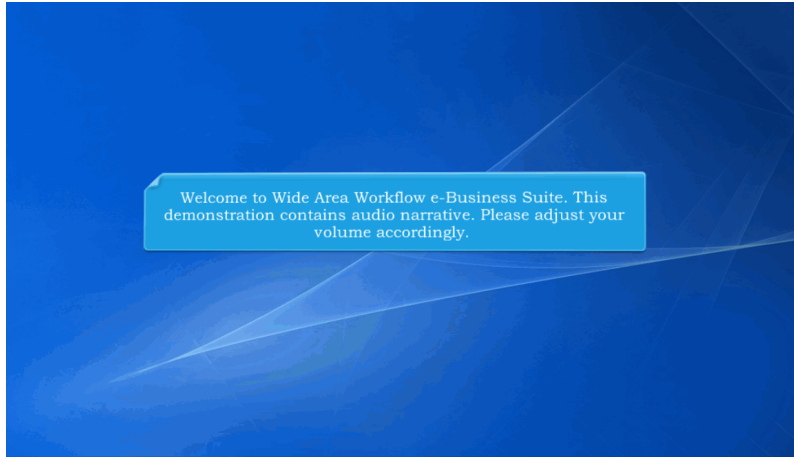
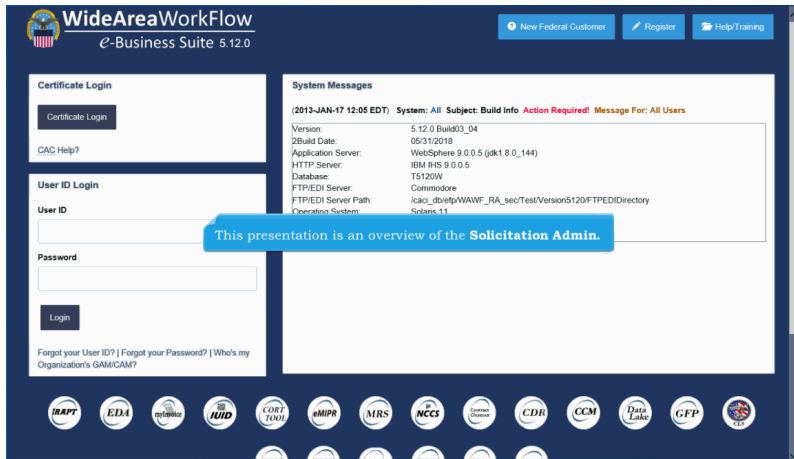


Intro



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

Step 1



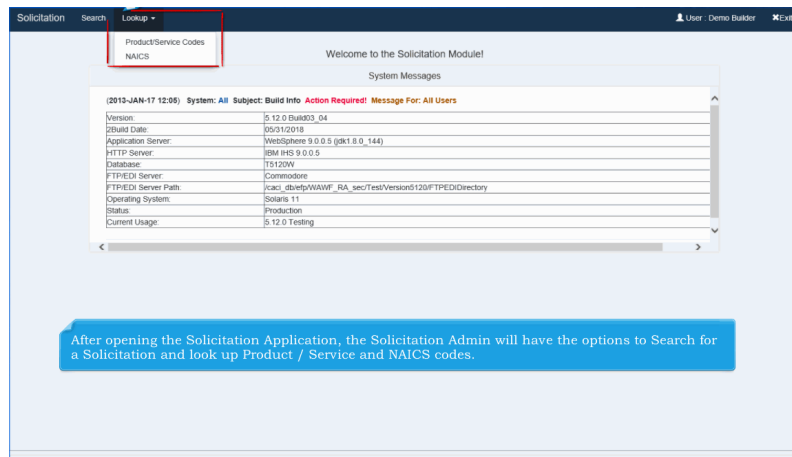
This presentation is an overview of the Solicitation Admin.

Step 2



After logging into the WAWF e-Business portal, the Solicitation Admin will see an icon for the Solicitation module. Clicking the icon will direct them to the restricted Solicitation application home page.

Step 3



After opening the Solicitation Application, the Solicitation Admin will have the options to Search for a Solicitation and look up Product / Service and NAICS codes.

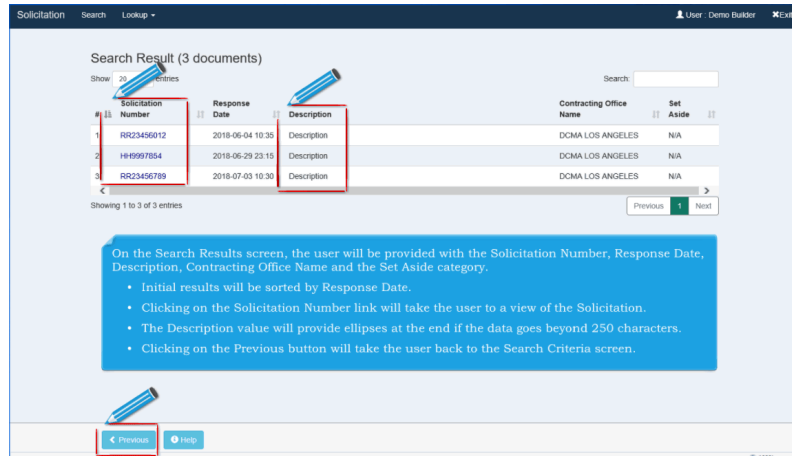
Step 4

- The user may enter a date range for both the Open and Response Due dates.
- Product or Service and NAICS lookup options are provided and allow searching by code or description.
- The user may enter the Product or Service and/or NAICS codes as a comma-delimited list, or the user may use the lookup feature to populate one or more codes.
- The Status filter will provide the following search options:
 - Open (default)
 - Closed
 - Both

Step 5

- After entering the necessary search fields, the user will click the Search button to view the results.
- Selecting the Reset button will clear out any previously entered search criteria.

