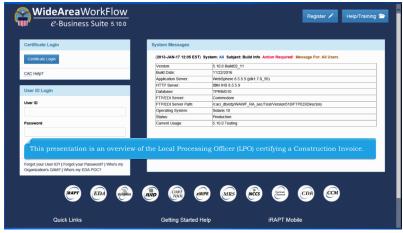


Welcome to Wide Area Workflow e-Business Suite.

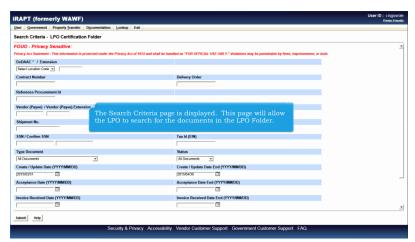
This demonstration contains audio narrative. Please adjust your volume accordingly.



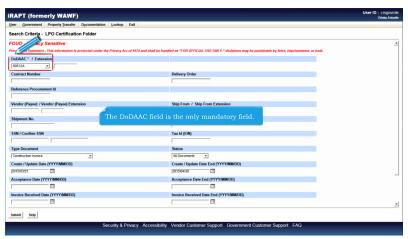
This presentation is an overview of the Local Processing Officer (LPO) certifying a Construction Invoice.



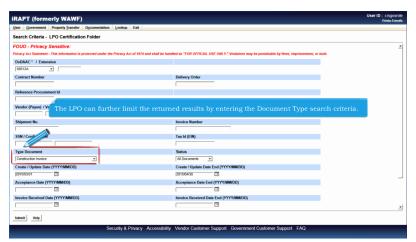
The LPO selects the Certification Folder from the LPO menu option.



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



The DoDAAC field is the only mandatory field.



The LPO can further limit the returned results by entering the Document Type search criteria.



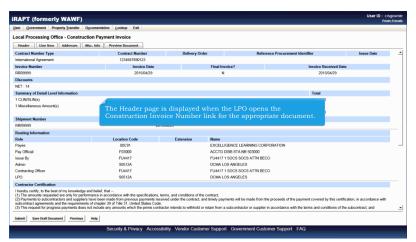
The LPO clicks the Submit button after entering the select criteria.



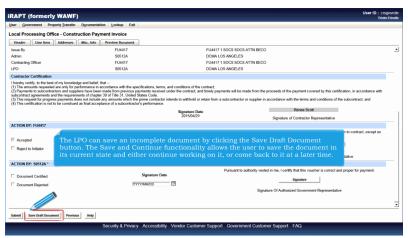
The Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.



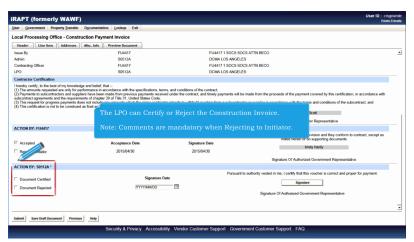
The LPO can select a document to review by clicking the Construction Invoice Number link for the appropriate document.



The Header page is displayed when the LPO opens the Construction Invoice Number link for the appropriate document.

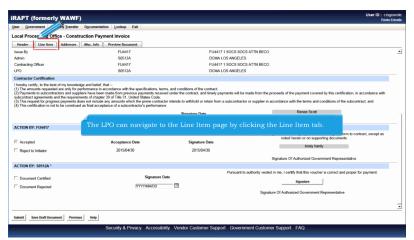


The LPO can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

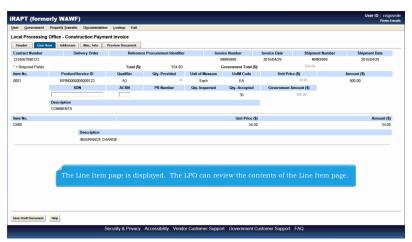


The LPO can Certify or Reject the Construction Invoice.

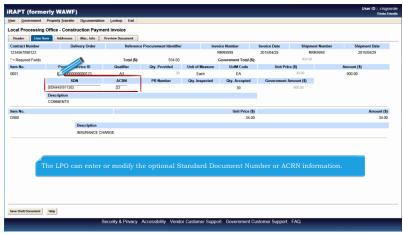
Note: Comments are mandatory when Rejecting to Initiator.



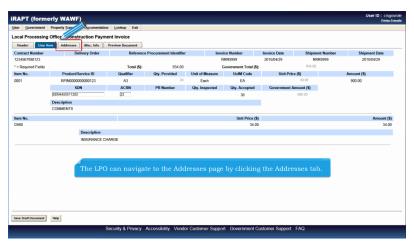
The LPO can navigate to the Line Item page by clicking the Line Item tab.



