Archiving Deactivated DoDAACs
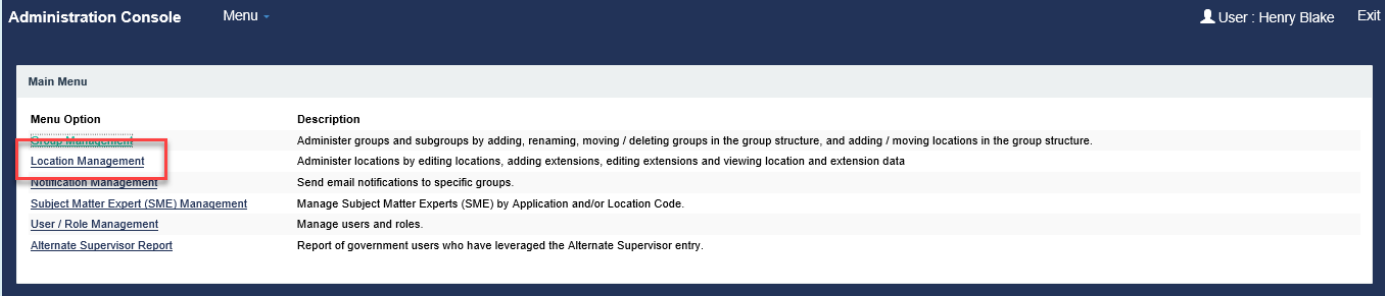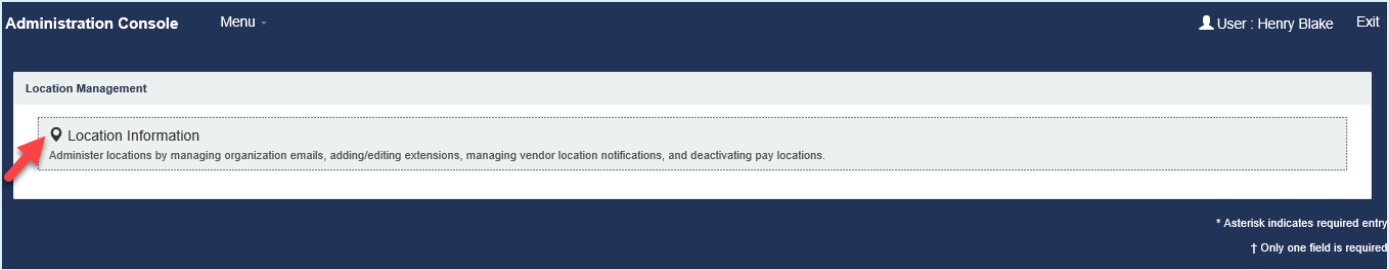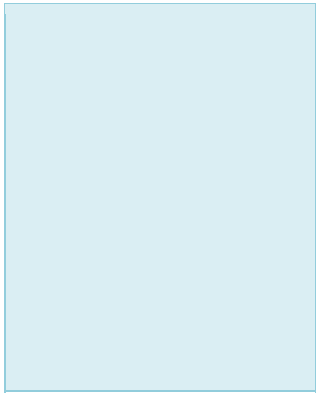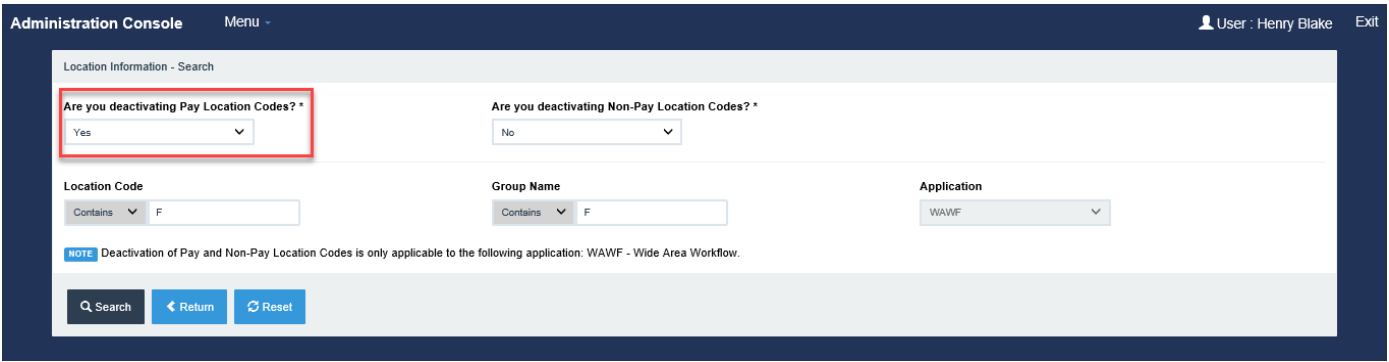
Archiving deactivated DoDAACs is applicable to Pay Office DoDAACs within WAWF. Level 2 GAMs and the PMO can deactivate a pay location code and have the option to automatically move the pay location code to the Archived DoDAACs group upon deactivation. This only allows the Pay Official View Only role to be assigned/activated/maintained for deactivated Pay DoDAACs. In addition, when a Pay DoDAAC is deactivated, all no-View Only roles associated with that Pay DoDAAC are also archived.

