



Department of Defense Electronic Invoicing

Wide Area Workflow – Group Administrator Training Guide

Prepared by: The Defense Finance and Accounting Service, eSolutions Office
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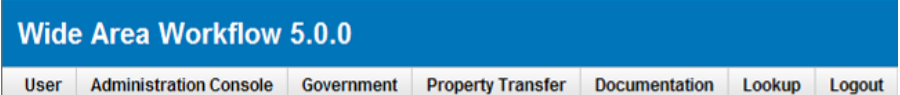
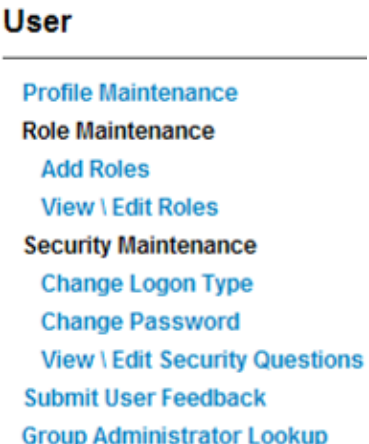
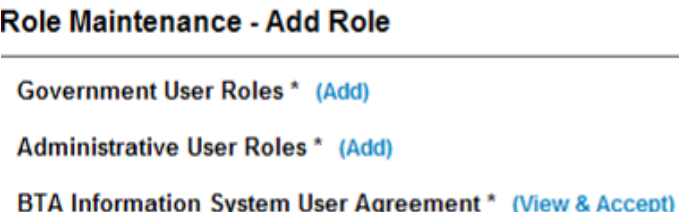
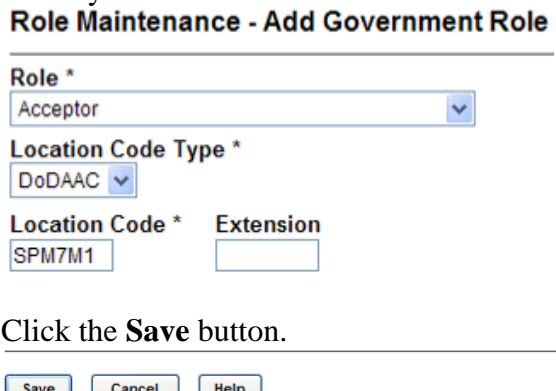
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Adding an Additional Role

Overview All users have the option of requesting additional roles for their User ID. Any role requested will need to be activated by the responsible Group Administrator.

Procedure Follow the steps below to add roles to users in WAWF.

Step	Action
1	<p>After Logon, click on the User link at the top of the screen.</p> 
2	<p>Select the Add Role link under the Role Maintenance Header.</p> 
3	<p>Select the (Add) next to the Government User Roles.</p> 
4	<p>Select the appropriate Role from the drop-down menu, then select the Location Code Type, and add the Location Code/Ext that you wish to add to your user id.</p>  <p>Click the Save button.</p>

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

Step	Action																
5	<p>Click the View/Add link to include attachments and/or comments.</p> <p>Role Maintenance - Add Role</p> <hr/> <p>Government User Roles * (Add)</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Group</th> <th>Location Code</th> <th>Extension</th> <th>Comments</th> <th>Attachments</th> <th>Comments/Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>N</td> <td>N</td> <td>View / Add</td> <td>Delete</td> </tr> </tbody> </table> <p>Administrative User Roles * (Add)</p> <p>BTA Information System User Agreement * (View & Accept)</p>	Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions	Acceptor	GOVERNMENT	SPM7M1		N	N	View / Add	Delete
Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions										
Acceptor	GOVERNMENT	SPM7M1		N	N	View / Add	Delete										
6	<p>Enter the comments/attachments to justify the request for access.</p> <p>Role Maintenance - Edit Government Role</p> <hr/> <p>Role * <input type="text" value="Acceptor"/></p> <p>Location Code Type * <input type="text" value="1"/></p> <p>Location Code * Extension <input type="text" value="SPM7M1"/> <input type="text"/></p> <p>Comments <input type="text" value="Reason for needing access."/></p> <p>Attachments <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <table border="1"> <thead> <tr> <th>Attachment Name</th> <th>Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Sample_Attachment.doc</td> <td>2010/10/19 0759 MST</td> <td>Delete View</td> </tr> </tbody> </table> <p>Click the Save button.</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p>	Attachment Name	Date	Actions	Sample_Attachment.doc	2010/10/19 0759 MST	Delete View										
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7	<p>Select the (View & Accept) link next to “BTA Information System User Agreement”</p> <p>Role Maintenance - Add Role</p> <hr/> <p>Government User Roles * (Add)</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Group</th> <th>Location Code</th> <th>Extension</th> <th>Comments</th> <th>Attachments</th> <th>Comments/Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>Y</td> <td>Y</td> <td>View / Add</td> <td>Delete</td> </tr> </tbody> </table> <p>Administrative User Roles * (Add)</p> <p>BTA Information System User Agreement * (View & Accept)</p>	Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions	Acceptor	GOVERNMENT	SPM7M1		Y	Y	View / Add	Delete
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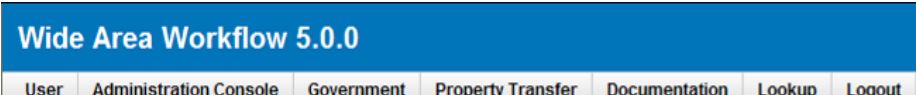
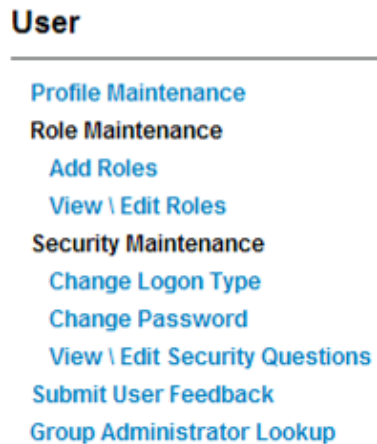
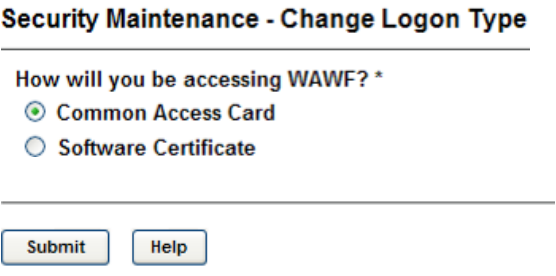
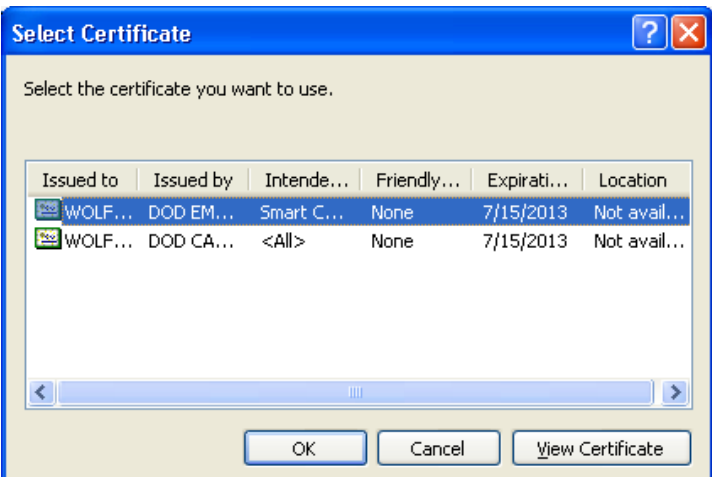
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																
8	<p>Review the User agreement and select the Accept button.</p> <p>Role Maintenance - View & Accept BTA Information System User Agreement</p> <hr/> <p>STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS</p> <p>By signing [or clicking-through] this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:</p> <p>You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.</p> <p>You consent to the following conditions:</p> <p>The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.</p> <p>At any time, the U.S. Government may inspect and seize data stored on this information system.</p> <p>Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.</p> <p>This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy. Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below.</p> <p>Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.</p> <p>The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged</p> <hr/> <p><input type="button" value="Accept"/> <input type="button" value="Previous"/> <input type="button" value="Help"/></p>																
9	<p>Click the Submit button.</p> <p>Role Maintenance - Add Role</p> <hr/> <p>Government User Roles * (Add)</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Group</th> <th>Location Code</th> <th>Extension</th> <th>Comments</th> <th>Attachments</th> <th>Comments/Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>Y</td> <td>Y</td> <td>View / Add</td> <td>Delete</td> </tr> </tbody> </table> <p>Administrative User Roles * (Add)</p> <p>BTA Information System User Agreement * (View)</p> <hr/> <p><input type="button" value="Submit"/> <input type="button" value="Help"/></p>	Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions	Acceptor	GOVERNMENT	SPM7M1		Y	Y	View / Add	Delete
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Acceptor	GOVERNMENT	SPM7M1		Y	Y	View / Add	Delete										
10	<p>View the success message.</p> <p>Role Maintenance - Add Roles</p> <hr/> <p>You have successfully added roles to your user</p>																

Changing from User ID to CAC

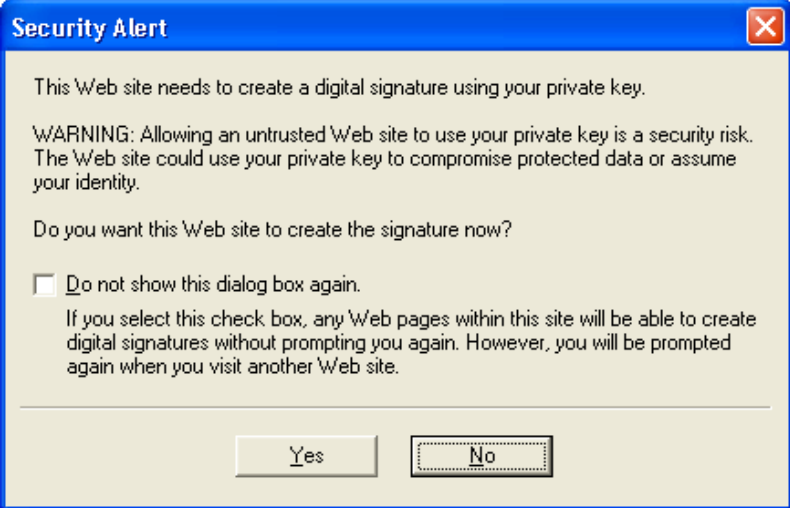
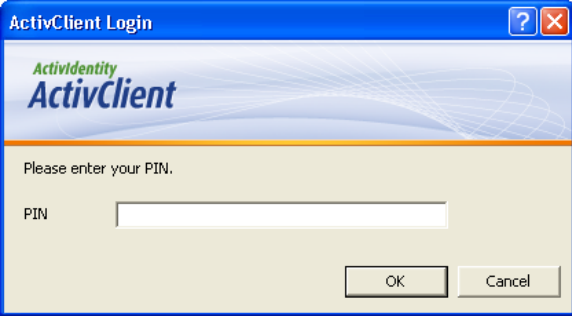
Overview You can change your logon method between a User ID and a CAC. This may be necessary if there is a need to log into WAWF with a User ID and password until a CAC can be obtained, or if the CAC certificates have expired and an interim User ID and password are necessary until the certificates can be reset.