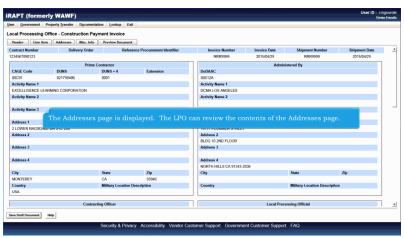
The Line Item page is displayed. The LPO can review the contents of the Line Item page.



The LPO can enter or modify the optional Standard Document Number or ACRN information.



The LPO can navigate to the Addresses page by clicking the Addresses tab.



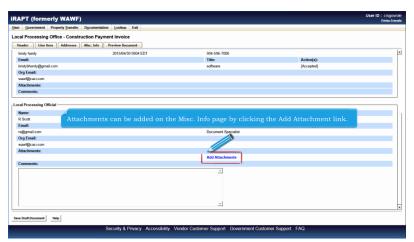
The Addresses page is displayed. The LPO can review the contents of the Addresses page.



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



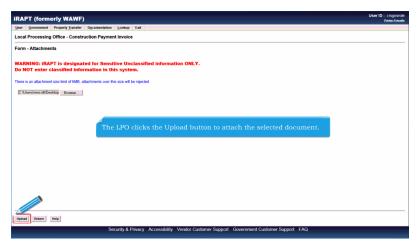
The Misc. Info page is displayed. The LPO can review the contents of the Misc. Info page.



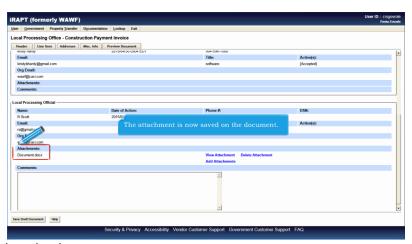
Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



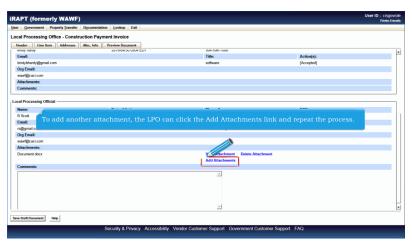
The LPO clicks the Browse button to locate the file that is to be attached.



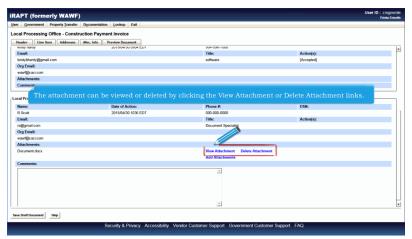
The LPO clicks the Upload button to attach the selected document.



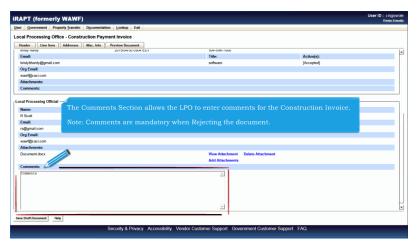
The attachment is now saved on the document.



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

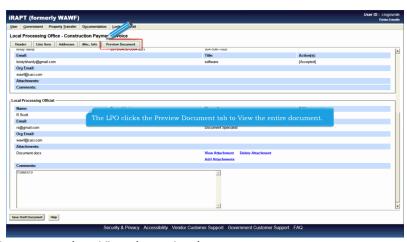


The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

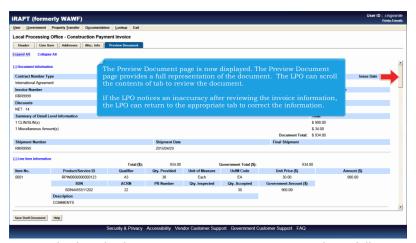


The Comments Section allows the LPO to enter comments for the Construction Invoice.

Note: Comments are mandatory when Rejecting the document.

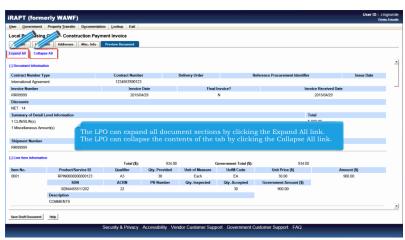


The LPO clicks the Preview Document tab to View the entire document.

