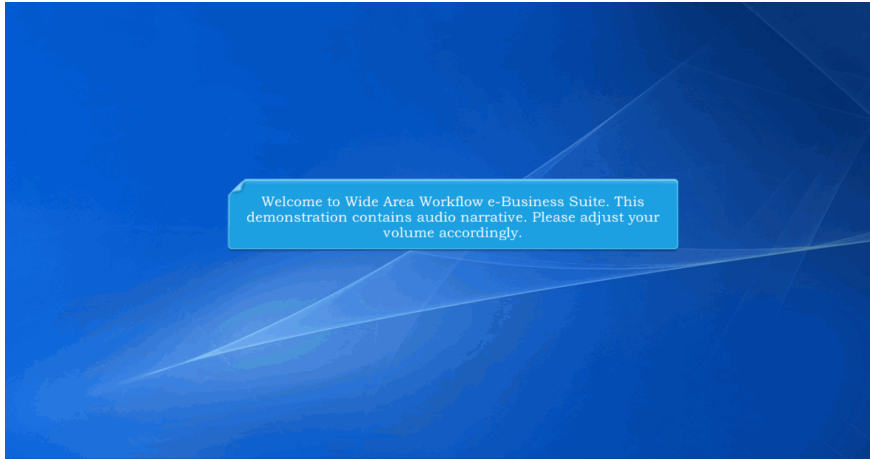
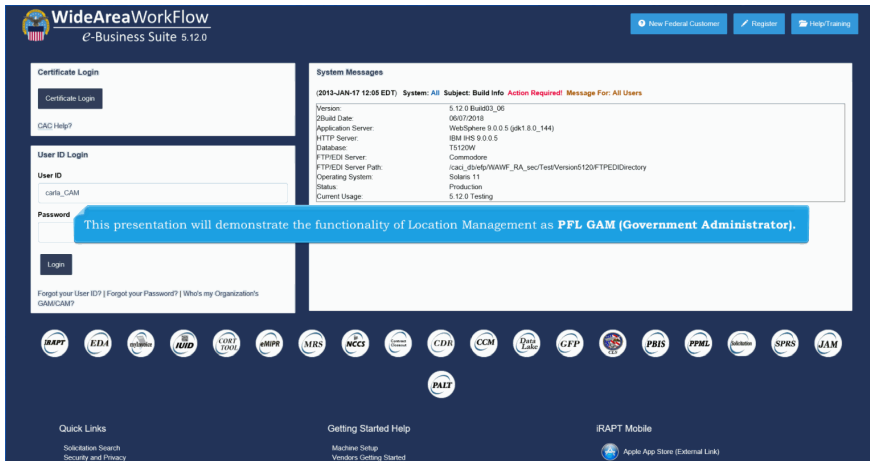


Intro



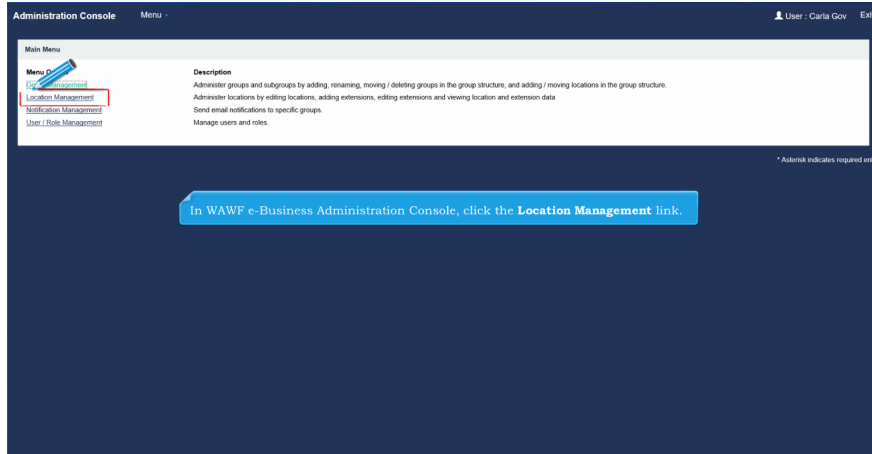
Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



