ReviewOfRrDocument Page 1 of 21



Welcome to Wide Area Workflow e-Business Suite.

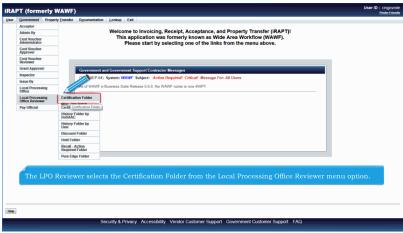
This demonstration contains audio narrative. Please adjust your volume accordingly.



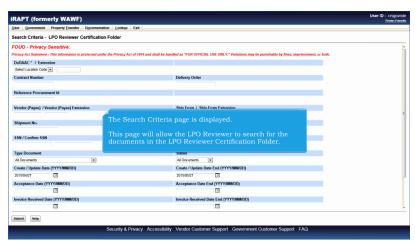
This presentation will demonstrate a Local Processing Office Reviewer (LPOR) pre-certifying a Receiving Report.

The actions performed by the LPO Reviewer in this demonstration are similar to the actions taken when pre-certifying a Receiving Report portion of the Combo, a Stand-alone Reparables Receiving Report and a Reparables Receiving Report portion of the Combo.

ReviewOfRrDocument Page 2 of 21



The LPO Reviewer selects the Certification Folder from the Local Processing Office Reviewer menu option.



The Search Criteria page is displayed.

This page will allow the LPO Reviewer to search for the documents in the LPO Reviewer Certification Folder.

ReviewOfRrDocument Page 3 of 21

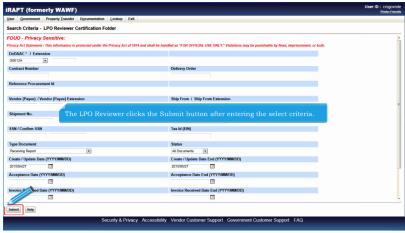


The DoDAAC field is the only mandatory field.



The LPO Reviewer can further limit the returned results by selecting Receiving Report from the Type Document drop down.

ReviewOfRrDocument Page 4 of 21

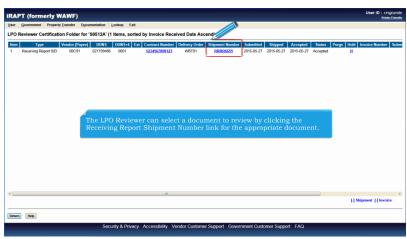


The LPO Reviewer clicks the Submit button after entering the select criteria.

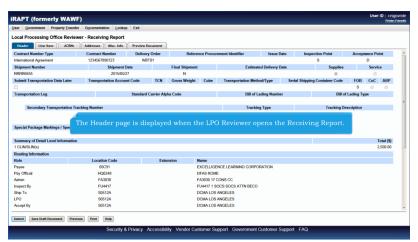


The Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.

ReviewOfRrDocument Page 5 of 21

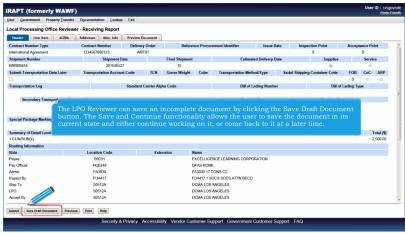


The LPO Reviewer can select a document to review by clicking the Receiving Report Shipment Number link for the appropriate document.

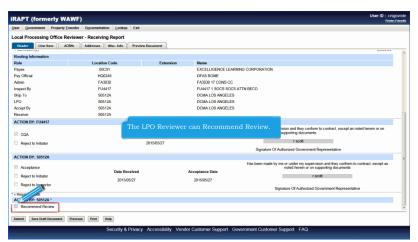


The Header page is displayed when the LPO Reviewer opens the Receiving Report.

ReviewOfRrDocument Page 6 of 21

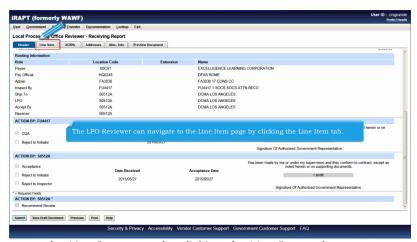


The LPO Reviewer can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

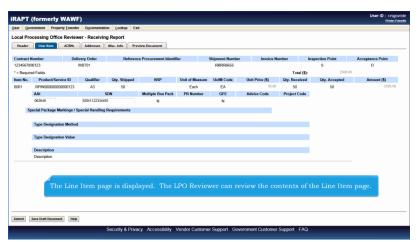


The LPO Reviewer can Recommend Review.