PIEE Roles	Roles required to Archive Document Searches	Level 2 GAMs and PMOs within PIEE
Navigation		PIEE Portal > Login > PIEE Administration Console > Location Management
Location Management	Level 2 GAM or PMO will navigate to the Location Management from PIEE Administration	Once logged into the PIEE Portal, user will navigate to the Administration console by clicking on the drop down at the top of the screen

Click on the Location Information

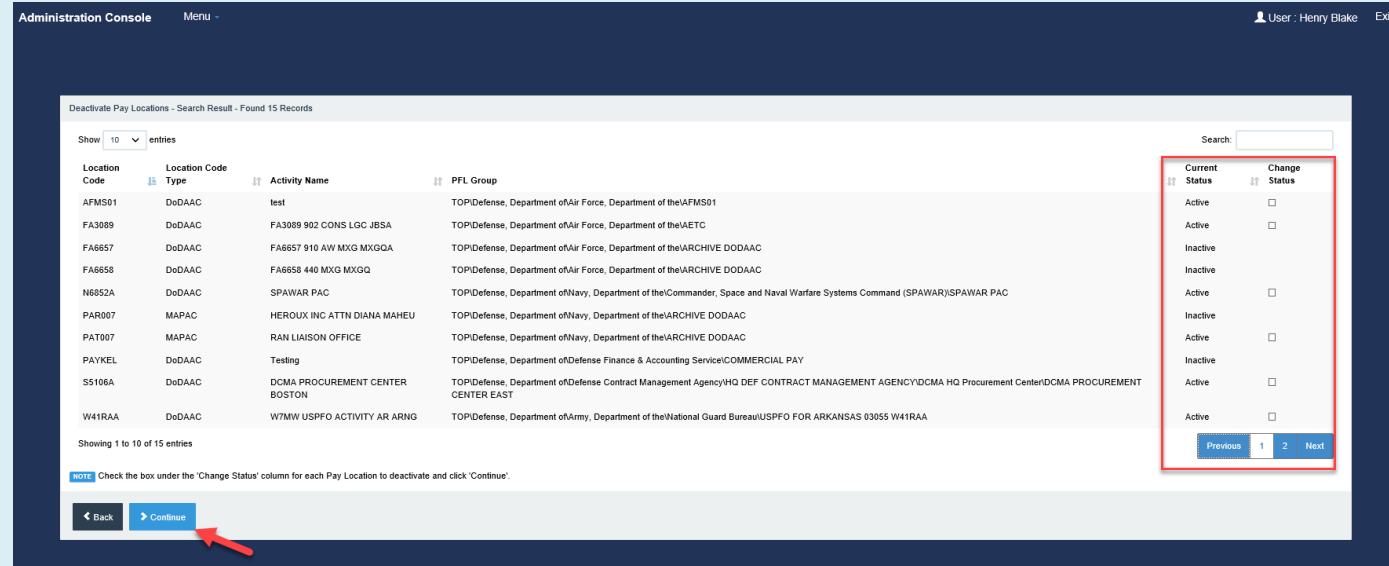|		
		Administration Console — Menu ▾ 👤 User : Henry Blake Exit **Location Management** 📍 Location Information Administer locations by managing organization emails, adding/editing extensions, managing vendor location notifications, and deactivating pay locations. * Asterisk indicates required entry † Only one field is required
Location Information - Search	Enter required information on the search page, then hit the search button	**Administration Console** — Menu ▾ 👤 User : Henry Blake Exit Location Information - Search **Are you deactivating Pay Location Codes? *** [Yes ▾] **Are you deactivating Non-Pay Location Codes? *** [No ▾] **Location Code** [Contains ▾] [F] **Group Name** [Contains ▾] [F] **Application** [WAWF ▾] NOTE Deactivation of Pay and Non-Pay Location Codes is only applicable to the following application: WAWF - Wide Area Workflow. [🔍 Search] [◀ Return] [↻ Reset]
Search Results	Inactive Pay Location codes will not have a checkbox. A Level 2 GAM may select the pay location codes to deactivate by checking the box under the Change Status Column	After selecting the Pay Location, click the Continue button. **Administration Console** — Menu ▾ 👤 User : Henry Blake Exit Deactivate Pay Locations - Search Result - Found 15 Records Show [10 ▾] entries Search: [ ] *Table below*

