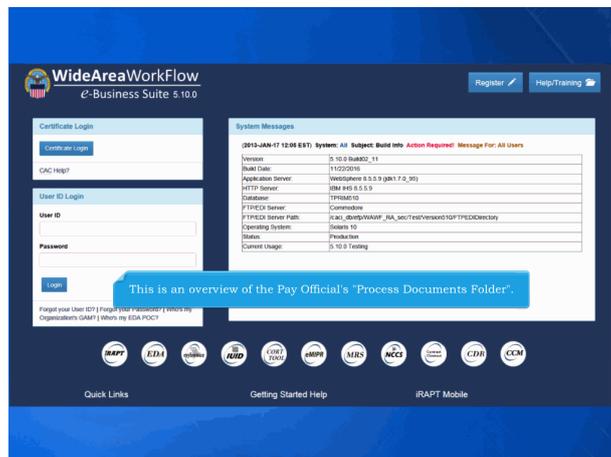


Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



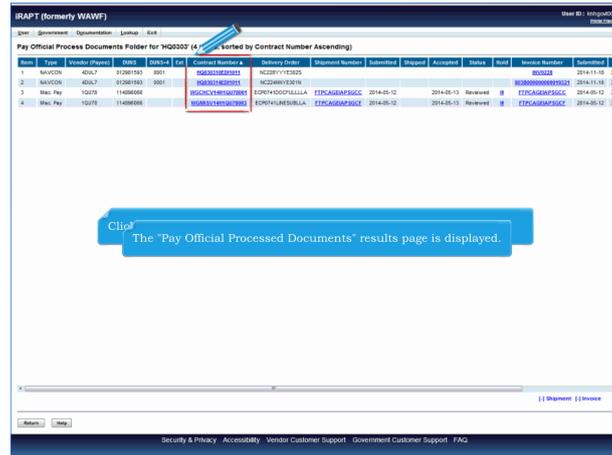
This is an overview of the Pay Official's "Process Documents Folder".

The "Search Criteria - Pay Official Process Documents Folder" is displayed.

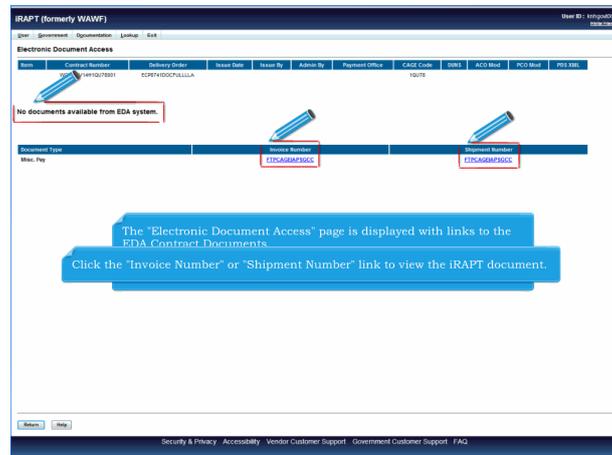
The "Search Criteria - Pay Official Process Documents Folder" is displayed.

Click the "Submit" button to view the results after entering in the information into the search fields. The more information entered, the more the results are narrowed to specific records.

Select the "DoDAAC" from the dropdown list. Click the "Submit" button to view the results after entering in the information into the search fields. The more information entered, the more the results are narrowed to specific records.

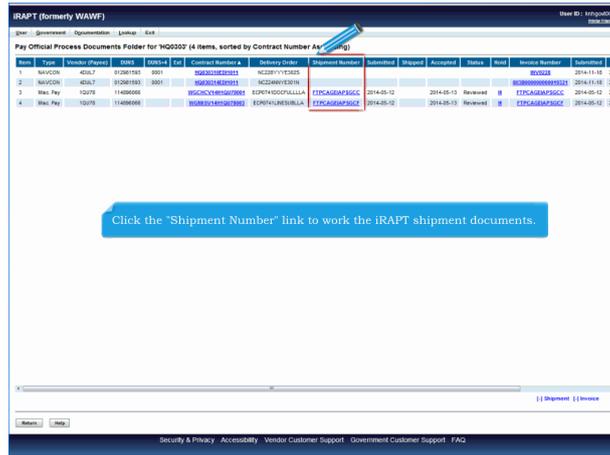


The "Pay Official Processed Documents" results page is displayed. Click the "Contract Number" to view the contract documents from EDA.