ReviewOfRrDocument Page 7 of 21

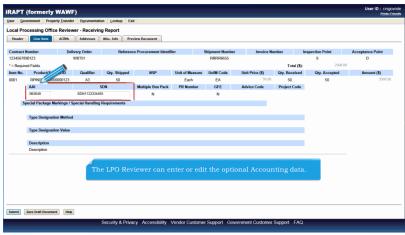


The LPO Reviewer can navigate to the Line Item page by clicking the Line Item tab.

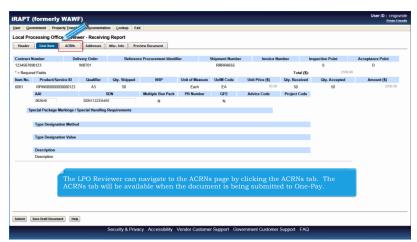


The Line Item page is displayed. The LPO Reviewer can review the contents of the Line Item page.

ReviewOfRrDocument Page 8 of 21



The LPO Reviewer can enter or edit the optional Accounting data.

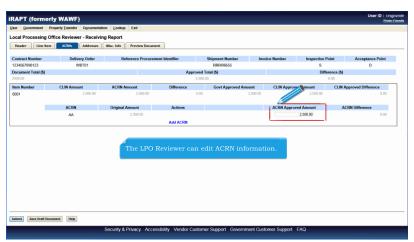


The LPO Reviewer can navigate to the ACRNs page by clicking the ACRNs tab. The ACRNs tab will be available when the document is being submitted to One-Pay.

ReviewOfRrDocument Page 9 of 21

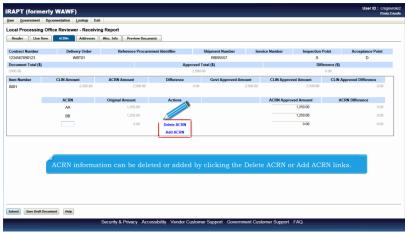


The ACRNs page is displayed. The LPO Reviewer can review the contents of the ACRNs page.

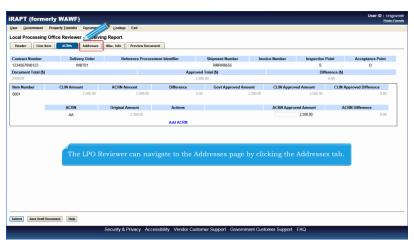


The LPO Reviewer can edit ACRN information.

ReviewOfRrDocument Page 10 of 21

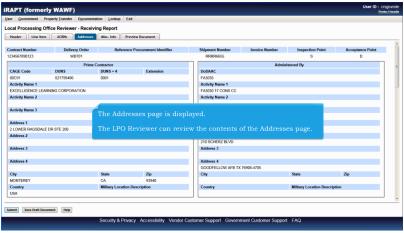


ACRN information can be deleted or added by clicking the Delete ACRN or Add ACRN links.



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

ReviewOfRrDocument Page 11 of 21



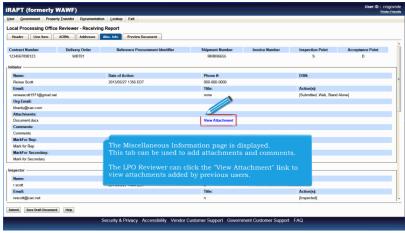
The Addresses page is displayed.

The LPO Reviewer can review the contents of the Addresses page.



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

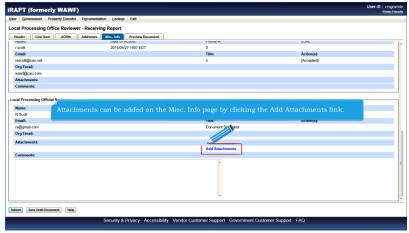
ReviewOfRrDocument Page 12 of 21



The Miscellaneous Information page is displayed.

This tab can be used to add attachments and comments.

The LPO Reviewer can click the "View Attachment" link to view attachments added by previous users.



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

ReviewOfRrDocument Page 13 of 21

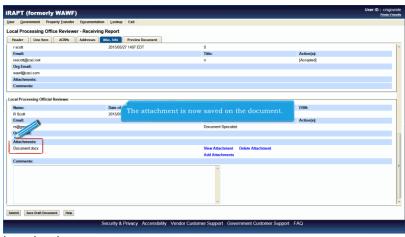


The LPO Reviewer clicks the Browse button to locate the file that is to be attached.

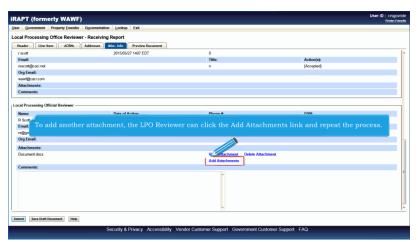


The LPO Reviewer clicks the Upload button to attach the selected document.

