

Accessing Documents as the LPO View Only Role

Overview The LPO View Only role was specifically created for users with a need to view documents as a certifier in WAWF but does 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 LPO View Only Role.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the View Only Folder link. 
3	Select a DoDAAC from the DoDAAC drop down menu. Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. 
4	Select the Submit button 

Continued on next page

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

Step	Action																																										
6	<p>Select the Shipment or Invoice Number of the document you would like to view.</p> <p>LPO View Only from Active Folder for 'HQ0313' (5 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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice FP</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Invoice 2in1</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td>SER7899</td> <td>2010-03-01</td> </tr> <tr> <td>3</td> <td>Invoice</td> <td>1DV75</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Telecom (Non-Contractual)</td> <td>09NLO</td> <td>W3TELE09C09NL0049</td> <td></td> <td>INV12082009E</td> <td>2009-12-08</td> </tr> <tr> <td>5</td> <td>Misc. Pay</td> <td>022T1</td> <td>WGANGM06H022T1003</td> <td></td> <td>INVOICE0515</td> <td>2006-05-15</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	1	Invoice FP	0T5L1	DAAB0797DB608	0014			2	Invoice 2in1	0T5L1	DAAB0797DB608	0014	SER7899	2010-03-01	3	Invoice	1DV75	DAAB0797DB608	0014			4	Telecom (Non-Contractual)	09NLO	W3TELE09C09NL0049		INV12082009E	2009-12-08	5	Misc. Pay	022T1	WGANGM06H022T1003		INVOICE0515	2006-05-15
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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>Local Processing Official View Only - Telecom Invoice (Non-Contractual)</p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] LLA Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Print Document"/> <input type="button" value="Print Pack"/> <input type="button" value="Help"/></p>																																										
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