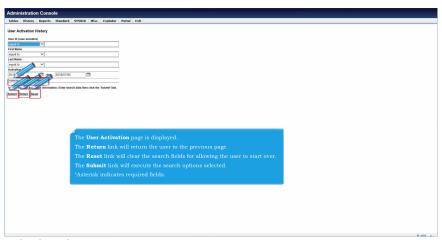
Step 11



From the Administration Console Menu Page, the user will select the Reports tab from the top menu. Select an option.

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Step 12



The User Activation page is displayed.

The Return link will return the user to the previous page.

The Reset link will clear the search fields for allowing the user to start over.

The Submit link will execute the search options selected.

*Asterisk indicates required fields.

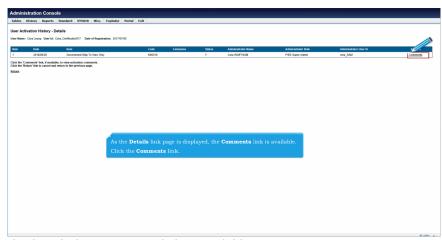
Step 13



Depending on the criteria enter by the user, the User Activation History is displayed. The Details link is available to allow the user to view the activation history details for that user. Click the Details link.

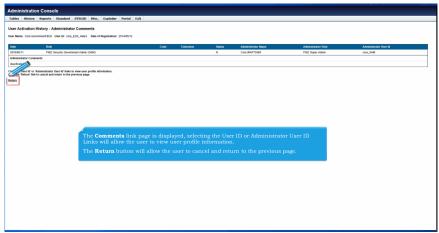
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Step 14



As the Details link page is displayed, the Comments link is available. Click the Comments link.

Step 15

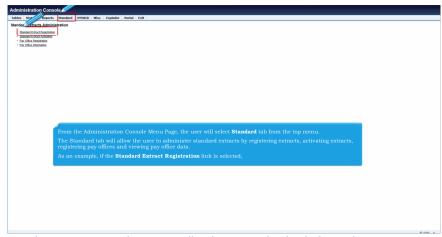


The Comments link page is displayed, selecting the User ID or Administrator User ID Links will allow the user to view user profile information.

The Return button will allow the user to cancel and return to the previous page.

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Step 16

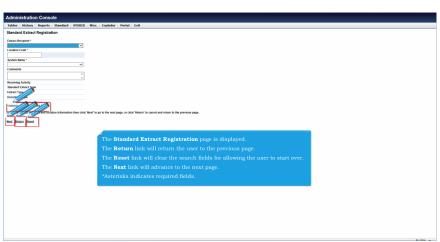


From the Administration Console Menu Page, the user will select Standard tab from the top menu.

The Standard tab will allow the user to administer standard extracts by registering extracts, activating extracts, registering pay offices and viewing pay office data.

As an example, if the Standard Extract Registration link is selected,

Step 17



The Standard Extract Registration page is displayed.

The Return link will return the user to the previous page.

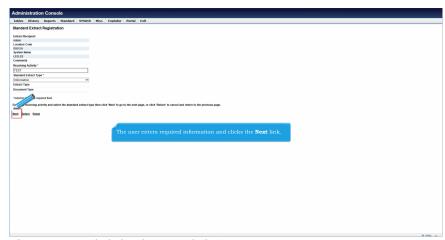
The Reset link will clear the search fields for allowing the user to start over.

The Next link will advance to the next page.

*Asterisks indicates required fields.

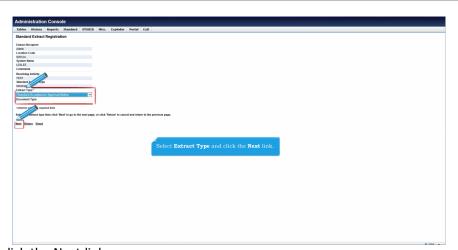
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Step 18



The user enters required information and clicks the Next link.

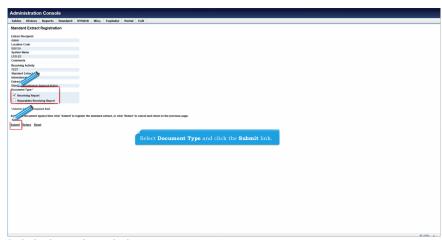
Step 19



Select Extract Type and click the Next link.