ReviewOfRrDocument Page 14 of 21

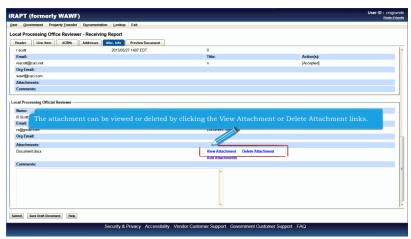


The attachment is now saved on the document.

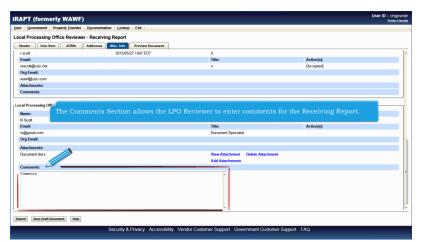


To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.

ReviewOfRrDocument Page 15 of 21

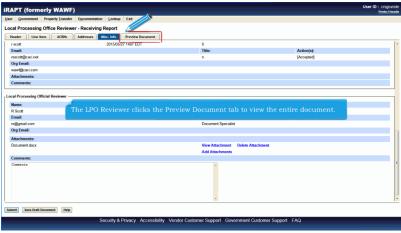


The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



The Comments Section allows the LPO Reviewer to enter comments for the Receiving Report.

ReviewOfRrDocument Page 16 of 21



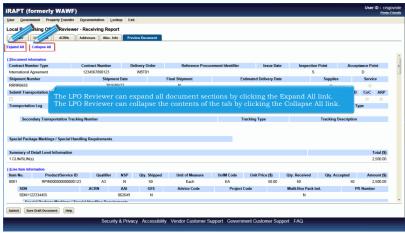
The LPO Reviewer clicks the Preview Document tab to view the entire document.



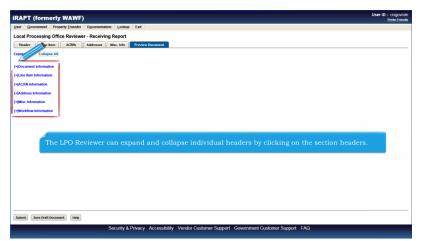
The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

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

ReviewOfRrDocument Page 17 of 21

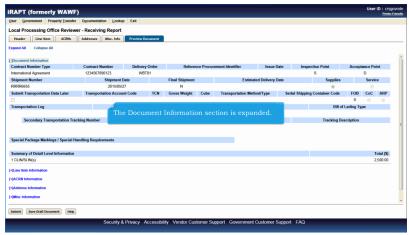


The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.

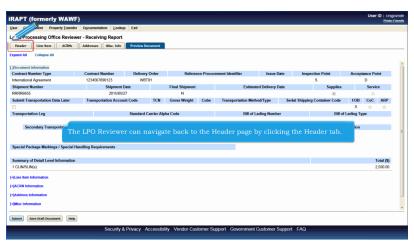


The LPO Reviewer can expand and collapse individual headers by clicking on the section headers.

ReviewOfRrDocument Page 18 of 21

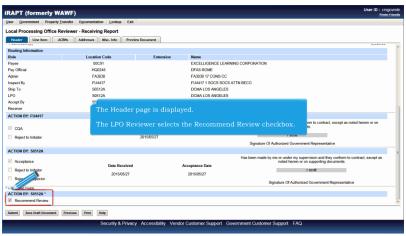


The Document Information section is expanded.



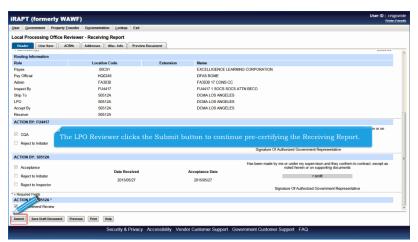
The LPO Reviewer can navigate back to the Header page by clicking the Header tab.

ReviewOfRrDocument Page 19 of 21



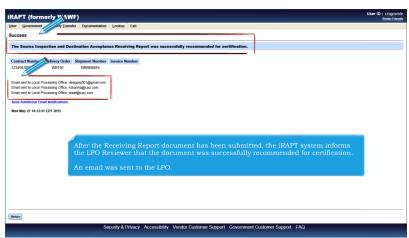
The Header page is displayed.

The LPO Reviewer selects the Recommend Review checkbox.



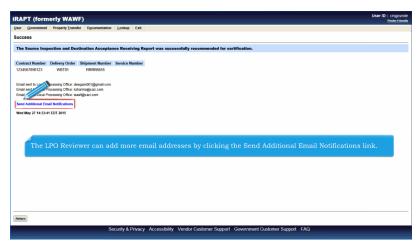
The LPO Reviewer clicks the Submit button to continue pre-certifying the Receiving Report.

ReviewOfRrDocument Page 20 of 21



After the Receiving Report document has been submitted, the iRAPT system informs the LPO Reviewer that the document was successfully recommended for certification.

An email was sent to the LPO.



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

ReviewOfRrDocument Page 21 of 21



This concludes our demonstration.