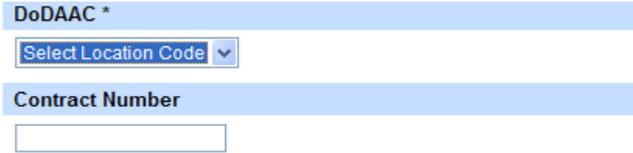


Access Hold Folder

Introduction Government users may elect to remove a document from the Work folder and place it into a Hold status. This action allows the user to place the receiving report, Invoice, or Finance document on hold if you are not ready to work on it (and do not want the previous workflow user to void or recall it). When a document is placed on hold, it is placed in the Hold Folder. We highly recommend the hold folder not be used by users. Whoever places the document on hold is the only one who can take it off of hold.

Procedure Follow the steps to place a document of Hold.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the Hold Folder .  Result: The search screen is displayed.
3	Select the appropriate DoDAAC in the drop down box.  <i>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), each additional field will help narrow the search results.</i>
4	Click Submit .  Result: The Field Inspector Hold Folder screen is displayed.

Continued on next page

Access Hold Folder

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																													
5	<p>Below is an example of the document search results. Select the appropriate Invoice Number.</p> <table border="1" data-bbox="410 394 1133 478"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>CLS0014</td> <td>2010-05-20</td> <td>2010-05-20</td> <td>Hold</td> <td></td> <td>\$5,094.05</td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p>	Invoice Number	Submitted	Received	Status	Purge	Amount	CLS0014	2010-05-20	2010-05-20	Hold		\$5,094.05																																	
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CLS0014	2010-05-20	2010-05-20	Hold		\$5,094.05																																									
6	<p>Review information by moving across the tabs.</p> <div data-bbox="410 695 1360 968"> <p>Field Inspector - Navy Construction / Facilities Management Invoice</p> <p>Header Line Item Addresses Misc. Info Preview Document</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Construction</th> <th>Fixed Price</th> </tr> </thead> <tbody> <tr> <td>CLS052010C014</td> <td></td> <td>2010/05/20</td> <td>Y</td> <td>Y</td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice?</th> <th colspan="2">Invoice Received Date</th> </tr> <tr> <td>CLS0014</td> <td>2010/05/20</td> <td>Y</td> <td colspan="2">2010/05/20</td> </tr> <tr> <th colspan="5">Discounts</th> </tr> <tr> <td colspan="5">\$ 250.00 2010/07/16</td> </tr> <tr> <td colspan="5">NET : 30</td> </tr> <tr> <th>Summary of Detail Level Information</th> <th>Deduction Amount (\$)</th> <th>Retention Amount (\$)</th> <th colspan="2">Total (\$)</th> </tr> <tr> <td>2 CLIN/SLIN(s)</td> <td></td> <td></td> <td colspan="2">5,094.05</td> </tr> </tbody> </table> </div>	Contract Number	Delivery Order	Issue Date	Construction	Fixed Price	CLS052010C014		2010/05/20	Y	Y	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		CLS0014	2010/05/20	Y	2010/05/20		Discounts					\$ 250.00 2010/07/16					NET : 30					Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)		2 CLIN/SLIN(s)			5,094.05	
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Summary of Detail Level Information	Deduction Amount (\$)	Retention Amount (\$)	Total (\$)																																											
2 CLIN/SLIN(s)			5,094.05																																											
7	<p>After reviewing the document return to the Header tab, scroll down and perform acceptance/rejection.</p> <p>If the Pre-Inspection date differs from the pre-populated value it can be changed by selecting the calendar icon.</p> <div data-bbox="410 1230 1024 1482"> <p>ACTION BY: N00244 *</p> <p><input type="checkbox"/> Work Conforms to Invoice</p> <p style="text-align: right;">Pre-Inspection Date</p> <p><input type="checkbox"/> Work Does Not Conform to Invoice <input type="text" value="2011/02/22"/> </p> </div> <p><i>Note: If the document does not conform to the invoice then comments must be added to the Misc Info tab prior to selecting the Submit button.</i></p>																																													
8	<p>Select the Signature button.</p> <div data-bbox="410 1633 1040 1860"> <p>This Field Inspection has been performed by me or under my Supervision, and the outcome is as indicated with supporting documents whenever necessary.</p> <p style="text-align: center;"><input type="button" value="Signature"/></p> <p style="text-align: center;">Signature Of Authorized Government Representative</p> </div>																																													

Continued on next page

Access Hold Folder

Procedure The steps below are continued from the previous page.
(continued)

Step	Action						
9	Enter the Password and click the Continue button. WAWF Password Confirmation <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">User ID</td> <td style="padding: 2px;">DFASgovt</td> </tr> <tr> <td style="padding: 2px;">Password *</td> <td style="padding: 2px;"><input style="width: 100%;" type="password"/></td> </tr> </table> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/> </div>	User ID	DFASgovt	Password *	<input style="width: 100%;" type="password"/>		
User ID	DFASgovt						
Password *	<input style="width: 100%;" type="password"/>						
10	Click the OK button on the pop-up message to submit the document. <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <div style="background-color: #0056b3; color: white; padding: 2px; font-weight: bold;">Microsoft Internet Explorer</div> <div style="padding: 5px;"> The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document. </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>						
11	View the successful submission system message screen. Success <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> The Navy Construction / Facilities Management Invoice was successfully pre-inspected. </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="padding: 2px;">Contract Number</th> <th style="padding: 2px;">Delivery Order</th> <th style="padding: 2px;">Invoice Number</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">CLS052010C014</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">CLS0014</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;"> Email sent to Vendor: carrie.spann.ctr@disa.mil Email sent to Vendor: clspann@gmail.com Email sent to Inspector: clspann@gmail.com Email sent to Inspector: mech_navsisa_wawf_test@navy.mil </p> <p style="margin-top: 10px;">Send Additional Email Notifications</p> <p style="font-size: small; margin-top: 10px;">Tue Feb 22 13:50:12 MST 2011</p>	Contract Number	Delivery Order	Invoice Number	CLS052010C014		CLS0014
Contract Number	Delivery Order	Invoice Number					
CLS052010C014		CLS0014					