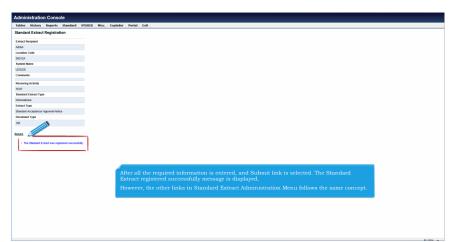
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Step 20



Select Document Type and click the Submit link.

Step 21



After all the required information is entered, and Submit link is selected. The Standard Extract registered successfully message is displayed.

However, the other links in Standard Extract Administration Menu follows the same concept.

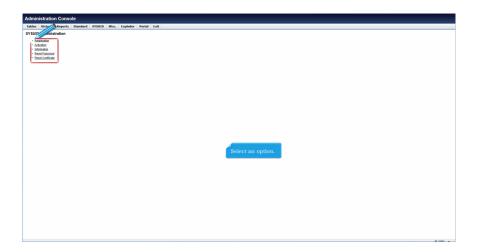
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Step 22



From the Administration Console Menu Page, the user will select the SYSUID tab from the top menu. The SYSUID Administration Page will allow the user to administer systems by registering systems, activating systems, resetting system passwords, resetting system certificates and viewing system data.

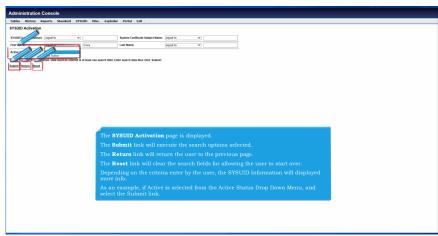
Step 23



Select an option.

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Step 24



The SYSUID Activation page is displayed.

The Submit link will execute the search options selected.

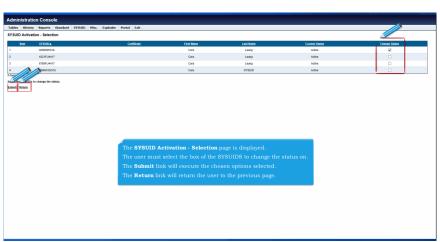
The Return link will return the user to the previous page.

The Reset link will clear the search fields for allowing the user to start over.

Depending on the criteria enter by the user, the SYSUID Information will displayed more info.

As an example, if Active is selected from the Active Status Drop Down Menu, and select the Submit link.

Step 25



The SYSUID Activation - Selection page is displayed.

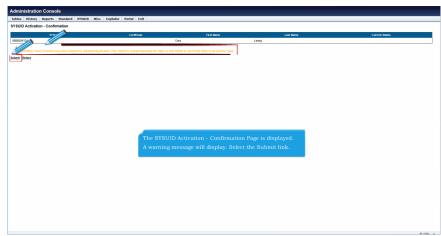
The user must select the box of the SYSUIDS to change the status on.

The Submit link will execute the chosen options selected.

The Return link will return the user to the previous page.

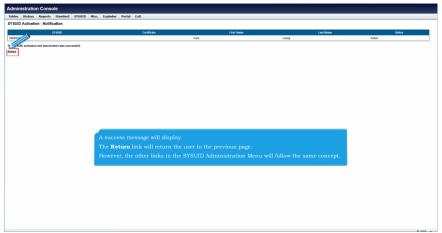
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Step 26



The SYSUID Activation - Confirmation Page is displayed. A warning message will display. Select the Submit link.

Step 27



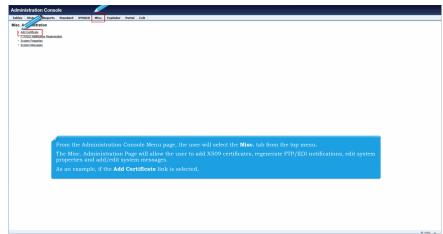
A success message will display.

The Return link will return the user to the previous page.

However, the other links in the SYSUID Administration Menu will follow the same concept.

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Step 28

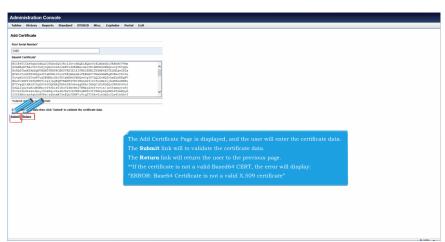


From the Administration Console Menu page, the user will select the Misc. tab from the top menu.