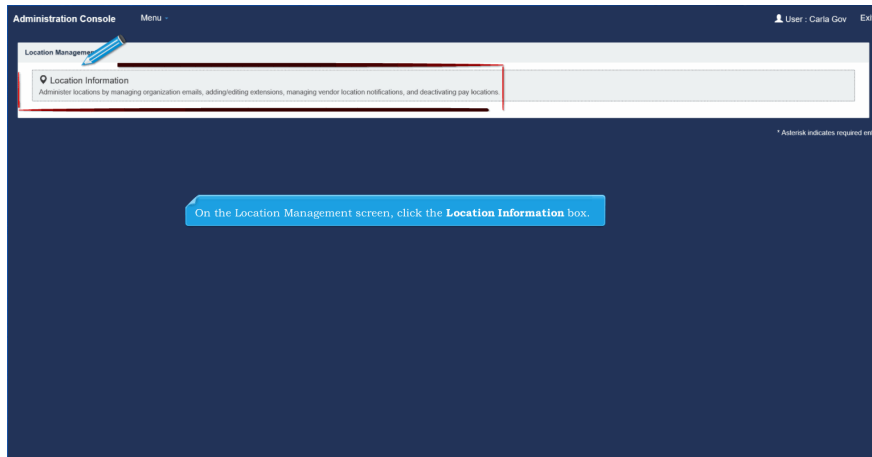
This presentation will demonstrate the functionality of Location Management as PFL GAM (Government Administrator).

## Step 2



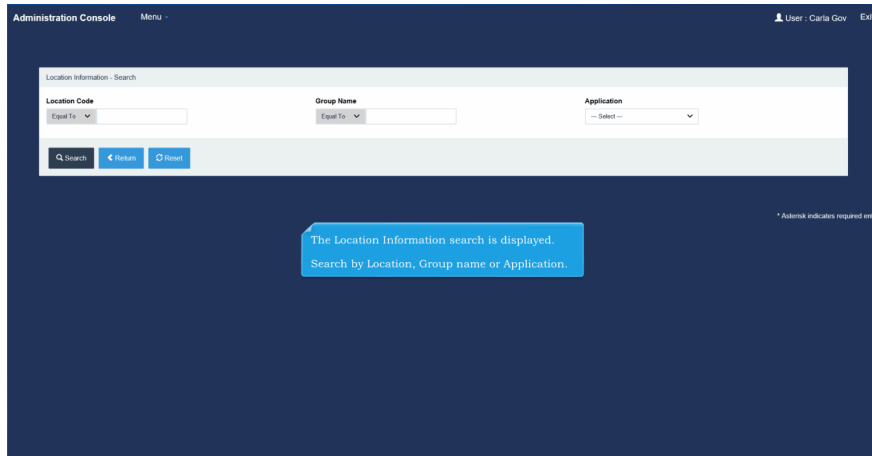
In WAWF e-Business Administration Console, click the Location Management link.

## Step 3



On the Location Management screen, click the Location Information box.

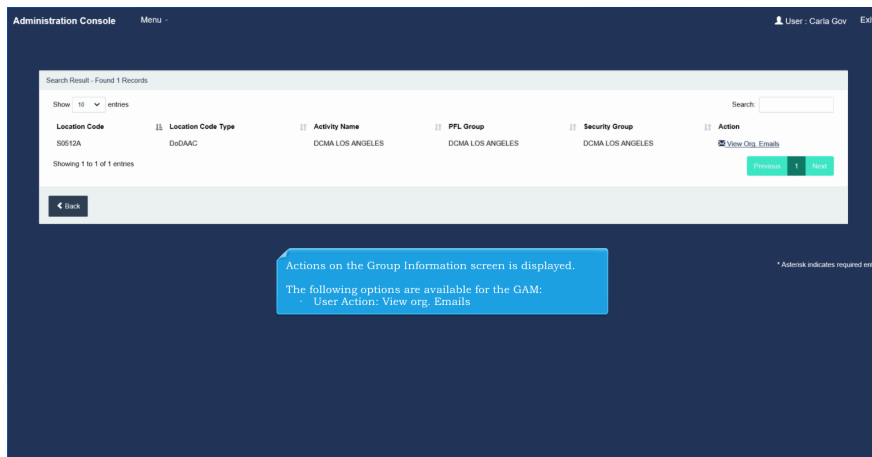
## Step 4



The Location Information search is displayed.