Procedure Follow the steps below to change the login method in WAWF.

Step	Action
1	<p>After Logon, click on the User link at the top of the screen.</p> 
2	<p>Select the Change Logon Type link under Security Maintenance</p> 
3	<p>Select the Common Access Card radio button. Then click the submit button.</p> 
4	<p>Select the Certificate and then click the OK button.</p> 

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

Step	Action
5	<p>Click Yes on the security box that appears.</p> 
6	<p>Enter your PIN then click the OK button.</p> 
7	<p>Note the successful update.</p> <p>Security Maintenance - Change Logon Type</p> <hr/> <p>Your Logon Type has been updated successfully.</p>

Description of User Navigation Menu

User

The first of the selection links is the User link which contains link for the profile, roles, and security.

- **Profile Maintenance** – This link will take the user to a page where they can update their profile information, and can also edit their login information.
- **Role Maintenance**- A subheading under the User link that contains Add Role, and View/Edit Roles.

- **Add Role** – This link allows a user to request access to new roles/DoDAACs. After each request a Group Administrator will need to activate the user for the DoDAAC.
- **View/Edit Roles**– By selecting this link the user will be directed to a page that lists all roles currently added to the user id (both active and inactive.) This screen also allows the user to view comments and attachments involving the role acquisition.
- **Security Maintenance** – This subheading contains links that work with the login method and security backup for the user id.
- **Change Logon Type** – This link allows the user to choose between logging on with a User ID/Password or a Common Access Card (CAC).
- **Change Password**– Selecting this link will allow the user to create a new password for accessing their user role. This link will not appear if the user accesses WAWF by using a CAC.
- **View/ Edit Security Questions** – This link will direct the user to the security questions page where the user can review the Security Questions that they have chosen for their user id. If security questions have not been created, they can be added using this page. The answers are obscured to prevent unwanted viewing/access.
- **Submit User Feedback** – This link opens a new window where the user can send comments or suggestions to WAWF. By selecting the Feedback info button on the bottom of the screen the user will be led to a page that provides email addresses or phone numbers for a wide array of issues and inquiries.
- **Group Administrator Lookup** – Allow the user to research the GAM by Group Name, or specific Location Code.

Administration Console This link will only be displayed when the user has a Group Administrator access. It opens a separate window that provides access for all the GAM functionalities.

Government Below these links is the specific WAWF role submenu, displaying the roles you have registered for. It provides access to all the document actions you can perform in WAWF.

Property Transfer This link will direct the user to the documents/roles within WAWF that handle property.

Documentation This link will direct the user to the documents related to the workings of WAWF.

- **Software User’s Manual** – This link will open a new webpage that will contain the software user’s manual for WAWF 5.0.0. This manual contains

all the information regarding Wide AREA Workflow including the Known Issues and recent updates made in WAWF for the 5.0.0 release. If attempting to save the SUM, the file is 33.5 MB and may take some time to fully save. Also printing should only be done with specific sections because the document is 920 pages long.

- **Software User's Manual for Special Users** – The special users in Wide Area Workflow are the Group Administrator (GAM), Help Desk Administrator (HAM), and System Administrator (SAM), the PMO, and the Auditor. This guide provides the available actions for all of the special groups above. Each of the role responsibilities are identified on the Administration Overview page within the guide.
- **Software User's Manual for GAMs** – The software user's guide for GAMs provides details and descriptions of the responsibilities of the Group Administrator role. It provides screenshots and notes on all of the possible functions that a Group Administrator can perform within the WAWF Administration Console. Just like the Administration Console this link will only appear when the user is assigned as a Group Administrator.
- **FTP**– This link will display different guides that provide procedures that can be used by a Vendor to submit documents via File Transfer Protocol (FTP)
- **EDI Guides**– This link will display different guides that provide procedures that can be used by a Vendor to submit documents via Electronic Document Interface (EDI).
- **Attachments in EDI** – This link provides access to a document that identifies the steps required for including attachments with files staged using the Electronic Document Interface
- **Supporting Documents** –This page contains certificates required as attachments on certain document types.

Lookup

This drop-down list contains links to many different pages that provide codes that may not be readily on hand for users trying to create documents in WAWF.

- **Active DoDAACs & Roles** – This link will allow the user to check a DoDAAC within WAWF to see which roles currently have an active user. Any extensions currently set up with the DoDAAC will be included in the search results.
- **Active CAGEs & Roles** - This link will allow the user to check a CAGE Code within WAWF to see which roles currently have an active user. Any extensions currently set up with the CAGE will be included in the search results.
- **Units of Measure Table** – This link opens a new window that contains all of the codes for the unit of measure required on line items, and the description of each code.


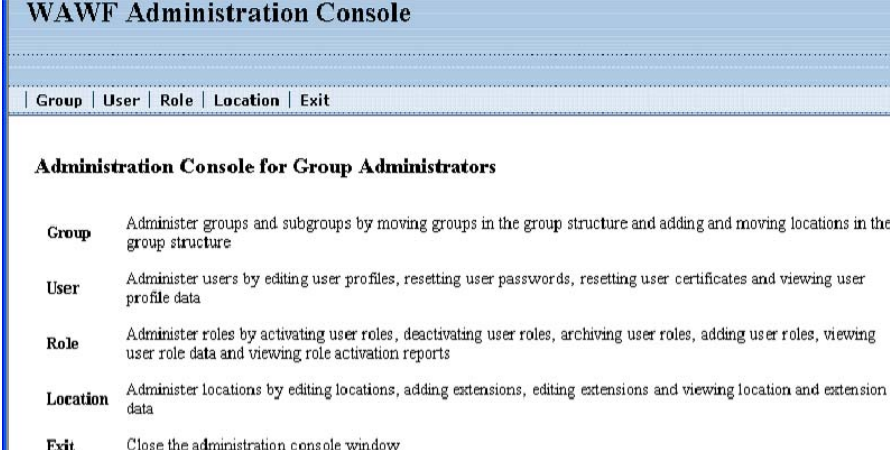
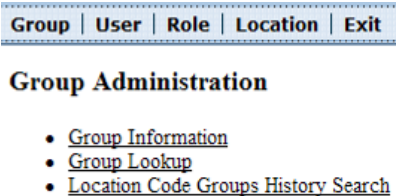
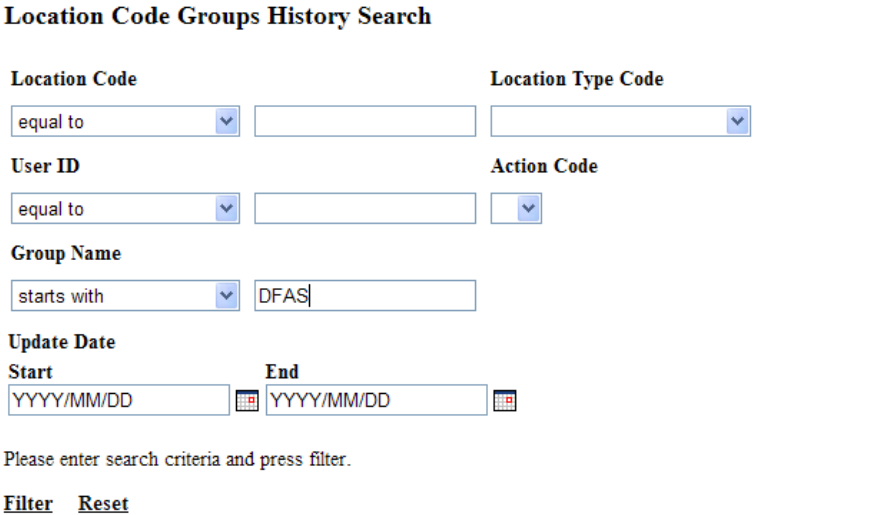
- **Foreign Currency Code Table** – By selecting this link the user will be taken to a new page that displays all of the currency codes used in WAWF. The list is in alphabetical order by currency code with the Country Name following in the second column.
- **DCMA Admin DoDAACs** – This link will open a new window where the user can search for DCMA DoDAACs by specific city. If the city is unknown leave the city field blank and click the submit button to create a list containing all of the DCMA DoDAACs.
- **Pay DoDAACs** – This link works the same as the DCMA Admin DoDAAC link in which the user is given the option to search for specific Pay Offices by city. If the city is not know leave the field blank to populate a full listing of the Pay DoDAACs within WAWF.
- **Misc. Pay Types** – This link will direct the user to the listing of Misc. Pay abbreviations used within WAWF. The list is in alphabetical order based on the Misc. Pay abbreviations with the descriptions in the second row. There are also a couple of Misc. Pay abbreviations that are One Pay specific. They are listed in a separate section below the other abbreviations.
- **Misc. Pay Guidebook** – This link allow the user to save or open a word document providing information on various aspects of the Miscellaneous Payment Voucher. It includes all of the Miscellaneous Payment Categories including templates that provide more detail on the use of each.
- **Direct Bill Authority Look Up** – This link will open a new window where the user can check a CAGE Code to determine if it is available for direct billing.
- **Line Haul Modes Table** – This link will open a new window that displays a table of the Line Haul Modes and their X12 conversions.
- **Find DCAA DoDAAC in Audit Office Locator** – This is a link to the DCAA homepage.
- **Pay Status** – This is a link to the myInvoice website.

Log Out

Selecting this link will log the user out of WAWF successfully ending their session. The user will then be returned to the WAWF home page.