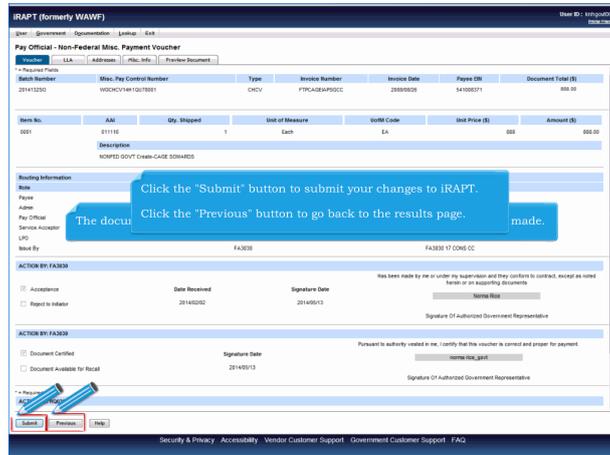


The "Electronic Document Access" page is displayed with links to the EDA Contract Documents.

If no documents are found, a message is given. Click the "Invoice Number" or "Shipment Number" link to view the iRAPT document.

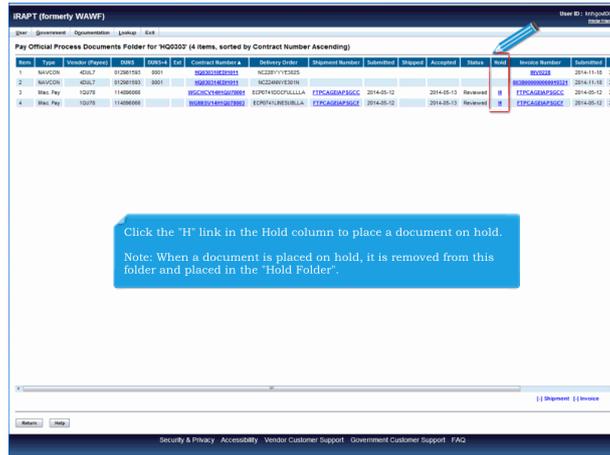


Click the "Shipment Number" link to work the iRAPT shipment documents.



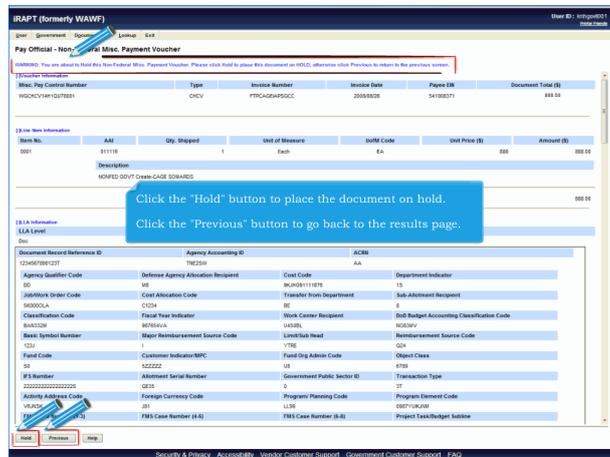
The document is displayed in the "Data Capture" page where updates can be made. Click the "Submit" button to submit your changes to iRAPT.

Click the "Previous" button to go back to the results page.