The Misc. Administration Page will allow the user to add X509 certificates, regenerate FTP/EDI notifications, edit system properties and add/edit system messages.

As an example, if the Add Certificate link is selected,

Step 29



The Add Certificate Page is displayed, and the user will enter the certificate data.

The Submit link will to validate the certificate data.

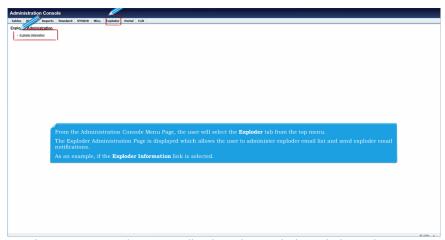
The Return link will return the user to the previous page.

**If the certificate is not a valid Based64 CERT, the error will display:

"ERROR: Base64 Certificate is not a valid X.509 certificate"

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Step 30

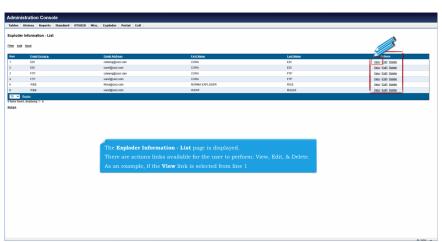


From the Administration Console Menu Page, the user will select the Exploder tab from the top menu.

The Exploder Administration Page is displayed which allows the user to administer exploder email list and send exploder email notifications.

As an example, if the Exploder Information link is selected.

Step 31



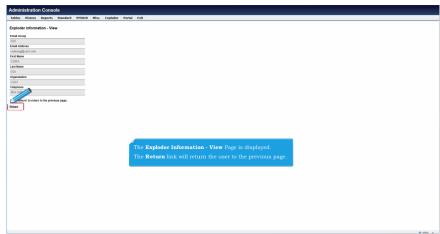
The Exploder Information - List page is displayed.

There are actions links available for the user to perform: View, Edit, & Delete.

As an example, if the View link is selected from line 1

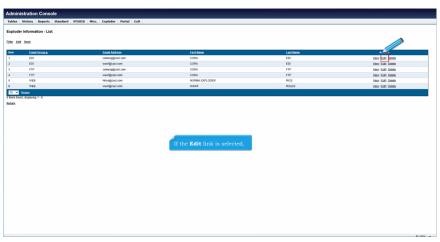
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Step 32



The Exploder Information - View Page is displayed.
The Return link will return the user to the previous page.

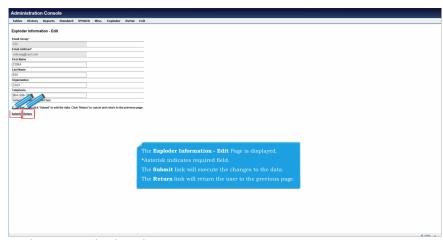
Step 33



If the Edit link is selected,

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Step 34



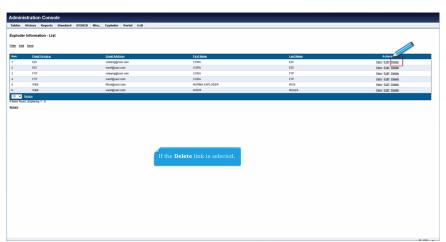
The Exploder Information - Edit Page is displayed.

*Asterisk indicates required field.

The Submit link will execute the changes to the data.

The Return link will return the user to the previous page.

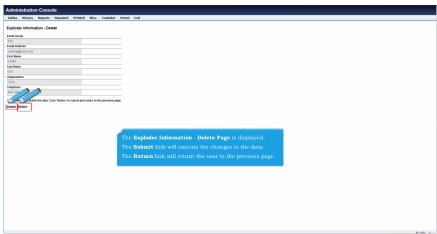
Step 35



If the Delete link is selected,

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Step 36

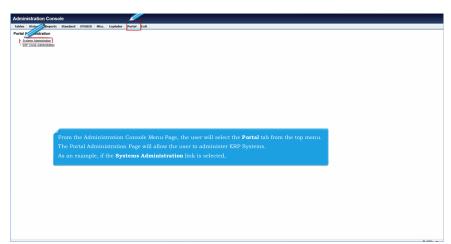


The Exploder Information - Delete Page is displayed.