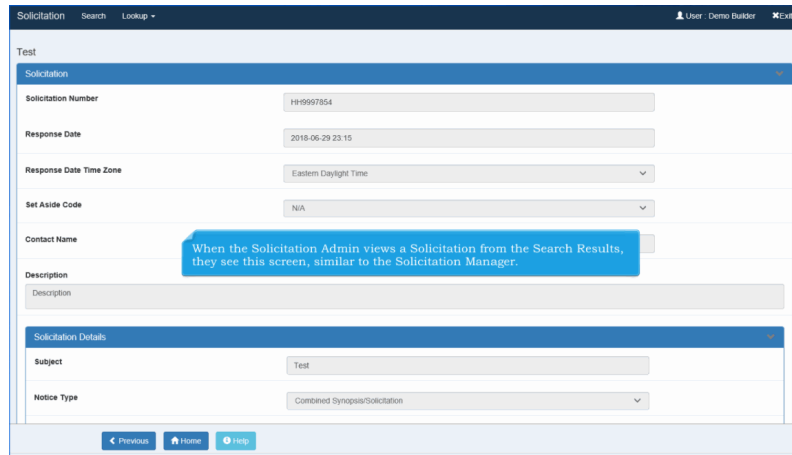
Step 6



On the Search Results screen, the user will be provided with the Solicitation Number, Response Date, Description, Contracting Office Name and the Set Aside category.

- Initial results will be sorted by Response Date.
- Clicking on the Solicitation Number link will take the user to a view of the Solicitation.
- The Description value will provide ellipses at the end if the data goes beyond 250 characters.
- Clicking on the Previous button will take the user back to the Search Criteria screen.

Step 7



When the Solicitation Admin views a Solicitation from the Search Results, they see this screen, similar to the Solicitation Manager.

Step 8

The screenshot shows the 'Solicitation' form with the following fields:

- Solicitation Number: AA.0612018
- Response Date: 2018-06-01 11:45
- Response Date Time Zone: -- Please Select --
- Set Aside Code: Economically Disadvantaged Women Owned Small Business
- Contact Name: Celia Test

A blue callout box states: "The Solicitation Admin may edit the Contact Name. This is done using a lookup feature to find the correct WAWF User ID in the system. This action changes which Solicitation Manager owns the Solicitation. If the Contact Name is blank for any reason, the Admin is required to enter a new Contact Name before making any changes to the Solicitation."

The Solicitation Admin may edit the Contact Name. This is done using a lookup feature to find the correct WAWF User ID in the system. This action changes which Solicitation Manager owns the Solicitation. If the Contact Name is blank for any reason, the Admin is required to enter a new Contact Name before making any changes to the Solicitation.

Step 9

The screenshot shows the 'Attachments' table with the following columns:

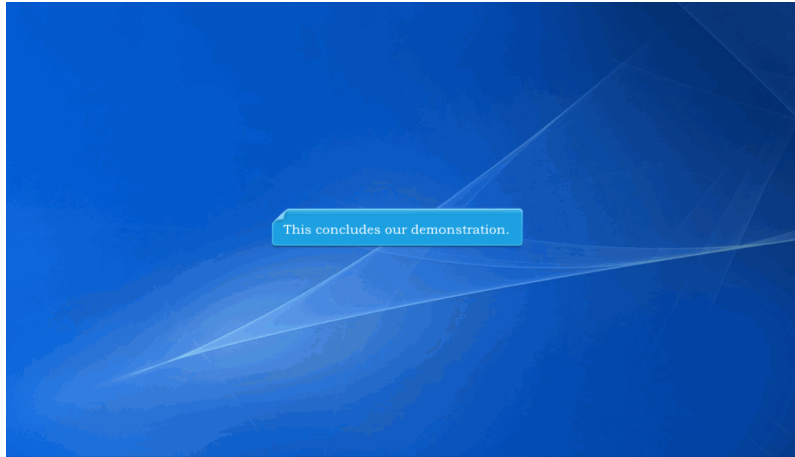
Name	File/URL	Date	Solicitation	Include in Response	Restriction	Action
Attachment 1						✎ ✖

A blue callout box states: "The Solicitation Admin may freely edit and delete existing attachments. The Solicitation Admin may not add Amendments or post new Solicitations."

The Solicitation Admin may freely edit and delete existing attachments.

The Solicitation Admin may not add Amendments or post new Solicitations.

End



This concludes our demonstration.