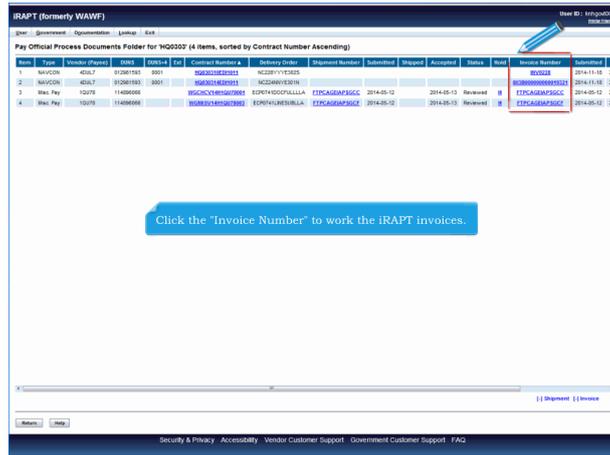
Click the "H" link in the Hold column to place a document on hold.

Note: When a document is placed on hold, it is removed from this folder and placed in the "Hold Folder".

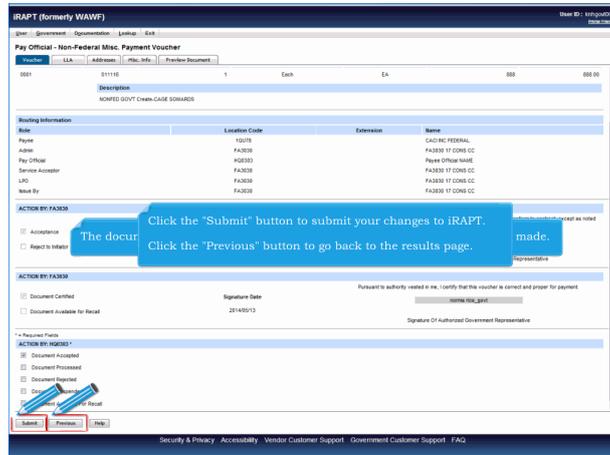


The document is displayed with a warning message. Click the "Hold" button to place the document on hold.

Click the "Previous" button to go back to the results page.

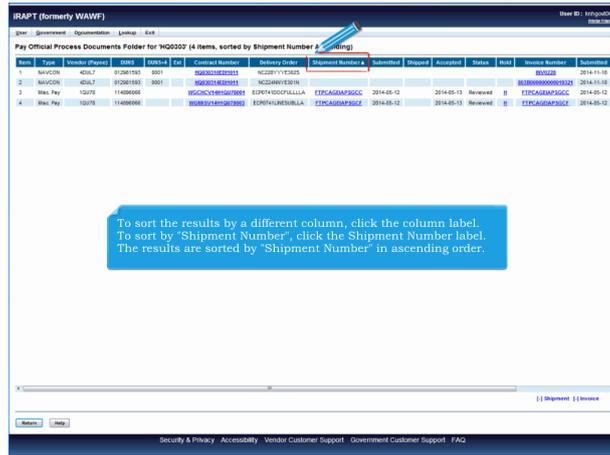


Click the "Invoice Number" to work the iRAPT invoices.

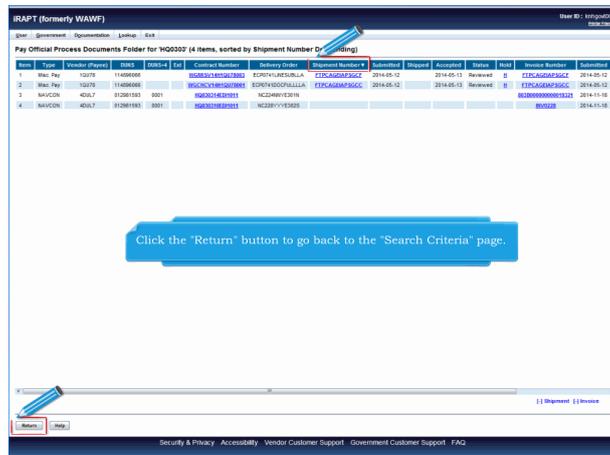


The document is displayed in the "Data Capture" page where updates can be made. Click the "Submit" button to submit your changes to iRAPT.

Click the "Previous" button to go back to the results page.



To sort the results by a different column, click the column label. To sort by "Shipment Number", click the Shipment Number label. The results are sorted by "Shipment Number" in ascending order.



Click on the Shipment Number label again to sort the results by "Shipment Number" in descending order. Click the "Return" button to go back to the "Search Criteria" page.

