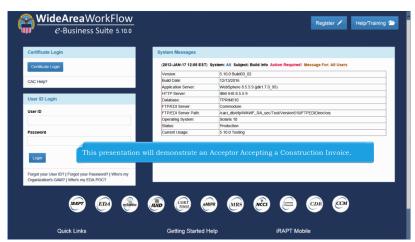
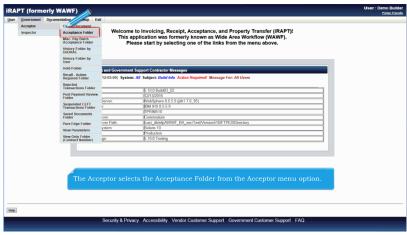


Welcome to Wide Area Workflow e-Business Suite.

This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate an Acceptor Accepting a Construction Invoice.



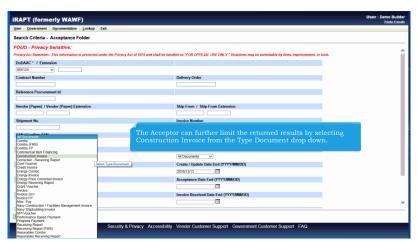
The Acceptor selects the Acceptance Folder from the Acceptor menu option.



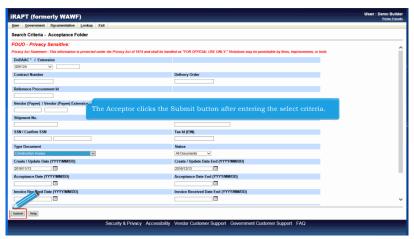
The Search Criteria page is displayed. This page will allow the Acceptor to search for the documents in the Acceptor Folder.



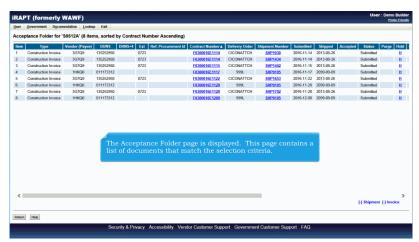
The DoDAAC field is the only mandatory field.



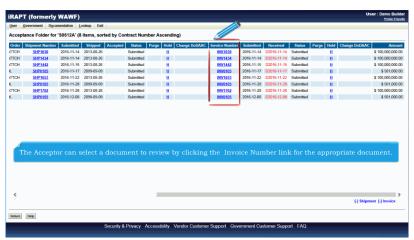
The Acceptor can further limit the returned results by selecting Construction Invoice from the Type Document drop down.



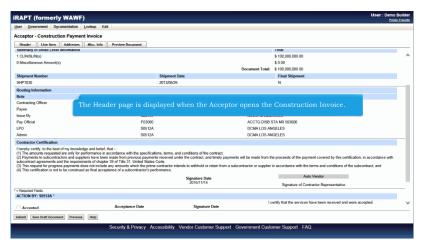
The Acceptor clicks the Submit button after entering the select criteria.



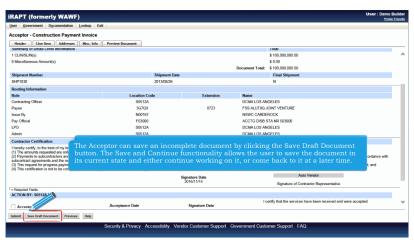
The Acceptance Folder page is displayed. This page contains a list of documents that match the selection criteria.



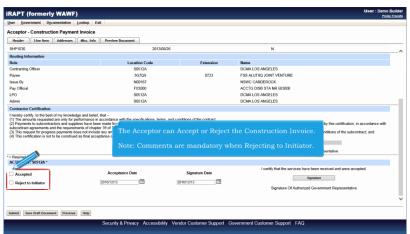
The Acceptor can select a document to review by clicking the Invoice Number link for the appropriate document.



The Header page is displayed when the Acceptor opens the Construction Invoice.