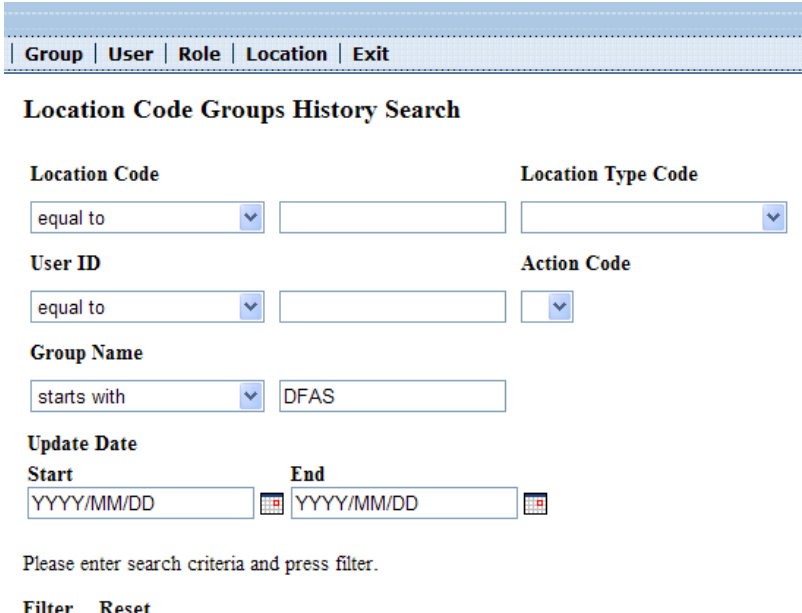
GAM Location Code Group History Search

Procedure Follow the steps below to review the use the location code group history search functionality.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>The screenshot shows a blue navigation bar with the text "Wide Area Workflow 5.0.0" and a menu containing "User", "Administration Console", "Government", "Property Transfer", "Documentation", "Lookup", and "Logout".</p>
2	<p>Select the Group link at the top of the screen.</p>  <p>The screenshot shows the "WAWF Administration Console" with a navigation menu containing "Group", "User", "Role", "Location", and "Exit". Below the menu is the "Administration Console for Group Administrators" section with a list of options: Group, User, Role, Location, and Exit, each with a brief description of its function.</p>
3	<p>Select the Location Code Groups History Search link.</p>  <p>The screenshot shows the "Group Administration" menu with three options: "Group Information", "Group Lookup", and "Location Code Groups History Search".</p>
4	<p>Fill in any of the search criteria fields and select the Filter link</p>  <p>The screenshot shows the "Location Code Groups History Search" form with several search criteria fields: "Location Code" (equal to), "Location Type Code", "User ID" (equal to), "Action Code", "Group Name" (starts with DFAS), and "Update Date" (Start and End dates in YYYY/MM/DD format). Below the form is the instruction "Please enter search criteria and press filter." and the "Filter" and "Reset" buttons.</p>

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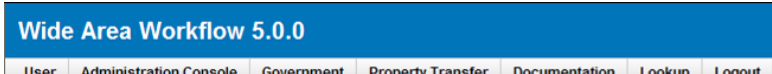
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																		
5	<p>Review the Search Results, and repeat for any additional Location Codes.</p> <p>Please enter search criteria and press filter.</p> <p>Filter Reset</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Location Code</th> <th>Location Type Code</th> <th>Group Name</th> <th>Parent Group Name</th> <th>Group Level</th> <th>Update Date</th> <th>User ID</th> <th>Action Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9382</td> <td>GROUP ADMINISTRATOR</td> <td>DFASPURCHASE</td> <td></td> <td>2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>10 Resize</p> <p>1 items found, displaying 1 - 1.</p>	Item	Location Code	Location Type Code	Group Name	Parent Group Name	Group Level	Update Date	User ID	Action Code	1	9382	GROUP ADMINISTRATOR	DFASPURCHASE		2			
Item	Location Code	Location Type Code	Group Name	Parent Group Name	Group Level	Update Date	User ID	Action Code											
1	9382	GROUP ADMINISTRATOR	DFASPURCHASE		2														
6	<p>Once all required searches have been run, click the Exit link to close the Administration Console.</p> 																		

GAM Role Information

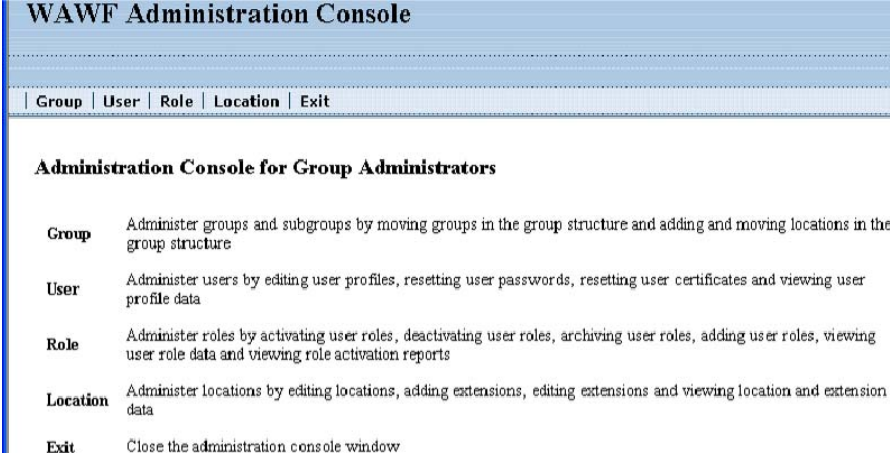
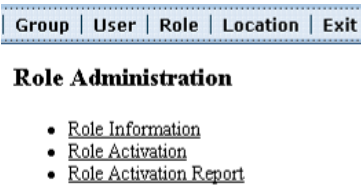
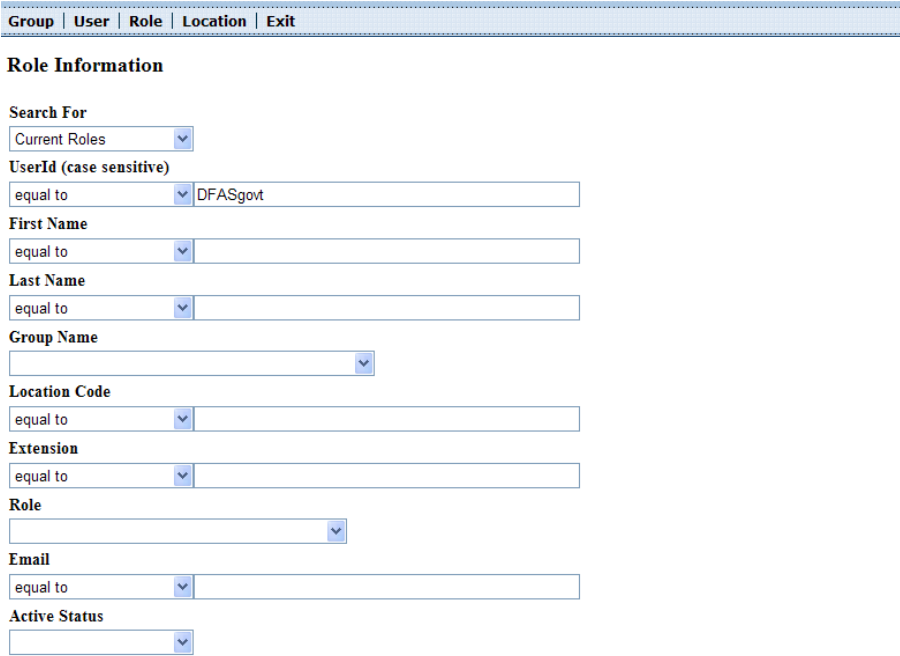
Overview While individual users have the option of requesting additional roles for their User ID, the Group Administrator must take the final action by granting them access to each of the additional roles. This also places the responsibility on the GAM to verify that each user has a need to access the requested locations.

Procedure Follow the steps below to activate a User in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p> 

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Procedure The steps below are continued from the previous page.
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Step	Action
2	<p>Select the Role link at the top of the screen.</p>  <p>WAWF Administration Console</p> <p> Group User Role Location Exit</p> <p>Administration Console for Group Administrators</p> <p>Group Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure</p> <p>User Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data</p> <p>Role Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports</p> <p>Location Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data</p> <p>Exit Close the administration console window</p>
3	<p>Select the Role Information link.</p>  <p> Group User Role Location Exit</p> <p>Role Administration</p> <ul style="list-style-type: none"> • Role Information • Role Activation • Role Activation Report
4	<p>Enter at least one field to run the search then click the submit link. Adding multiple fields will limit the results displayed.</p>  <p> Group User Role Location Exit</p> <p>Role Information</p> <p>Search For <input type="text" value="Current Roles"/></p> <p>UserId (case sensitive) <input type="text" value="equal to"/> <input type="text" value="DFASgovt"/></p> <p>First Name <input type="text" value="equal to"/></p> <p>Last Name <input type="text" value="equal to"/></p> <p>Group Name <input type="text"/></p> <p>Location Code <input type="text" value="equal to"/></p> <p>Extension <input type="text" value="equal to"/></p> <p>Role <input type="text"/></p> <p>Email <input type="text" value="equal to"/></p> <p>Active Status <input type="text"/></p> <p>Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>