Search by Location, Group name or Application.

## Step 5



Actions on the Group Information screen is displayed.

The following options are available for the GAM:

- User Action: View org. Emails

## Step 6

Administration Console Menu - User: Carla Gov Exit

Search Result - Found 50 Records

Show 10 entries

CDR
  CLOSEOUT
  COURT
  GFP
  MPR
  IRAPT

Select All 50 Records | Deselect All 50 Records

Application	Location Code	Extension	Location Type	Primary Org. Email	Secondary Org. Email(s)	KS Release Flag	Select	Action(s)
CDR	S0512A	NA	DuDAAC	cora.gov@yahoo.com			<input type="checkbox"/>	<a href="#">Edit</a>
CLOSEOUT	S0512A	NA	DuDAAC	ronald.johnson@caoi.com	waafuser11@gmail.com	Y	<input type="checkbox"/>	<a href="#">Edit</a>
COURT	S0512A	NA	DuDAAC	cleung_additional_email@yahoo.com			<input type="checkbox"/>	<a href="#">Edit</a>
GFP	S0512A	02602	DuDAAC	waaf-test@caoi.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
GFP	S0512A	0723	DuDAAC	waaf-test@caoi.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
GFP	S0512A	504777	DuDAAC	waaf-test@caoi.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
GFP	S0512A	52120	DuDAAC	waaf-test@caoi.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
GFP	S0512A	5745	DuDAAC	waaf-test@caoi.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
GFP	S0512A	777	DuDAAC	mikamyai@caoi.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
GFP	S0512A	CORSA	DuDAAC	cora_govGFP@yahoo.com			<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 to 10 of 50 entries

[Back](#)
[Update Multiple Records](#)

After searching based upon Location code, records will be displayed if applicable. The search will display the different applications used with the searched location code. Emails will be displayed and can be edited/changed/removed.

\* Asterisk indicates required entry

After searching based upon Location code, records will be displayed if applicable. The search will display the different applications used with the searched location code. Emails will be displayed and can be edited/changed/removed.

## Step 7

Administration Console Menu - User: Carla Gov Exit

Update Location Code Organizational Email(s)

Application: IRAPT

Location Code: S0512A

Location Code Extension: 02602

Primary Organizational Email: waaf-test@caoi.com

Primary Organizational Email Setting: All Emails

Secondary Organizational Email(s):

Secondary Organizational Email Settings: All Emails

[Save Changes](#)
[Cancel](#)

Click on the desired email to edit:

- Edit Primary Email:
  - Change to 'All emails', 'No emails' or 'Negative emails' by using dropdown.
- Edit/Add Secondary Email (up to 3 emails):
  - Change to 'All emails', 'No emails' or 'Negative emails' by using dropdown.

Save changes.