Deactivate Pay Locations - Search Result:

Location Code	Location Code Type	Activity Name	PFL Group	Current Status	Change Status
AFMS01	DoDAAC	test	TOP\Defense, Department of\Air Force, Department of the\AFMS01	Active	☐
FA3089	DoDAAC	FA3089 902 CONS LGC JBSA	TOP\Defense, Department of\Air Force, Department of the\AETC	Active	☐
FA6657	DoDAAC	FA6657 910 AW MXG MXGQA	TOP\Defense, Department of\Air Force, Department of the\ARCHIVE DODAAC	Inactive	
FA6658	DoDAAC	FA6658 440 MXG MXGQ	TOP\Defense, Department of\Air Force, Department of the\ARCHIVE DODAAC	Inactive	
N6852A	DoDAAC	SPAWAR PAC	TOP\Defense, Department of\Navy, Department of the\Commander, Space and Naval Warfare Systems Command (SPAWAR)\SPAWAR PAC	Active	☐
PAR007	MAPAC	HEROUX INC ATTN DIANA MAHEU	TOP\Defense, Department of\Navy, Department of the\ARCHIVE DODAAC	Inactive	
PAT007	MAPAC	RAN LIAISON OFFICE	TOP\Defense, Department of\Navy, Department of the\ARCHIVE DODAAC	Active	☐
PAYKEL	DoDAAC	Testing	TOP\Defense, Department of\Defense Finance & Accounting Service\COMMERCIAL PAY	Inactive	
S5106A	DoDAAC	DCMA PROCUREMENT CENTER BOSTON	TOP\Defense, Department of\Defense Contract Management Agency\HQ DEF CONTRACT MANAGEMENT AGENCY\DCMA HQ Procurement Center\DCMA PROCUREMENT CENTER EAST	Active	☐
W41RAA	DoDAAC	W7MW USPFO ACTIVITY AR ARNG	TOP\Defense, Department of\Army, Department of the\National Guard Bureau\USPFO FOR ARKANSAS 03055 W41RAA	Active	☐

Showing 1 to 10 of 15 entries

[Previous] [1] [2] [Next]

NOTE Check the box under the 'Change Status' column for each Pay Location to deactivate and click 'Continue'.

[◀ Back] [▶ Continue]

		The pay location codes may be automaticlly moved to the Archived DoDAACs group by clicking the checkbox(s).
Deactivate Pay Location	The results page displays the list of pay location codes selected for deactivation on the prior page	 Click 'Save Changes' button to continue.
Confirmation	Success Message	 Upon succesful deactivation of a Pay Location code, all non-view only roles tied to the deactivated pay location code will be automatically archived. Those users will receive email notification.