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

Step	Action																																																																																																																																															
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8	<p>Add any comments and attachments, then click the Submit button</p> <p>Role Information - Add</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>UserId* <input type="text" value="DFASgovt"/></p> <p>Role* <input type="text" value="Acceptor View Only"/></p> <p>Registration Method* <input type="text" value="Register By DoDAAC"/></p> <p>Location* <input type="text" value="HQ0015"/></p> <p>Extension <input type="text" value="NA"/></p> <p>Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </p> <p>Attachments <input type="text" value=""/> <input type="button" value="Browse..."/> <input type="button" value="Add"/></p> </div> <p><small>*Asterisk indicates required field.</small></p> <p>Enter the comment and attachment information then click 'Submit' to add the role or click 'Return' to cancel and return to the previous page.</p> <p>Submit Return</p>																																																																																																																																															
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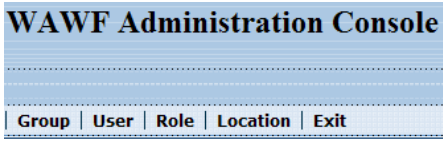
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3	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	N68732		2008/07/03	Y	N	N	Add View																																																																																																																																				
4	DFASgovt	Nate	Wolfram	Pay Official View Only	GOVERNMENT	HQ0347		2009/12/16	Y	N	N	Add View																																																																																																																																				
5	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0347		2008/07/03	Y	N	N	Add View																																																																																																																																				
6	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	F03000			Y	N	N	Add View																																																																																																																																				
7	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0352		2010/08/12	Y	N	N	Add View																																																																																																																																				
8	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0349		2010/08/12	Y	N	N	Add View																																																																																																																																				
9	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0303		2010/03/10	Y	N	N	Add View																																																																																																																																				
10	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0301		2010/03/15	Y	N	N	Add View																																																																																																																																				
12	<p>Enter New Search Criteria to view another set of results or select the Return link to go back to the main role menu.</p> <p>Role Information</p> <p>Search For <input type="text" value="Current Roles"/> </p> <p>UserId (case sensitive) <input type="text" value="equal to"/> <input type="text" value="DFASgovt"/> </p> <p>First Name <input type="text" value="equal to"/> </p> <p>Last Name <input type="text" value="equal to"/> </p> <p>Group Name <input type="text"/> </p> <p>Location Code <input type="text" value="equal to"/> </p> <p>Extension <input type="text" value="equal to"/> </p> <p>Role <input type="text"/> </p> <p>Email <input type="text" value="equal to"/> </p> <p>Active Status <input type="text"/> </p> <p>Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>																																																																																																																																															

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

Step	Action
13	<p>Select the Exit link on the top menu.</p>  <p>WAWF Administration Console</p> <p>-----</p> <p>Group User Role Location Exit</p> <p>Role Administration</p> <ul style="list-style-type: none"> • Role Information • Role Activation • Role Activation Report <p>Note: The top menu is visible at all times, a user does not need to return to the base menu to exit out of the Administration Console.</p>

Group Information

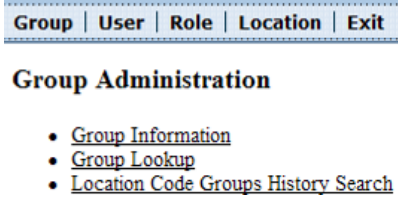
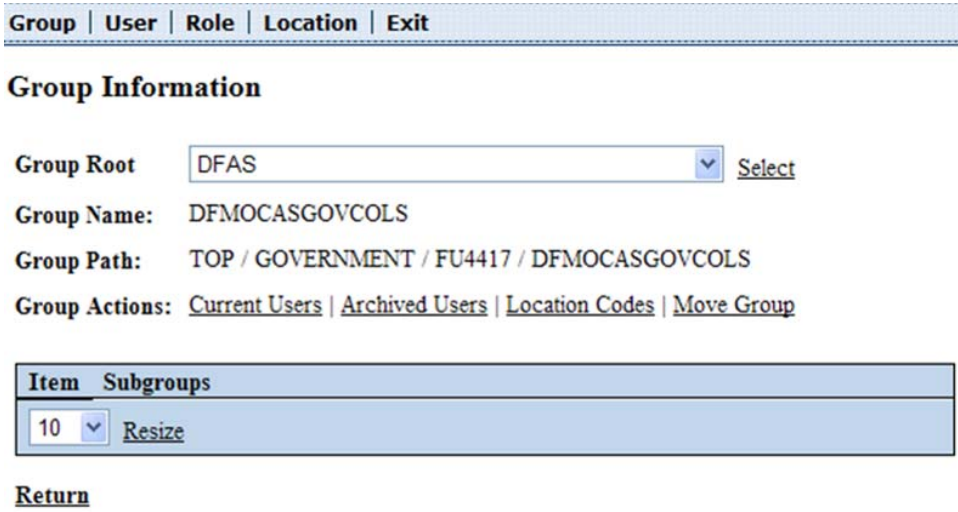
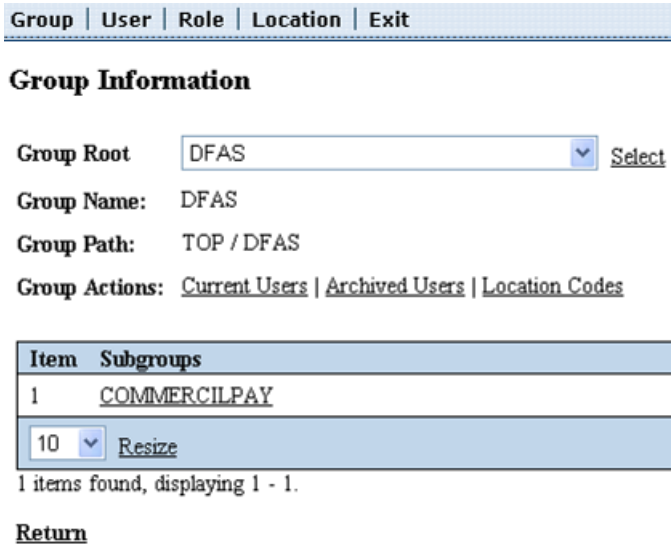
Overview The Group Information link provides an overview of individual groups within WAWF. By selecting a group the GAM can view the users, both current and archived; the location codes associated with the Group Name, and in some cases even move a group.

Procedure Follow the steps below to review the Group Information capabilities of a GAM.

Step	Action										
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>Wide Area Workflow 5.0.0</p> <p>User Administration Console Government Property Transfer Documentation Lookup Logout</p>										
2	<p>Select the Group link at the top of the screen.</p>  <p>WAWF Administration Console</p> <p>-----</p> <p>Group User Role Location Exit</p> <p>Administration Console for Group Administrators</p> <table border="0"> <tr> <td>Group</td> <td>Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure</td> </tr> <tr> <td>User</td> <td>Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data</td> </tr> <tr> <td>Role</td> <td>Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports</td> </tr> <tr> <td>Location</td> <td>Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data</td> </tr> <tr> <td>Exit</td> <td>Close the administration console window</td> </tr> </table>	Group	Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure	User	Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data	Role	Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports	Location	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data	Exit	Close the administration console window
Group	Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure										
User	Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data										
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Location	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data										
Exit	Close the administration console window										

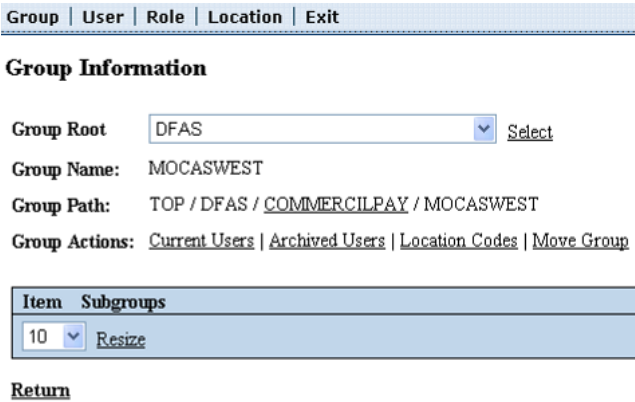
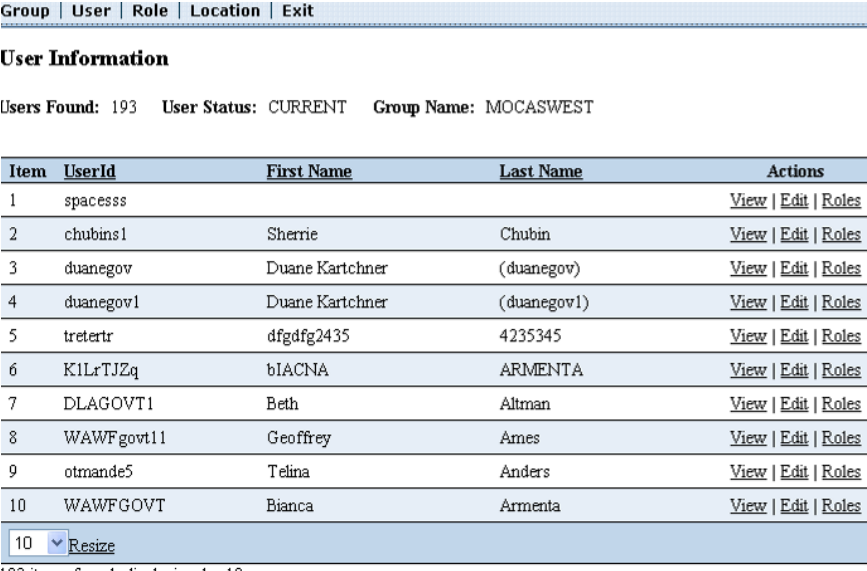
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action				
3	<p>Select the Group Information link.</p>  <p>The screenshot shows a navigation bar with links: Group User Role Location Exit. Below the bar is the heading "Group Administration" followed by a bulleted list of links: Group Information, Group Lookup, and Location Code Groups History Search.</p>				
4	<p>If your GAM role supports DoDAACs from multiple groups, it may be necessary to choose this group you wish to view. Select the Group from the drop-down menu, and then click the Select link.</p>  <p>The screenshot shows the "Group Information" page. At the top is a navigation bar: Group User Role Location Exit. Below the bar is the heading "Group Information". The page contains the following information: Group Root: <input type="text" value="DFAS"/> <input type="button" value="Select"/> Group Name: DFMOCASGOVCOLS Group Path: TOP / GOVERNMENT / FU4417 / DFMOCASGOVCOLS Group Actions: Current Users Archived Users Location Codes Move Group</p> <p>Below this is a table with the following structure:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Subgroups</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Resize</td> </tr> </tbody> </table> <p>At the bottom of the screenshot is a Return link.</p>	Item	Subgroups	10	Resize
Item	Subgroups				
10	Resize				
5	<p>The user is currently at the top level group, if subgroups are available they can be selected to change the location that is being viewed.</p>  <p>The screenshot shows the "Group Information" page for the DFAS group. At the top is a navigation bar: Group User Role Location Exit. Below the bar is the heading "Group Information". The page contains the following information: Group Root: <input type="text" value="DFAS"/> <input type="button" value="Select"/> Group Name: DFAS Group Path: TOP / DFAS Group Actions: Current Users Archived Users Location Codes</p> <p>Below this is a table with the following structure:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Subgroups</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COMMERCIIPAY</td> </tr> </tbody> </table> <p>Below the table is a <input type="text" value="10"/> <input type="button" value="Resize"/> and the text "1 items found, displaying 1 - 1." At the bottom of the screenshot is a Return link.</p>	Item	Subgroups	1	COMMERCIIPAY
Item	Subgroups				
1	COMMERCIIPAY				

