

Deleting an Attachment

Overview While attachments can be deleted from WAWF, the availability of removing them is rather limited. Attachments can only be removed by a Vendor during the document creation process. Once the document has been submitted only a SAM or HAM can remove an attachment.

Procedure Follow the steps below to delete an attachment.
 (Note: This demo starts from the data capture screen of creating a document.)

Step	Action
1	Select the Attachment tab. Vendor - Invoice Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document
2	Click the Delete Attachment link. WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system. Attachment <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> Attachments Name Actions Sample_Attachment.doc View Attachment Delete Attachment
3	The file has now been deleted from the document. WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system. Attachment <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> Attachments Name Actions