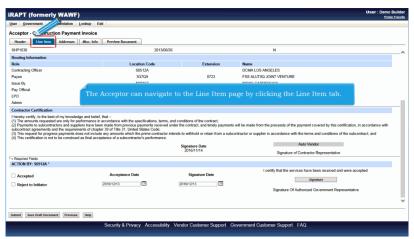


The Acceptor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

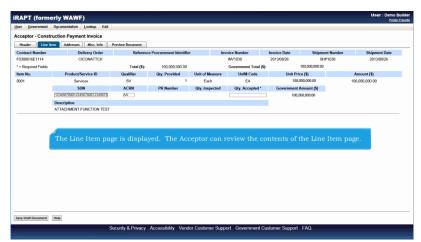


The Acceptor can Accept or Reject the Construction Invoice.

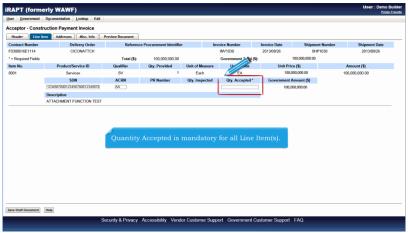
Note: Comments are mandatory when Rejecting to Initiator.



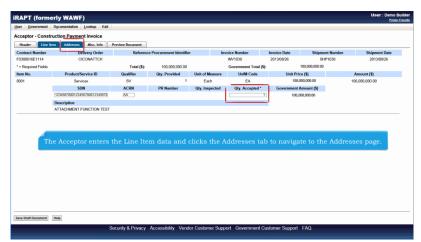
The Acceptor can navigate to the Line Item page by clicking the Line Item tab.



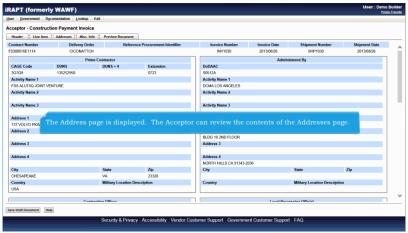
The Line Item page is displayed. The Acceptor can review the contents of the Line Item page.



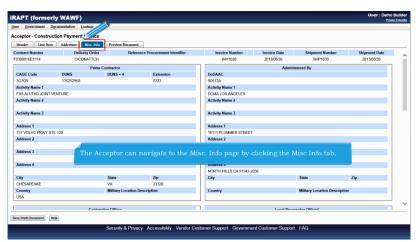
Quantity Accepted is mandatory for all Line Item(s).



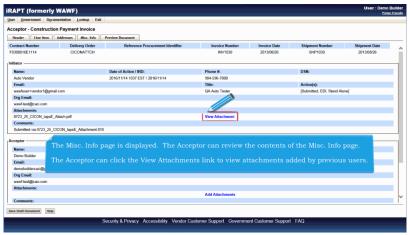
The Acceptor enters the Line Item data and clicks the Addresses tab to navigate to the Addresses page.



The Address page is displayed. The Acceptor can review the contents of the Addresses page.

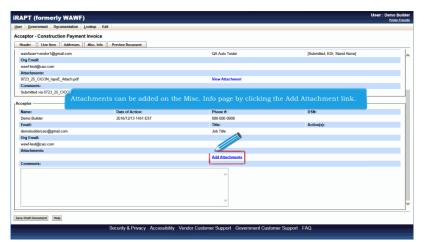


The Acceptor can navigate to the Misc. Info page by clicking the Misc Info tab.

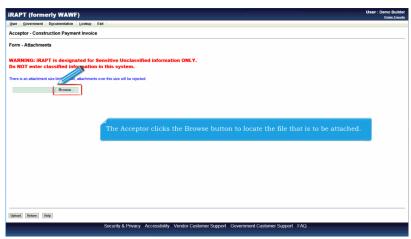


The Misc. Info page is displayed. The Acceptor can review the contents of the Misc. Info page.