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

Step	Action																																																							
6	<p>The user can view the Current users, Archived Users, and Location Codes for each group level. Only at the lowest level will the user be able to select the Move Group option.</p>  <p>Group Information</p> <p>Group Root: <input type="text" value="DFAS"/> Select</p> <p>Group Name: MOCASWEST</p> <p>Group Path: TOP / DFAS / COMMERCILPAY / MOCASWEST</p> <p>Group Actions: Current Users Archived Users Location Codes Move Group</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Subgroups</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Resize</td> </tr> </tbody> </table> <p>Return</p>	Item	Subgroups	10	Resize																																																			
Item	Subgroups																																																							
10	Resize																																																							
7	<p>Current Users: The current users link will display the user information for each user that can access this particular group.</p>  <p>User Information</p> <p>Users Found: 193 User Status: CURRENT Group Name: MOCASWEST</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>spacesss</td> <td></td> <td></td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>chubins1</td> <td>Sherrie</td> <td>Chubin</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>duanegov</td> <td>Duane Kartchner</td> <td>(duanegov)</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>duanegov1</td> <td>Duane Kartchner</td> <td>(duanegov1)</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>tretertr</td> <td>dfgdfg2435</td> <td>4235345</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>KiLrTJZq</td> <td>bIACNA</td> <td>ARMENTA</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DLAGOVT1</td> <td>Beth</td> <td>Altman</td> <td>View Edit Roles</td> </tr> <tr> <td>8</td> <td>WAWFgovt11</td> <td>Geoffrey</td> <td>Arnes</td> <td>View Edit Roles</td> </tr> <tr> <td>9</td> <td>otmande5</td> <td>Telina</td> <td>Anders</td> <td>View Edit Roles</td> </tr> <tr> <td>10</td> <td>WAWFGOVT</td> <td>Bianca</td> <td>Armenta</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 Resize</p> <p>193 items found, displaying 1 - 10.</p>	Item	UserId	First Name	Last Name	Actions	1	spacesss			View Edit Roles	2	chubins1	Sherrie	Chubin	View Edit Roles	3	duanegov	Duane Kartchner	(duanegov)	View Edit Roles	4	duanegov1	Duane Kartchner	(duanegov1)	View Edit Roles	5	tretertr	dfgdfg2435	4235345	View Edit Roles	6	KiLrTJZq	bIACNA	ARMENTA	View Edit Roles	7	DLAGOVT1	Beth	Altman	View Edit Roles	8	WAWFgovt11	Geoffrey	Arnes	View Edit Roles	9	otmande5	Telina	Anders	View Edit Roles	10	WAWFGOVT	Bianca	Armenta	View Edit Roles
Item	UserId	First Name	Last Name	Actions																																																				
1	spacesss			View Edit Roles																																																				
2	chubins1	Sherrie	Chubin	View Edit Roles																																																				
3	duanegov	Duane Kartchner	(duanegov)	View Edit Roles																																																				
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5	tretertr	dfgdfg2435	4235345	View Edit Roles																																																				
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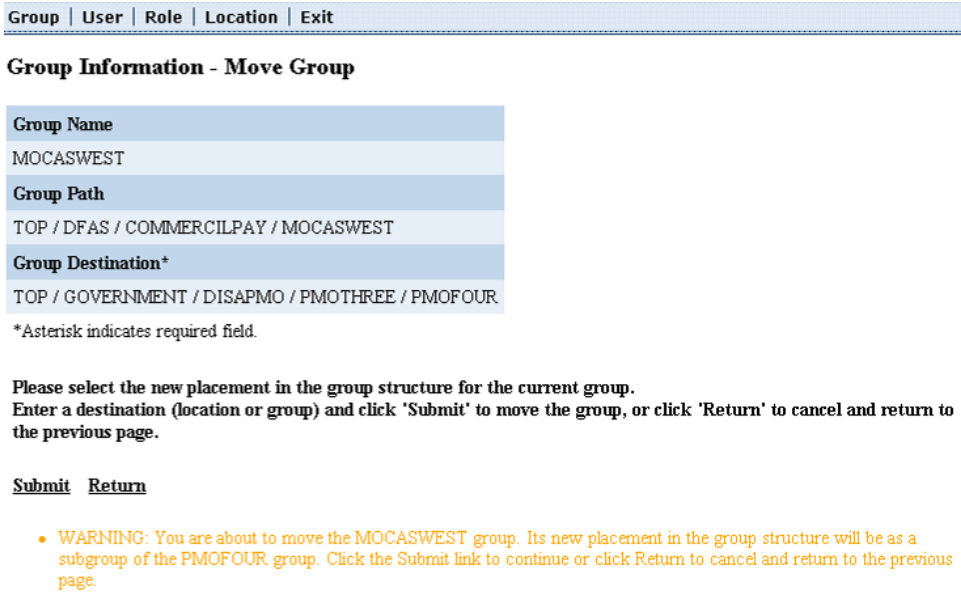
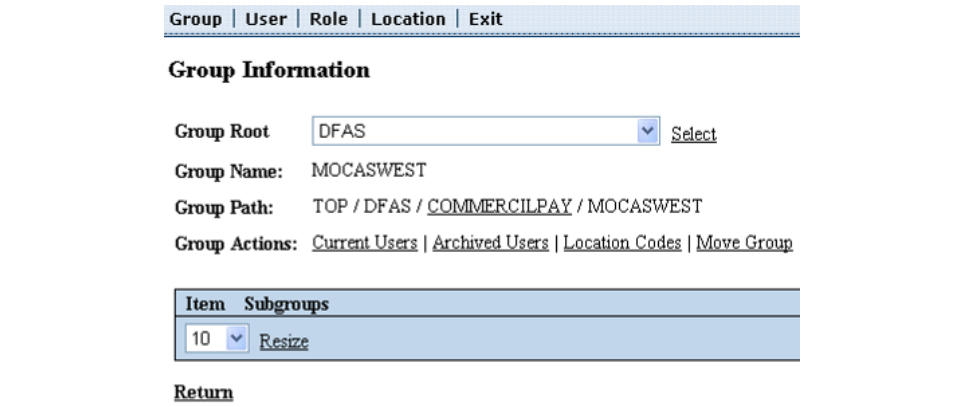
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action																									
8	<p>Archived Users: This link will show a listing of all users that have access to this location but have been made inactive. Users can be archived if they continually fail to logon to WAWF, or if they have been made inactive in all of their roles.</p> <p>Group User Role Location Exit</p> <p>User Information</p> <p>Users Found: 4 User Status: ARCHIVED Group Name: MOCASWEST</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WAWFgovt9</td> <td>Military</td> <td>Sealift</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>FMOTester10</td> <td>FMOTester10</td> <td>Tester</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>FMOTester3</td> <td>FMOTester3</td> <td>Tester</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>CAPStest10</td> <td>Michelle</td> <td>Young</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 Resize</p> <p>4 items found, displaying 1 - 4.</p> <p>Return</p>	Item	UserId	First Name	Last Name	Actions	1	WAWFgovt9	Military	Sealift	View Edit Roles	2	FMOTester10	FMOTester10	Tester	View Edit Roles	3	FMOTester3	FMOTester3	Tester	View Edit Roles	4	CAPStest10	Michelle	Young	View Edit Roles
Item	UserId	First Name	Last Name	Actions																						
1	WAWFgovt9	Military	Sealift	View Edit Roles																						
2	FMOTester10	FMOTester10	Tester	View Edit Roles																						
3	FMOTester3	FMOTester3	Tester	View Edit Roles																						
4	CAPStest10	Michelle	Young	View Edit Roles																						
9	<p>Location Code: The location code link displays the DoDAAC(s) that are identified with the selected group/subgroup combination.</p> <p>Location Information</p> <p>Locations Found: 2 Group Name: MOCASWEST</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Location*</th> <th>Type</th> <th>Email</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HQ0337</td> <td>DoDAAC</td> <td>wawfgovt@dcma.mil</td> <td>View Edit</td> </tr> <tr> <td>2</td> <td>HQ0338</td> <td>DoDAAC</td> <td>hq-wawf@dfas.mil</td> <td>View Edit</td> </tr> </tbody> </table> <p>10 Resize</p> <p>2 items found, displaying 1 - 2.</p>	Item	Location*	Type	Email	Actions	1	HQ0337	DoDAAC	wawfgovt@dcma.mil	View Edit	2	HQ0338	DoDAAC	hq-wawf@dfas.mil	View Edit										
Item	Location*	Type	Email	Actions																						
1	HQ0337	DoDAAC	wawfgovt@dcma.mil	View Edit																						
2	HQ0338	DoDAAC	hq-wawf@dfas.mil	View Edit																						
10	<p>Move Group: This is used to move an entire group and make it a subgroup to a different group. Only the bottom level groups can be moved, if not currently viewing the lowest level then the Move Group link will not appear. To move a group the user will need to enter a DoDAAC or Group Name to designate where the group will move to.</p> <p>Group User Role Location Exit</p> <p>Group Information - Move Group</p> <p>Group Name MOCASWEST</p> <p>Group Path TOP / DFAS / COMMERCILPAY / MOCASWEST</p> <p>Group Destination*</p> <p>Location Code <input type="text"/></p> <p>*Asterisk indicates required field.</p> <p>Please select the new placement in the group structure for the current group. Enter a destination (location or group) and click 'Submit' to move the group, or click 'Return' to cancel and return to the previous page.</p> <p>Submit Return</p>																									

