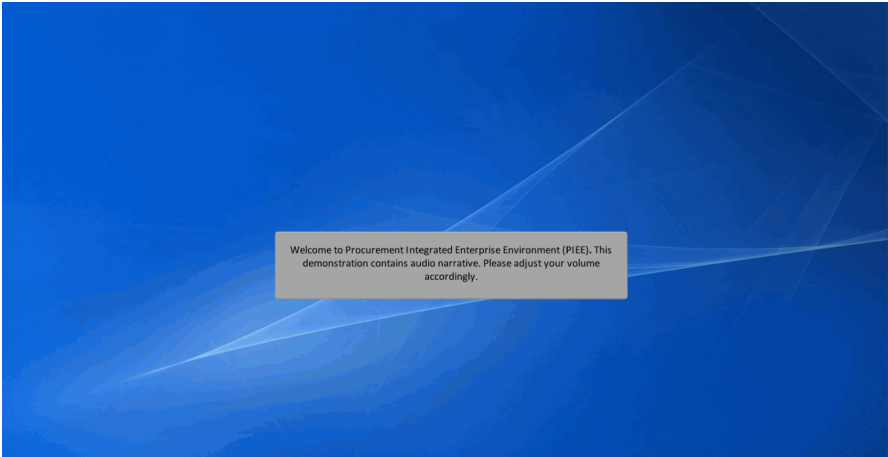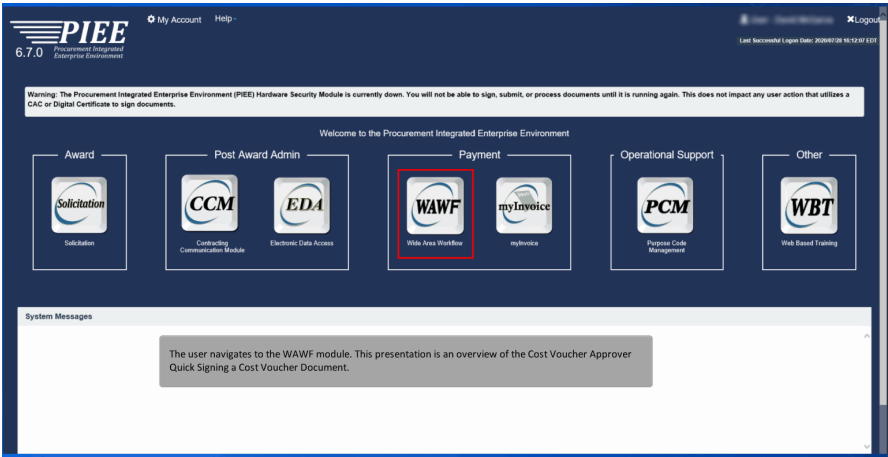## Intro
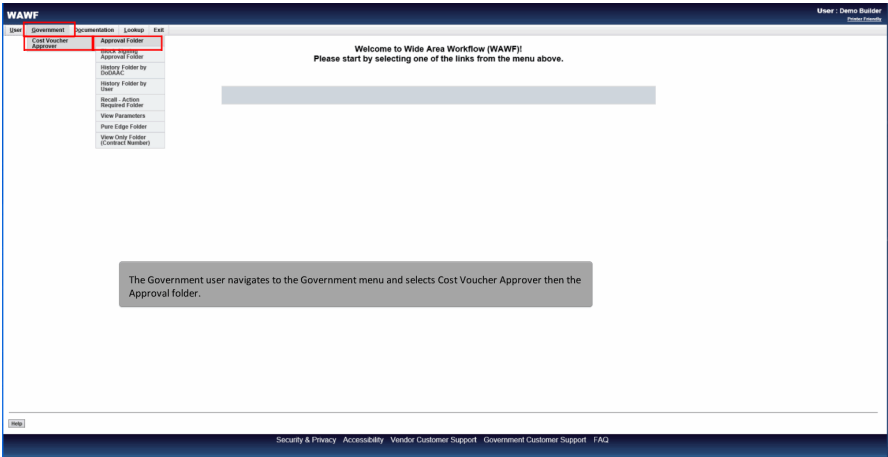

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
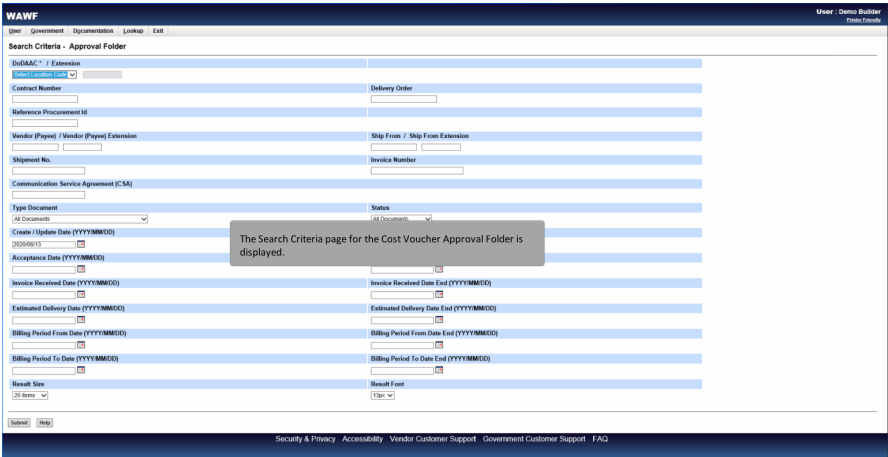
Step 1

The user navigates to the WAWF module. This presentation is an overview of the Cost Voucher Approver Quick Signing a Cost Voucher Document.

Step 2

The Government user navigates to the Government menu and selects Cost Voucher Approver then the Approval folder.

Step 3

The Search Criteria page for the Cost Voucher Approval Folder is displayed.

Step 4

Enter in information in the search fields and click the Submit button to see the results. The more information entered, the more you can narrow your results to the specific records you are searching for.

Step 5

The Cost Voucher Approval Folder results page is displayed. This page contains a list of documents that match the selection criteria.

Step 6

On the results page, click on the Voucher Number link to approve a document.

Step 7

In the Action by DoDAAC section on the Header tab, the Approve / Date / Sign / Submit button is displayed. When the Approver clicks on the Quick Sign button, the system will select Approved for Provisional Payment automatically. If the user is logged in with a User id/Password, the application will automatically sign the document. The user will not have to enter a password. If the user is logged in with a CAC/Software Certificate, the application will automatically sign the document with the certificate the user has used to login. The user will not have to select certificate.

Step 8

When the user clicks the Quick Sign button, the success message is displayed at the top of the results page.

End

This concludes our demonstration.