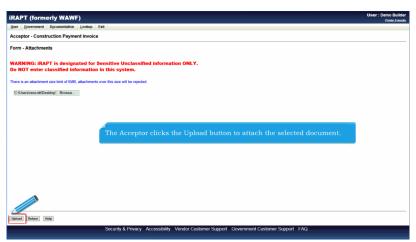
The Acceptor can click the View Attachments link to view attachments added by previous users.



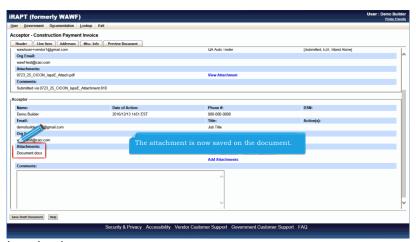
Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



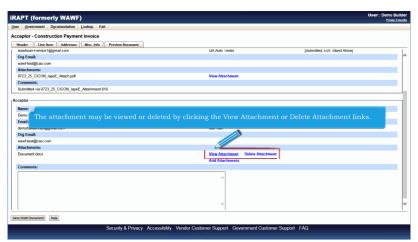
The Acceptor clicks the Browse button to locate the file that is to be attached.



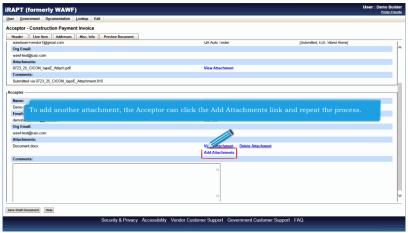
The Acceptor clicks the Upload button to attach the selected document.



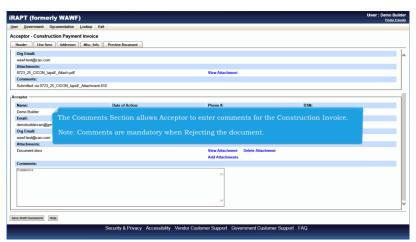
The attachment is now saved on the document.



The attachment may be viewed or deleted by clicking the View Attachment or Delete Attachment links.

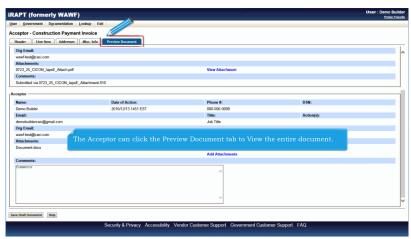


To add another attachment, the Acceptor can click the Add Attachments link and repeat the process.

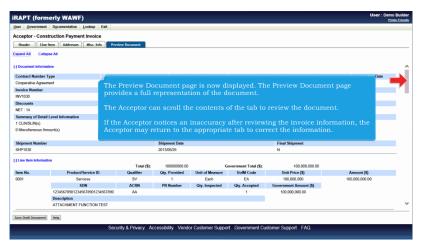


The Comments Section allows Acceptor to enter comments for the Construction Invoice.

Note: Comments are mandatory when Rejecting the document.



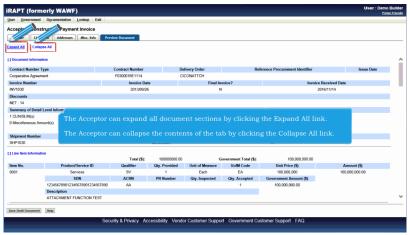
The Acceptor can click the Preview Document tab to View the entire document.



The Preview Document page is now displayed. The Preview Document page provides a full representation of the document.

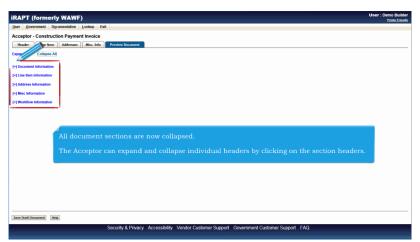
The Acceptor can scroll the contents of the tab to review the document.

If the Acceptor notices an inaccuracy after reviewing the invoice information, the Acceptor may return to the appropriate tab to correct the information.