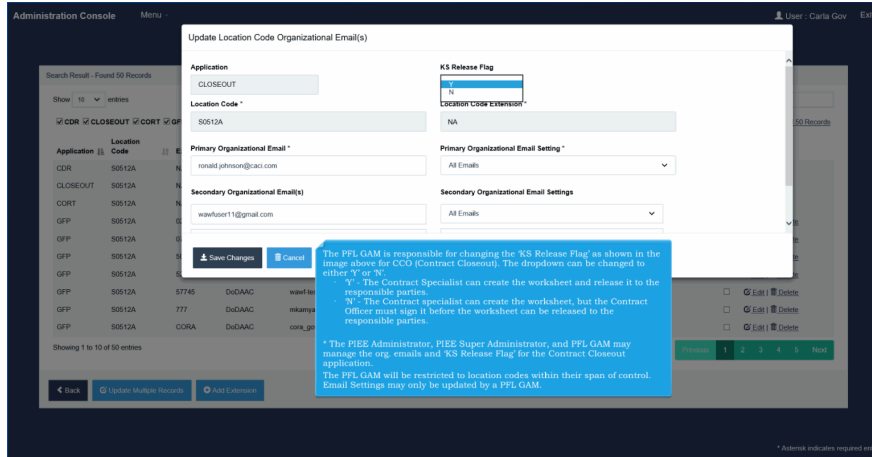
\* Asterisk indicates required entry

Click on the desired email to edit:

- Edit Primary Email:
  - Change to 'All emails', 'No emails' or 'Negative emails' by using dropdown.
- Edit/Add Secondary Email (up to 3 emails):
  - Change to 'All emails', 'No emails' or 'Negative emails' by using dropdown.

Save changes.

Step 8



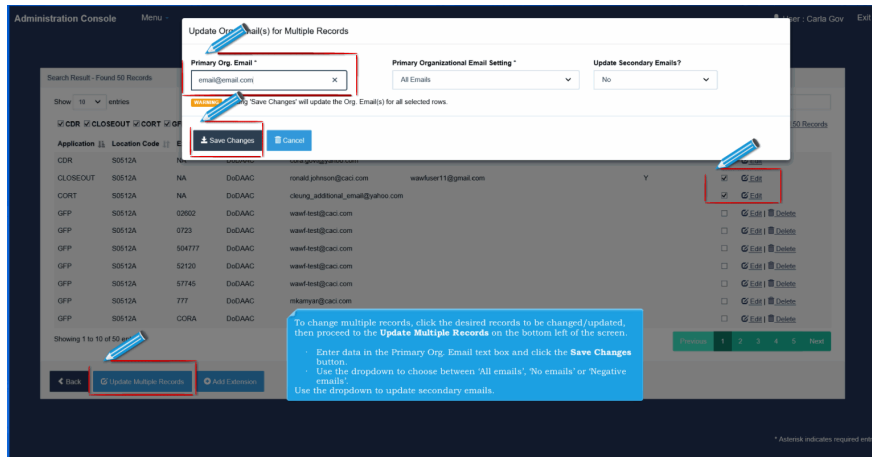
The PFL GAM is responsible for changing the 'KS Release Flag' as shown in the image above for CCO (Contract Closeout). The dropdown can be changed to either 'Y' or 'N'.

- 'Y' - The Contract Specialist can create the worksheet and release it to the responsible parties.
- 'N' - The Contract specialist can create the worksheet, but the Contract Officer must sign it before the worksheet can be released to the responsible parties.

\* The PIEE Administrator, PIEE Super Administrator, and PFL GAM may manage the org. emails and 'KS Release Flag' for the Contract Closeout application.

The PFL GAM will be restricted to location codes within their span of control. Email Settings may only be updated by a PFL GAM.

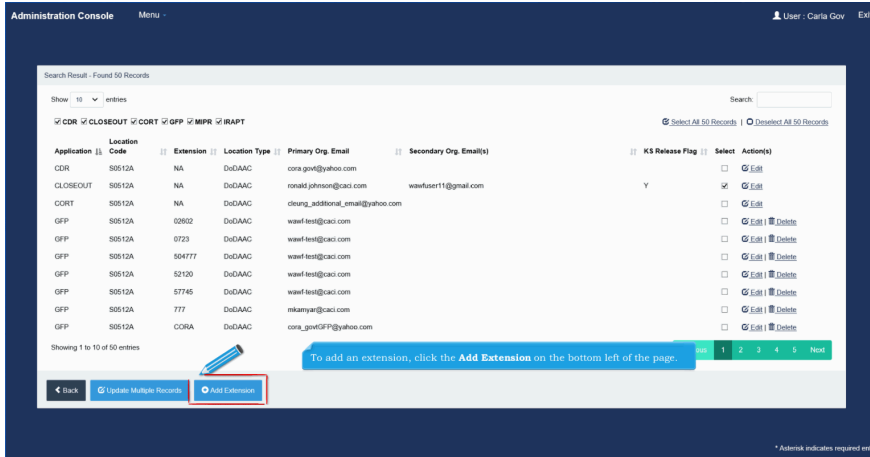
Step 9



To change multiple records, click the desired records to be changed/updated, then proceed to the Update Multiple Records on the bottom left of the screen.