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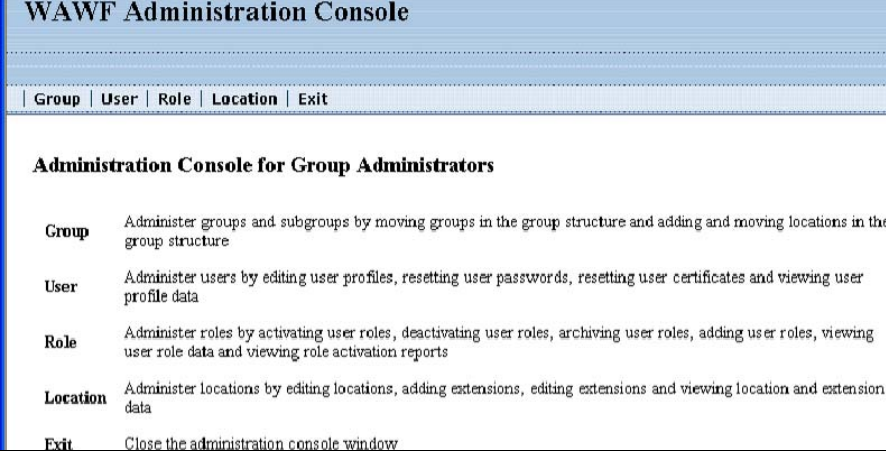
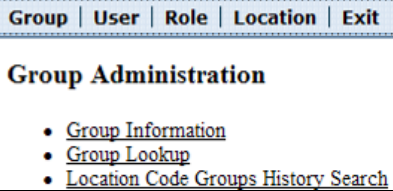
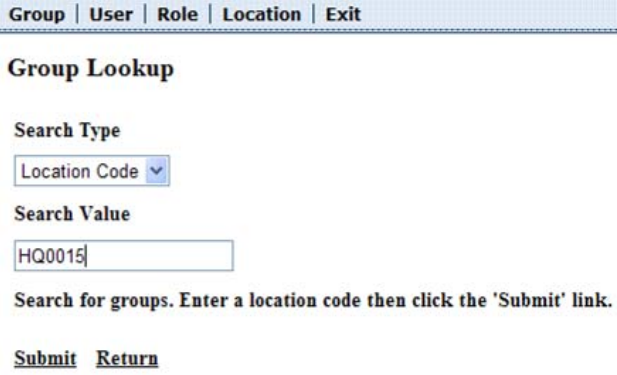
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
11	<p>Once the Group Name or DoDAAC have been entered WAWF will display the current group path with the new group destination. There will also be a warning message identifying the group that is being moved, and what it will be a subgroup of.</p> 
12	<p>Upon completion of the Group Information click the Exit link to close the Administration Console.</p> 

Group Lookup

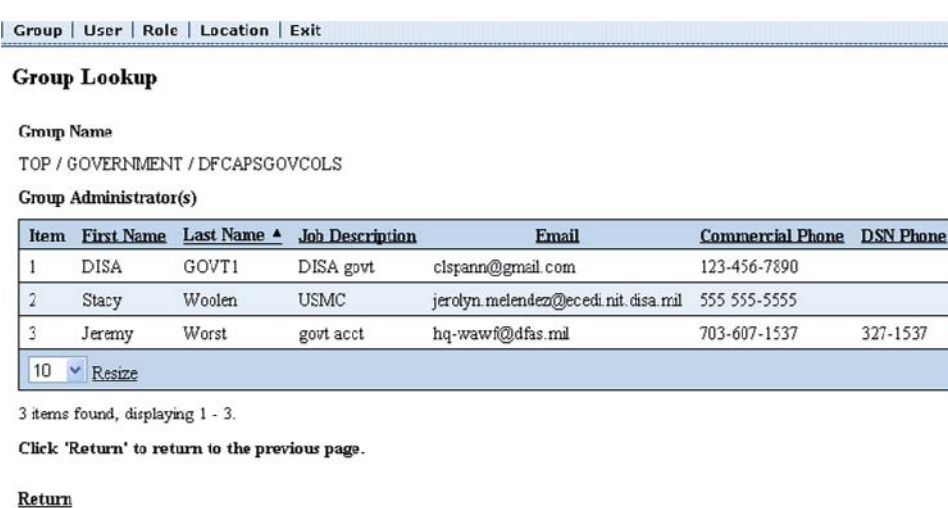
Overview The Group Lookup link allows a Group Administrator to search on a specific DoDAAC and identify what group the DoDAAC has been identified under. The search also identifies the Group Administrators that are registered under the DoDAAC.

Procedure Follow the steps below to lookup group data for a specific DoDAAC.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>The screenshot shows the top navigation bar of the Wide Area Workflow 5.0.0 system. It includes a blue header with the text 'Wide Area Workflow 5.0.0' and a horizontal menu with the following items: User, Administration Console, Government, Property Transfer, Documentation, Lookup, and Logout.</p>
2	<p>Select the Group link at the top of the screen.</p>  <p>The screenshot shows the 'WAWF Administration Console' interface. At the top, there is a navigation menu with 'Group', 'User', 'Role', 'Location', and 'Exit' links. Below this is a section titled 'Administration Console for Group Administrators' which lists several administrative tasks: <ul style="list-style-type: none"> Group: Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure User: Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data Role: Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports Location: Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data Exit: Close the administration console window </p>
3	<p>Select the Group Lookup link.</p>  <p>The screenshot shows the 'Group Administration' section of the interface. It features a navigation menu with 'Group', 'User', 'Role', 'Location', and 'Exit' links. Below the menu is a list of links: <ul style="list-style-type: none"> Group Information Group Lookup Location Code Groups History Search </p>
4	<p>Enter the DoDAAC in the Search Value field.</p>  <p>The screenshot shows the 'Group Lookup' search form. It includes a navigation menu with 'Group', 'User', 'Role', 'Location', and 'Exit' links. The form has a 'Search Type' dropdown menu set to 'Location Code'. Below it is a 'Search Value' text input field containing the text 'HQ0015'. At the bottom of the form, there is a text instruction: 'Search for groups. Enter a location code then click the 'Submit' link.' and two buttons: 'Submit' and 'Return'.</p>

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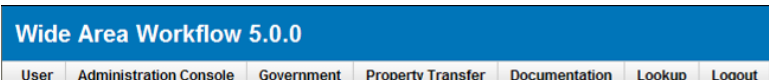
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																												
5	<p>WAWF displays the group name, and group administrators for the entered DoDAAC. Select the Return link to view another location code, or select the Exit link to close the administration console.</p>  <p>Group User Role Location Exit</p> <p>Group Lookup</p> <p>Group Name TOP / GOVERNMENT / DFCAPSGOVCOLS</p> <p>Group Administrator(s)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>First Name</th> <th>Last Name ▲</th> <th>Job Description</th> <th>Email</th> <th>Commercial Phone</th> <th>DSN Phone</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DISA</td> <td>GOVT1</td> <td>DISA govt</td> <td>clsparn@gmail.com</td> <td>123-456-7890</td> <td></td> </tr> <tr> <td>2</td> <td>Stacy</td> <td>Woolen</td> <td>USMC</td> <td>jerolyn.melendez@ecedi.nit.disa.mil</td> <td>555 555-5555</td> <td></td> </tr> <tr> <td>3</td> <td>Jeremy</td> <td>Worst</td> <td>govt acct</td> <td>hq-wawf@dfas.mil</td> <td>703-607-1537</td> <td>327-1537</td> </tr> </tbody> </table> <p>10 <input type="button" value="Resize"/></p> <p>3 items found, displaying 1 - 3.</p> <p>Click 'Return' to return to the previous page.</p> <p>Return</p>	Item	First Name	Last Name ▲	Job Description	Email	Commercial Phone	DSN Phone	1	DISA	GOVT1	DISA govt	clsparn@gmail.com	123-456-7890		2	Stacy	Woolen	USMC	jerolyn.melendez@ecedi.nit.disa.mil	555 555-5555		3	Jeremy	Worst	govt acct	hq-wawf@dfas.mil	703-607-1537	327-1537
Item	First Name	Last Name ▲	Job Description	Email	Commercial Phone	DSN Phone																							
1	DISA	GOVT1	DISA govt	clsparn@gmail.com	123-456-7890																								
2	Stacy	Woolen	USMC	jerolyn.melendez@ecedi.nit.disa.mil	555 555-5555																								
3	Jeremy	Worst	govt acct	hq-wawf@dfas.mil	703-607-1537	327-1537																							

Location Codes

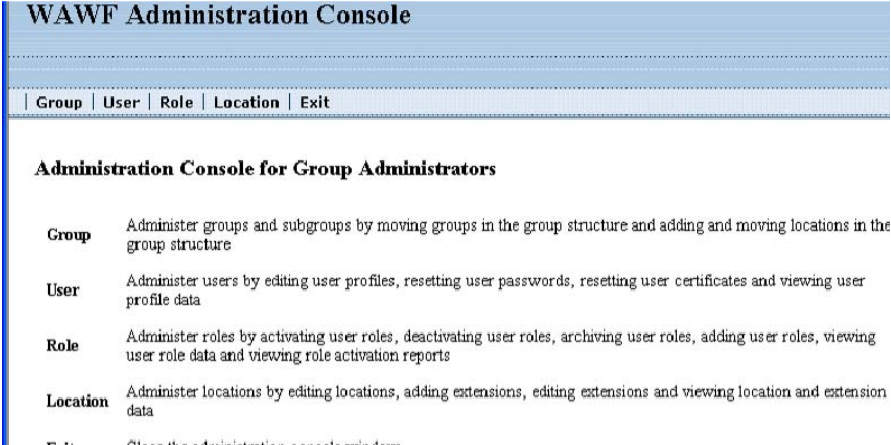
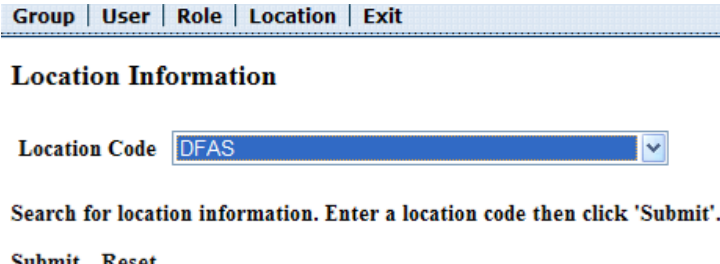
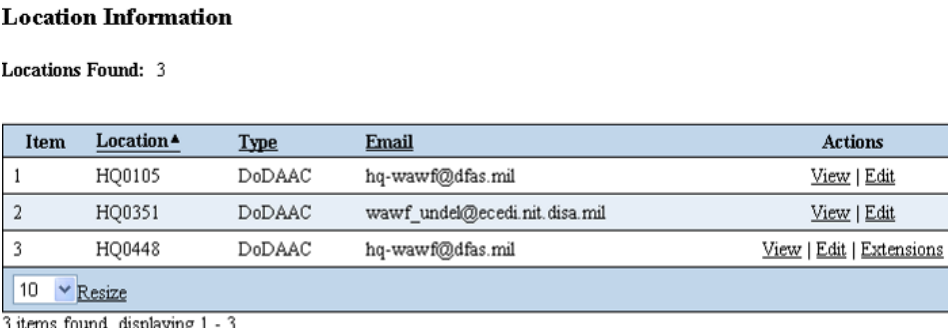
Overview The GAM can review the location codes belonging to specific groups by using the Administration Console. This functionality allows a GAM to select a group name which populates a listing of all location codes that can be found under the selected group. Any extensions associated with a location code can also be viewed within this link. Additionally, the GAM can also view and edit the email addresses associated with these locations codes.