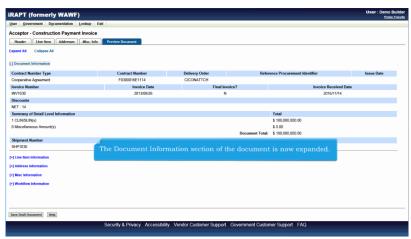
The Acceptor can expand all document sections by clicking the Expand All link.

The Acceptor can collapse the contents of the tab by clicking the Collapse All link.

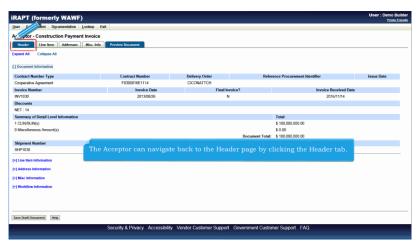


All document sections are now collapsed.

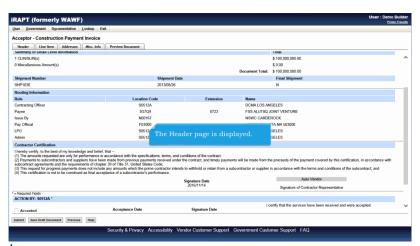
The Acceptor can expand and collapse individual headers by clicking on the section headers.



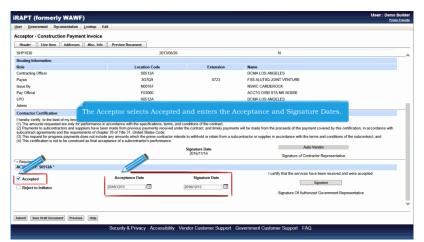
The Document Information section of the document is now expanded.



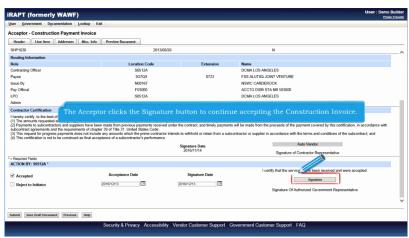
The Acceptor can navigate back to the Header page by clicking the Header tab.



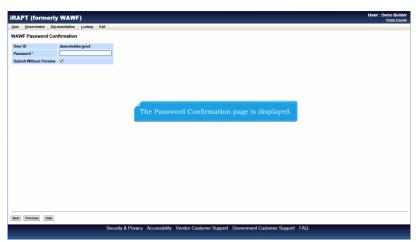
The Header page is displayed.



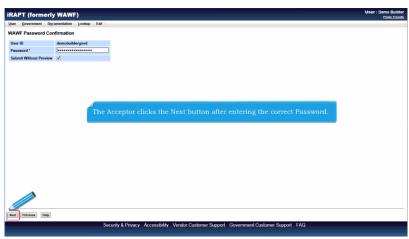
The Acceptor selects Accepted and enters the Acceptance and Signature Dates.



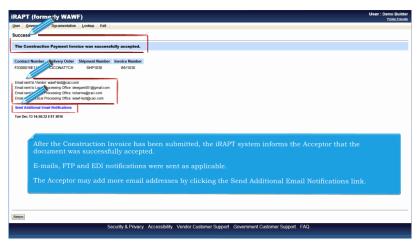
The Acceptor clicks the Signature button to continue accepting the Construction Invoice.



The Password Confirmation page is displayed.



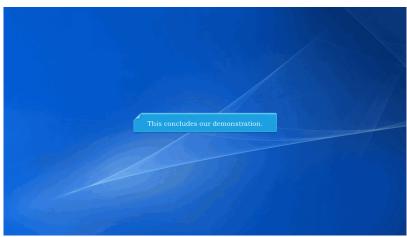
The Acceptor clicks the Next button after entering the correct Password.



After the Construction Invoice has been submitted, the iRAPT system informs the Acceptor that the document was successfully accepted.

E-mails, FTP and EDI notifications were sent as applicable.

The Acceptor may add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.