

Accessing Documents as the Inspector View Only Role

Overview The Inspector View Only role was specifically created for users with a need to view documents as an acceptor in WAWF but do not maintain the authority to perform any actions on those documents. It is a purely informational role providing limited access to certain individuals.

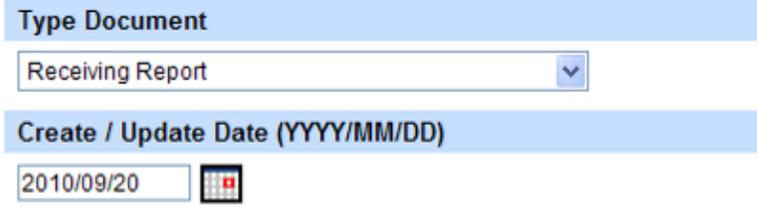
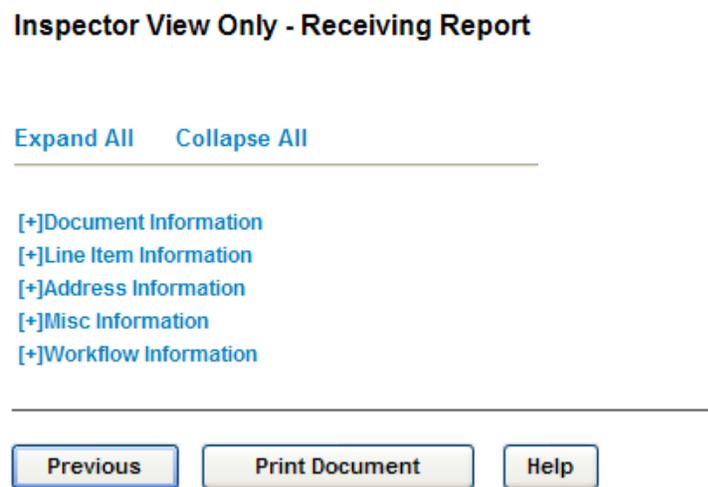
Procedure Follow the steps below to view a Receiving Report in WAWF using the Inspector View Only Role.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p>  <p>The screenshot shows the WAWF 5.0.0 navigation bar with the following items: User, Administration Console, Government (highlighted), Property Transfer, Documentation, Lookup, and Logout.</p>
2	<p>Click the View Only Folder link.</p> <p>Inspector</p> <ul style="list-style-type: none"> Create Document Inspection Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder Saved Documents Folder Pure Edge Folder View Only Folder View Only Saved Documents Folder View Only Pure Edge Folder
3	<p>Select a DoDAAC from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p>  <p>The screenshot shows a form with a 'DoDAAC *' dropdown menu where 'HQ0015' is selected. Below it is a 'Contract Number' field.</p>

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4	<p>Select Receiving Report from the Type Document drop-down menu.</p>  <p>The screenshot shows a blue header 'Type Document' above a dropdown menu with 'Receiving Report' selected. Below it is a date field 'Create / Update Date (YYYY/MM/DD)' with the value '2010/09/20' and a calendar icon.</p>																																																																																																														
5	<p>Select the Submit button</p>  <p>The screenshot shows two buttons: 'Submit' and 'Help'.</p>																																																																																																														
6	<p>Select the Shipment Number of the document you would like to view.</p> <p>Inspector View Only from Active Folder for 'FC4830' (10 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Receiving Report D/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td></td> <td>ERT144</td> <td>2011-03-09</td> <td>2011-03-09</td> <td></td> <td>Inspected</td> </tr> <tr> <td>2</td> <td>Receiving Report S/D</td> <td>06481</td> <td>DAAB0797DB608</td> <td></td> <td>ERT445</td> <td>2011-03-09</td> <td>2011-03-09</td> <td></td> <td>Void</td> </tr> <tr> <td>3</td> <td>Combo S/D</td> <td>00120</td> <td>M300241C10402</td> <td></td> <td>HOV0372</td> <td>2011-01-21</td> <td>2011-01-21</td> <td></td> <td>Rejected</td> </tr> <tr> <td>4</td> <td>Combo S/D</td> <td>00120</td> <td>M300241C10402</td> <td></td> <td>MTB1962</td> <td>2011-01-21</td> <td>2011-01-21</td> <td></td> <td>Rejected</td> </tr> <tr> <td>5</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>GMT2909</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-08</td> <td>Processed</td> </tr> <tr> <td>6</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>HOU7870</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-09</td> <td>Processed</td> </tr> <tr> <td>7</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>IOV5735</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-08</td> <td>Recall Availab</td> </tr> <tr> <td>8</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>JQW9677</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-07</td> <td>Processed</td> </tr> <tr> <td>9</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>MTA5485</td> <td>2011-01-21</td> <td>2011-01-21</td> <td></td> <td>Hold</td> </tr> <tr> <td>10</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>MTB0247</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-09</td> <td>Processed</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	Receiving Report D/D	027M9	DAAB0797DB608		ERT144	2011-03-09	2011-03-09		Inspected	2	Receiving Report S/D	06481	DAAB0797DB608		ERT445	2011-03-09	2011-03-09		Void	3	Combo S/D	00120	M300241C10402		HOV0372	2011-01-21	2011-01-21		Rejected	4	Combo S/D	00120	M300241C10402		MTB1962	2011-01-21	2011-01-21		Rejected	5	Combo S/S	00120	M3014607C1501		GMT2909	2011-01-21	2011-01-21	2011-03-08	Processed	6	Combo S/S	00120	M3014607C1501		HOU7870	2011-01-21	2011-01-21	2011-03-09	Processed	7	Combo S/S	00120	M3014607C1501		IOV5735	2011-01-21	2011-01-21	2011-03-08	Recall Availab	8	Combo S/S	00120	M3014607C1501		JQW9677	2011-01-21	2011-01-21	2011-03-07	Processed	9	Combo S/S	00120	M3014607C1501		MTA5485	2011-01-21	2011-01-21		Hold	10	Combo S/S	00120	M3014607C1501		MTB0247	2011-01-21	2011-01-21	2011-03-09	Processed
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7	<p>Expand the different information links to review the document. Once the document has been reviewed click the Previous button.</p> <p>Inspector View Only - Receiving Report</p> <p>Expand All Collapse All</p> <p>[+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information</p>  <p>The screenshot shows the title 'Inspector View Only - Receiving Report', expand/collapse links, a list of expandable information links, and buttons for 'Previous', 'Print Document', and 'Help'.</p>																																																																																																														

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