Procedure Follow the steps below to work through the Location Code capabilities.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>Wide Area Workflow 5.0.0</p> <p>User Administration Console Government Property Transfer Documentation Lookup Logout</p>

Continued on next page

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

Step	Action																				
2	<p>Select the Location link at the top of the screen.</p>  <p>The screenshot shows the 'WAWF Administration Console' interface. At the top, there is a navigation bar with links for 'Group', 'User', 'Role', 'Location', and 'Exit'. The 'Location' link is highlighted. Below the navigation bar, the page title is 'Administration Console for Group Administrators'. There are four main sections: 'Group' (Administer groups and subgroups), 'User' (Administer users), 'Role' (Administer roles), and 'Location' (Administer locations). The 'Location' section is currently selected.</p>																				
3	<p>Select a Location Code from the drop-down menu. Then click the Submit button.</p>  <p>The screenshot shows the 'Location Information' page. At the top, there is a navigation bar with links for 'Group', 'User', 'Role', 'Location', and 'Exit'. The 'Location' link is highlighted. Below the navigation bar, the page title is 'Location Information'. There is a 'Location Code' dropdown menu with 'DFAS' selected. Below the dropdown, there is a search instruction: 'Search for location information. Enter a location code then click 'Submit''. At the bottom, there are two buttons: 'Submit' and 'Reset'.</p>																				
4	<p>On the search results screen the GAM can View the Location Information (Step 5), Edit the email addresses (Step 6), and view any extensions to the location code (Step 7).</p>  <p>The screenshot shows the 'Location Information' search results page. At the top, there is a navigation bar with links for 'Group', 'User', 'Role', 'Location', and 'Exit'. The 'Location' link is highlighted. Below the navigation bar, the page title is 'Location Information'. There is a 'Locations Found: 3' indicator. Below the indicator, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Location[▲]</th> <th>Type</th> <th>Email</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HQ0105</td> <td>DoDAAC</td> <td>hq-wawf@dfas.mil</td> <td>View Edit</td> </tr> <tr> <td>2</td> <td>HQ0351</td> <td>DoDAAC</td> <td>wawf_undel@ecedi.nit.disa.mil</td> <td>View Edit</td> </tr> <tr> <td>3</td> <td>HQ0448</td> <td>DoDAAC</td> <td>hq-wawf@dfas.mil</td> <td>View Edit Extensions</td> </tr> </tbody> </table> <p>At the bottom of the table, there is a '10' dropdown menu and a 'Resize' button. Below the table, there is a message: '3 items found, displaying 1 - 3.'</p>	Item	Location [▲]	Type	Email	Actions	1	HQ0105	DoDAAC	hq-wawf@dfas.mil	View Edit	2	HQ0351	DoDAAC	wawf_undel@ecedi.nit.disa.mil	View Edit	3	HQ0448	DoDAAC	hq-wawf@dfas.mil	View Edit Extensions
Item	Location [▲]	Type	Email	Actions																	
1	HQ0105	DoDAAC	hq-wawf@dfas.mil	View Edit																	
2	HQ0351	DoDAAC	wawf_undel@ecedi.nit.disa.mil	View Edit																	
3	HQ0448	DoDAAC	hq-wawf@dfas.mil	View Edit Extensions																	

Continued on next page

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

Step	Action																		
5	<p>By selecting the View link the GAM can see what email addresses are set-up to received messages from WAWF when that Location code is used.</p> <p>Location Information - View</p> <table border="1" data-bbox="326 373 1114 741"> <thead> <tr> <th data-bbox="326 373 824 415">Location</th> <th data-bbox="824 373 1114 415">Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 415 824 457">HQ0105</td> <td data-bbox="824 415 1114 457">DoDAAC</td> </tr> <tr> <th colspan="2" data-bbox="326 457 824 499">Primary Organizational Email</th> </tr> <tr> <td data-bbox="326 499 824 541">hq-wawf@dfas.mil</td> <td data-bbox="824 457 1114 541">Email Settings</td> </tr> <tr> <td data-bbox="326 541 824 583"></td> <td data-bbox="824 541 1114 583">All Emails</td> </tr> <tr> <th colspan="2" data-bbox="326 583 824 625">Secondary Organizational Email(s)</th> </tr> <tr> <td data-bbox="326 625 824 667"></td> <td data-bbox="824 583 1114 667">All Emails</td> </tr> <tr> <td data-bbox="326 667 824 709"></td> <td data-bbox="824 667 1114 709">All Emails</td> </tr> <tr> <td data-bbox="326 709 824 741"></td> <td data-bbox="824 709 1114 741">All Emails</td> </tr> </tbody> </table> <p>Click 'Edit' to go to the edit page, or click 'Return' to return to the previous page.</p> <p>Edit Return</p>	Location	Type	HQ0105	DoDAAC	Primary Organizational Email		hq-wawf@dfas.mil	Email Settings		All Emails	Secondary Organizational Email(s)			All Emails		All Emails		All Emails
Location	Type																		
HQ0105	DoDAAC																		
Primary Organizational Email																			
hq-wawf@dfas.mil	Email Settings																		
	All Emails																		
Secondary Organizational Email(s)																			
	All Emails																		
	All Emails																		
	All Emails																		
6	<p>The edit link, which can be selected by the search results screen and the view screen, allows the GAM to add, remove, or edit the email addresses for the location and identify what type of email messages that address will receive.</p> <p>Location Information - Edit</p> <table border="1" data-bbox="326 1119 1146 1497"> <thead> <tr> <th colspan="2" data-bbox="326 1119 1146 1161">Location (DoDAAC/CAGE/MAPAC)</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="326 1161 1146 1203">HQ0105</td> </tr> <tr> <th data-bbox="326 1203 837 1245">Primary Organizational Email *</th> <th data-bbox="837 1203 1146 1245">Email Settings *</th> </tr> <tr> <td data-bbox="326 1245 837 1287">hq-wawf@dfas.mil</td> <td data-bbox="837 1245 1146 1287">All Emails</td> </tr> <tr> <th colspan="2" data-bbox="326 1287 837 1329">Secondary Organizational Email(s)</th> </tr> <tr> <td data-bbox="326 1329 837 1371"></td> <td data-bbox="837 1287 1146 1371">All Emails</td> </tr> <tr> <td data-bbox="326 1371 837 1413"></td> <td data-bbox="837 1371 1146 1413">All Emails</td> </tr> <tr> <td data-bbox="326 1413 837 1455"></td> <td data-bbox="837 1413 1146 1455">All Emails</td> </tr> </tbody> </table> <p>Edit the location information then click 'Submit' to save the changes, or click 'Return' to previous page.</p> <p>Submit Return</p>	Location (DoDAAC/CAGE/MAPAC)		HQ0105		Primary Organizational Email *	Email Settings *	hq-wawf@dfas.mil	All Emails	Secondary Organizational Email(s)			All Emails		All Emails		All Emails		
Location (DoDAAC/CAGE/MAPAC)																			
HQ0105																			
Primary Organizational Email *	Email Settings *																		
hq-wawf@dfas.mil	All Emails																		
Secondary Organizational Email(s)																			
	All Emails																		
	All Emails																		
	All Emails																		

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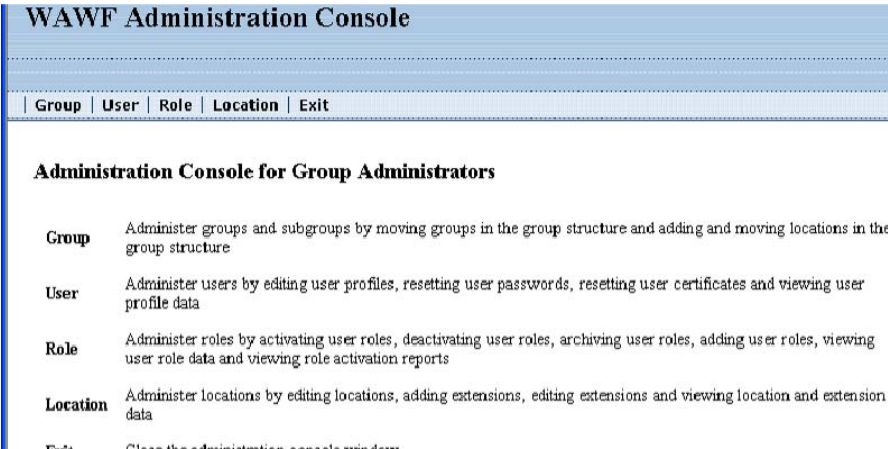
Procedure The steps below are continued from the previous page.
(continued)

Step	Action										
7	<p>By selecting the extensions link, a page will display a listing of the extensions that have been added under that code. The GAM can view and edit email addresses for extensions the same way as for a location code.</p> <p>Extension Information Location: 207ME3 Extensions Found: 1</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Extension▲</th> <th>Email</th> <th>EDA Access</th> <th>ActionsAdd</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GREG</td> <td>wawfgov@dcma.mil</td> <td>Y</td> <td>View Edit</td> </tr> </tbody> </table> <p>10 <input type="button" value="Resize"/></p> <p>1 items found, displaying 1 - 1.</p> <p>Please select an extension.</p> <p>Return</p>	Item	Extension▲	Email	EDA Access	ActionsAdd	1	GREG	wawfgov@dcma.mil	Y	View Edit
Item	Extension▲	Email	EDA Access	ActionsAdd							
1	GREG	wawfgov@dcma.mil	Y	View Edit							

Reset Certificate

Overview There are some cases where a user will need to have their certificate reset. This may occur if the user needed to acquire a new CAC card, or if their certificates have expired. In this event the user can get their GAM to reset their certificate.