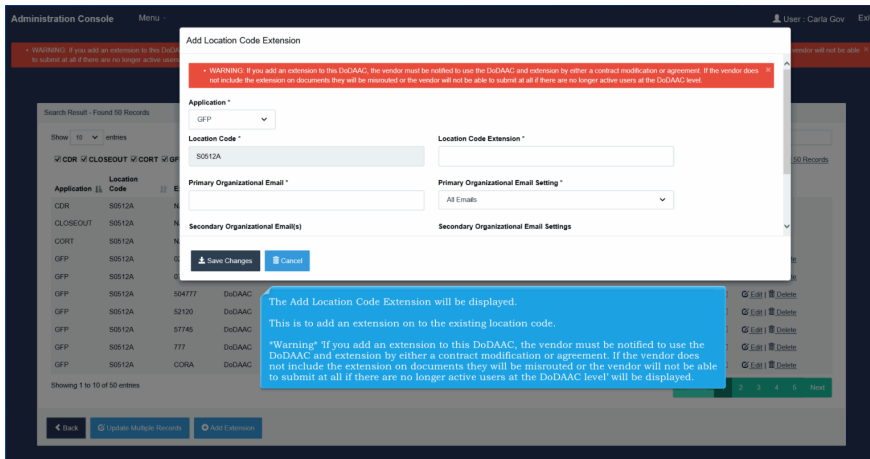
- Enter data in the Primary Org. Email text box and click the Save Changes button.
  - Use the dropdown to choose between 'All emails', 'No emails' or 'Negative emails'.
- Use the dropdown to update secondary emails.

Step 10



To add an extension, click the Add Extension on the bottom left of the page.

Step 11

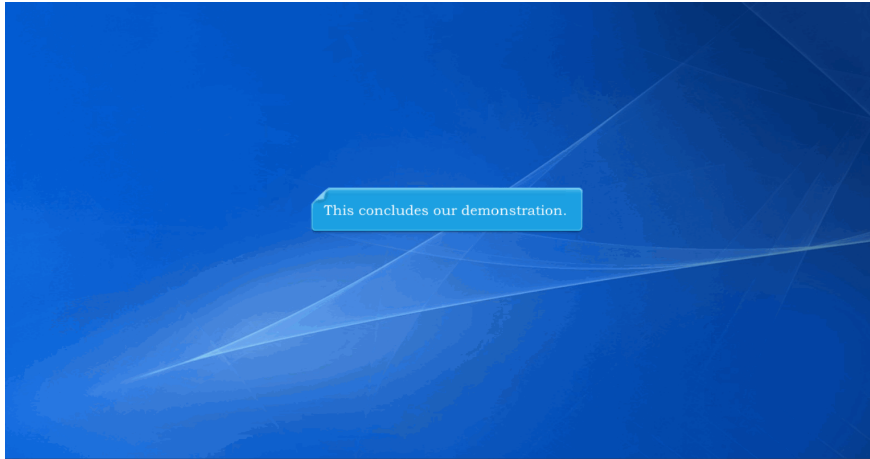


The Add Location Code Extension will be displayed.

This is to add an extension on to the existing location code.

\*Warning\* 'If you add an extension to this DoDAAC, the vendor must be notified to use the DoDAAC and extension by either a contract modification or agreement. If the vendor does not include the extension on documents they will be misrouted or the vendor will not be able to submit at all if there are no longer active users at the DoDAAC level' will be displayed.

End



This concludes our demonstration.