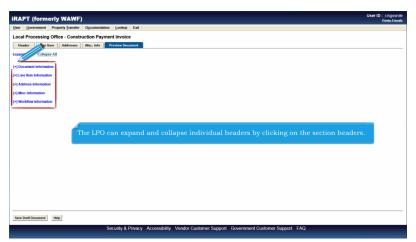


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO can scroll the contents of tab to review the document.

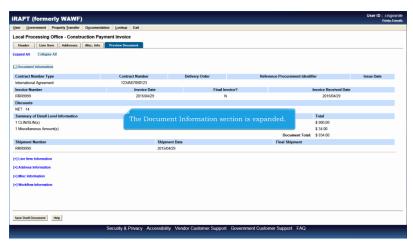
If the LPO notices an inaccuracy after reviewing the invoice information, the LPO can return to the appropriate tab to correct the information.



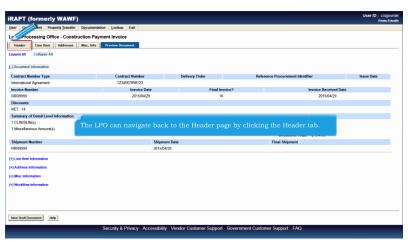
The LPO can expand all document sections by clicking the Expand All link. The LPO can collapse the contents of the tab by clicking the Collapse All link.



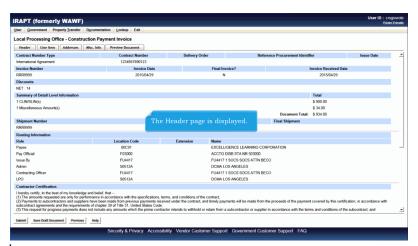
The LPO can expand and collapse individual headers by clicking on the section headers.



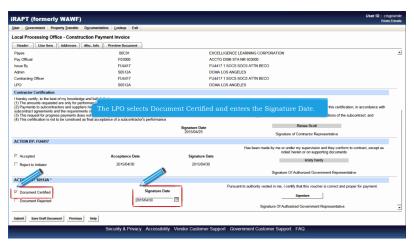
The Document Information section is expanded.



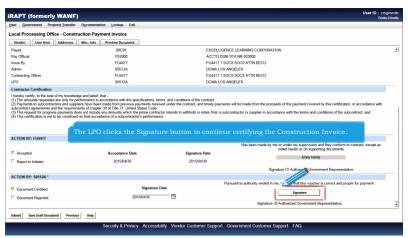
The LPO can navigate back to the Header page by clicking the Header tab.



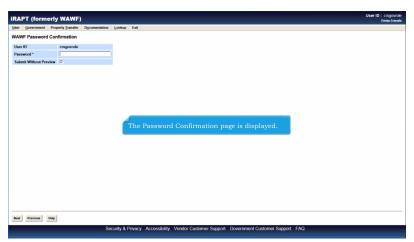
The Header page is displayed.



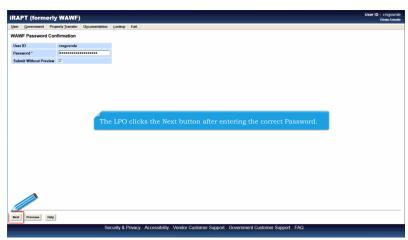
The LPO selects Document Certified and enters the Signature Date.



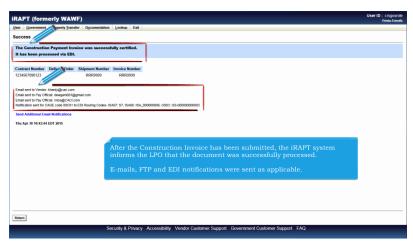
The LPO clicks the Signature button to continue certifying the Construction Invoice.



The Password Confirmation page is displayed.

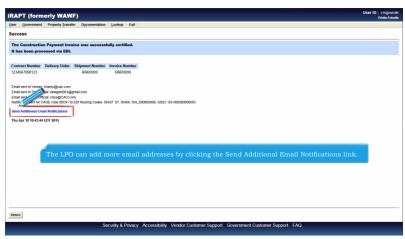


The LPO clicks the Next button after entering the correct Password.

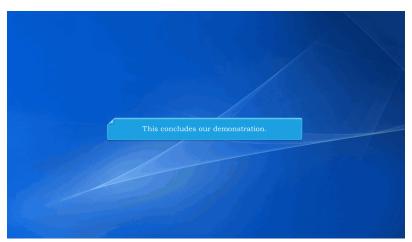


After the Construction Invoice has been submitted, the iRAPT system informs the LPO that the document was successfully processed.

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



The LPO can add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.