The Submit link will execute the changes to the data.

The Return link will return the user to the previous page.

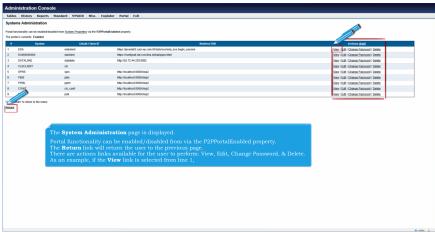
Step 37



From the Administration Console Menu Page, the user will select the Portal tab from the top menu. The Portal Administration Page will allow the user to administer ERP Systems. As an example, if the Systems Administration link is selected,

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Step 38



The System Administration page is displayed.

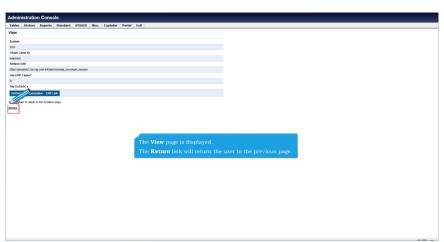
Portal functionality can be enabled/disabled from via the P2PPortalEnabled property.

The Return link will return the user to the previous page.

There are actions links available for the user to perform: View, Edit, Change Password, & Delete.

As an example, if the View link is selected from line 1,

Step 39

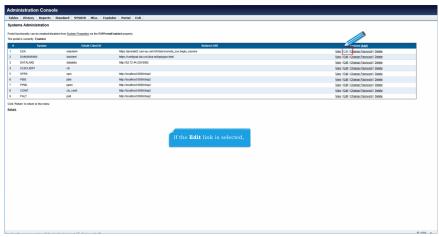


The View page is displayed.

The Return link will return the user to the previous page.

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Step 40



If the Edit link is selected,

Step 41



The System - Edit page is displayed.

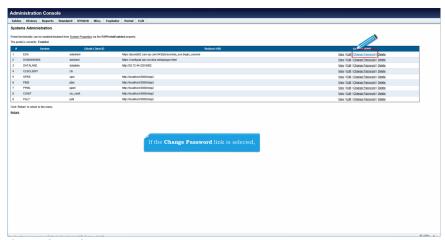
The Submit link will execute the changes to the data.

The Return link will return the user to the previous page.

In the Pay DODAACS section, the Add link is available if the user wants to add an action such as manage the pay DODAACS assigned to the ERP.

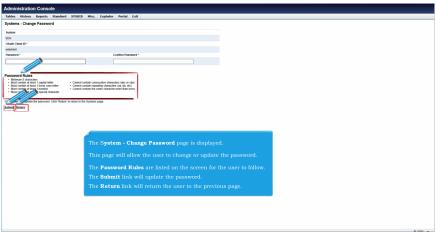
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Step 42



If the Change Password link is selected,

Step 43



The System - Change Password page is displayed.

This page will allow the user to change or update the password.

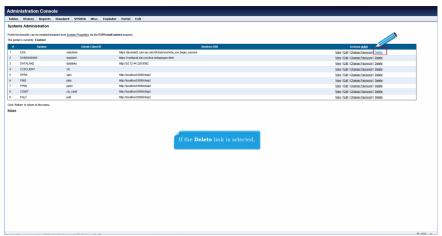
The Password Rules are listed on the screen for the user to follow.

The Submit link will update the password.

The Return link will return the user to the previous page.

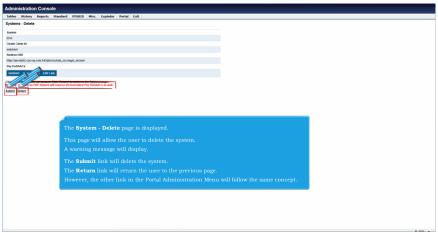
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Step 44



If the Delete link is selected,

Step 45



The System - Delete page is displayed.

This page will allow the user to delete the system.

A warning message will display.

The Submit link will delete the system.

The Return link will return the user to the previous page.

However, the other link in the Portal Administration Menu will follow the same concept.

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End



This concludes our demonstration.