Procedure Follow the steps below to reset a user's certificate in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p> 
2	<p>Select the User link at the top of the screen.</p> 

Continued on next page

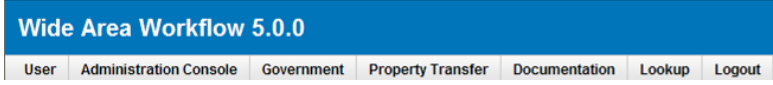
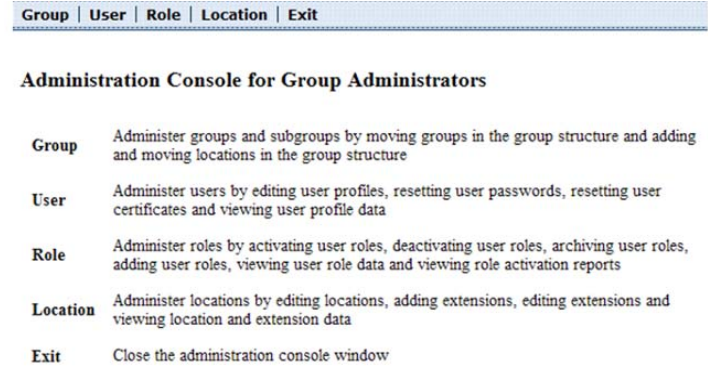
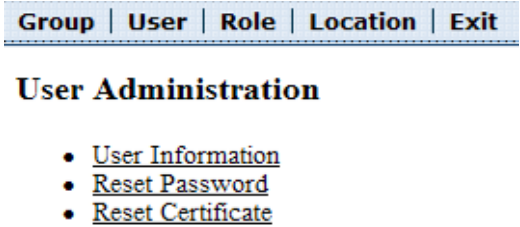
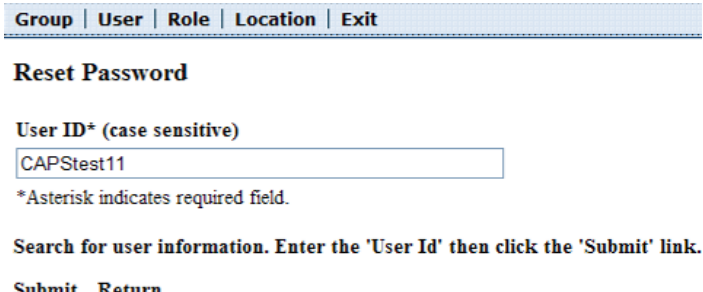
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																		
3	<p>Select the Reset Certificate link.</p> <p>Group User Role Location Exit</p> <p>User Administration</p> <ul style="list-style-type: none"> • User Information • Reset Password • Reset Certificate 																		
4	<p>Enter the User ID that needs the certificate reset. Then click the Submit link.</p> <p>Reset Certificate</p> <p>User ID* (case sensitive)</p> <input data-bbox="329 682 878 720" type="text"/> <p>*Asterisk indicates required field.</p> <p>Search for user information. Enter the 'User Id' then click the 'Submit' link.</p> <p>Submit Return</p>																		
5	<p>The information for the user id appears, upon verifying that this data matches the user request select the submit link.</p> <p>Reset Certificate</p> <table border="1" data-bbox="329 1018 1273 1192"> <thead> <tr> <th>User ID</th> <th>First Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="K1LrTjZq"/></td> <td><input type="text" value="bIACNA"/></td> <td><input type="text" value="ARMENTA"/></td> </tr> <tr> <th>Email Address</th> <th>Commercial Phone</th> <th>DSN Phone</th> </tr> <tr> <td><input type="text" value="armenta@ecedi.nit.disa.mil"/></td> <td><input type="text" value="520-538-1919"/></td> <td><input type="text"/></td> </tr> <tr> <th>Title</th> <th>Organization</th> <th>Rank/Grade</th> </tr> <tr> <td><input type="text" value="JITC"/></td> <td><input type="text" value="JITC"/></td> <td><input type="text" value="civ"/></td> </tr> </tbody> </table> <p>Click the 'Submit' link to reset the certificate or click the 'Return' link to return to the previous page.</p> <p>Submit Return</p>	User ID	First Name	Last Name	<input type="text" value="K1LrTjZq"/>	<input type="text" value="bIACNA"/>	<input type="text" value="ARMENTA"/>	Email Address	Commercial Phone	DSN Phone	<input type="text" value="armenta@ecedi.nit.disa.mil"/>	<input type="text" value="520-538-1919"/>	<input type="text"/>	Title	Organization	Rank/Grade	<input type="text" value="JITC"/>	<input type="text" value="JITC"/>	<input type="text" value="civ"/>
User ID	First Name	Last Name																	
<input type="text" value="K1LrTjZq"/>	<input type="text" value="bIACNA"/>	<input type="text" value="ARMENTA"/>																	
Email Address	Commercial Phone	DSN Phone																	
<input type="text" value="armenta@ecedi.nit.disa.mil"/>	<input type="text" value="520-538-1919"/>	<input type="text"/>																	
Title	Organization	Rank/Grade																	
<input type="text" value="JITC"/>	<input type="text" value="JITC"/>	<input type="text" value="civ"/>																	
6	<p>A success message will appear under the Submit link. Click the Return link to go back to the Administration Console then click the Exit link.</p> <p>Click the 'Submit' link to reset the certificate or click the 'Return' link to return to the previous page.</p> <p>Submit Return</p> <ul style="list-style-type: none"> • SUCCESS: The certificate has been reset. An email has been sent to the user with the new one time password. 																		

Reset Password

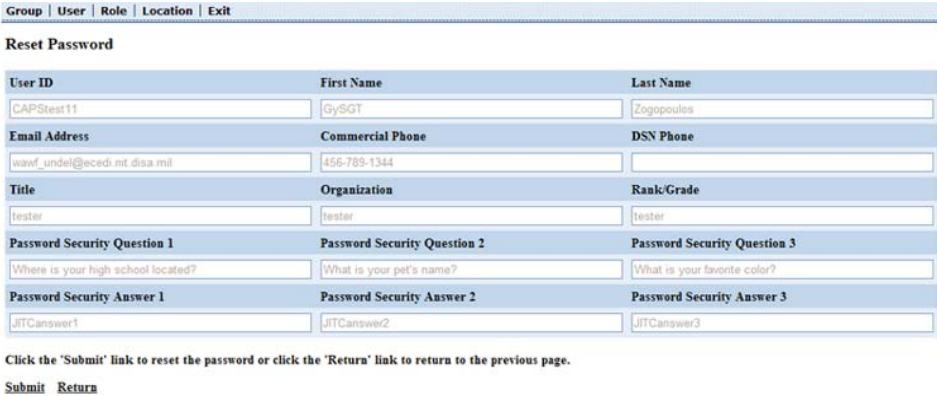
Overview WAWF has a number of methods in which a user can reset their password without needing a GAM to take any action. There is a password reset option on the WAWF main page, they can reset their own password from within their login, and if their password has expired WAWF will allow the password to be changed provided the user correctly answers the security questions. As it is there may still be some cases where the user is unable to reset their own password and will require their GAM to step in and take action. .

Procedure Follow the steps below to reset a User's Password in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p> 
2	<p>Click the User link at the top of the screen.</p> 
3	<p>Click the Reset Password link</p> 
4	<p>Enter the User ID, and then click the Submit link.</p> 

Continued on next page

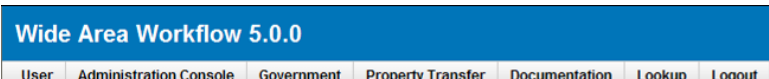
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
5	<p>Confirm that the information matches the user requesting the password reset. Then click the Submit link.</p>  <p>Group User Role Location Exit</p> <p>Reset Password</p> <p>User ID: CAPStest11 First Name: GySGT Last Name: Zogopoulos</p> <p>Email Address: wawf_undel@ecedi.nt.disa.mil Commercial Phone: 456-789-1344 DSN Phone: </p> <p>Title: tester Organization: tester Rank/Grade: tester</p> <p>Password Security Question 1: Where is your high school located? Password Security Question 2: What is your pet's name? Password Security Question 3: What is your favorite color?</p> <p>Password Security Answer 1: JITCanswer1 Password Security Answer 2: JITCanswer2 Password Security Answer 3: JITCanswer3</p> <p>Click the 'Submit' link to reset the password or click the 'Return' link to return to the previous page.</p> <p>Submit Return</p>
6	<p>The one time password provided will need to be emailed to the user to inform them of their new temporary password so they can once again access WAWF.</p> <p>Click the 'Submit' link to reset the password or click the 'Return' link to return to the previous page.</p> <p>Submit Return</p> <ul style="list-style-type: none"> • SUCCESS: The password has been reset. The new one time password is: #nT7bG8j68. This password should be transferred via phone and/or secure fax ONLY. The one time password should NOT be emailed and should ONLY be given AFTER the user has been authenticated. An email has been sent to CAPStest11 to inform them of the password change.

Role Activation Report

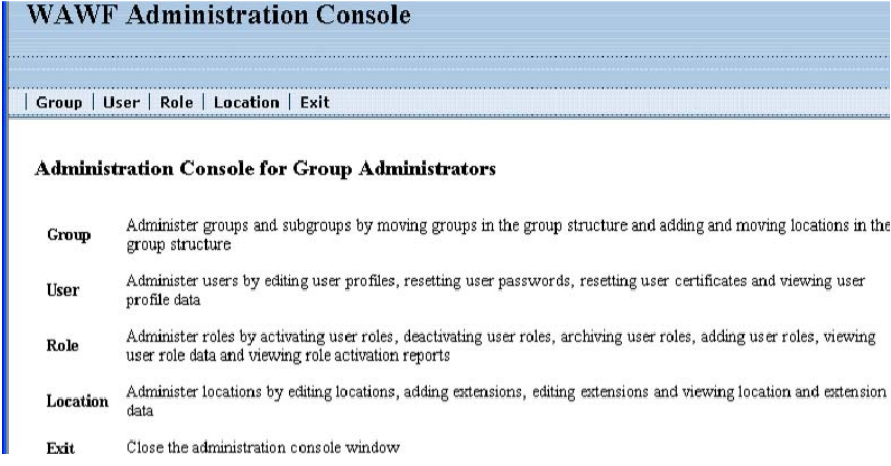
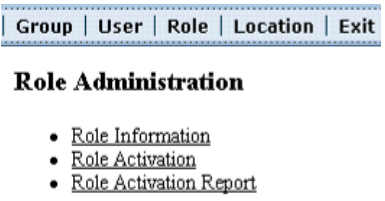
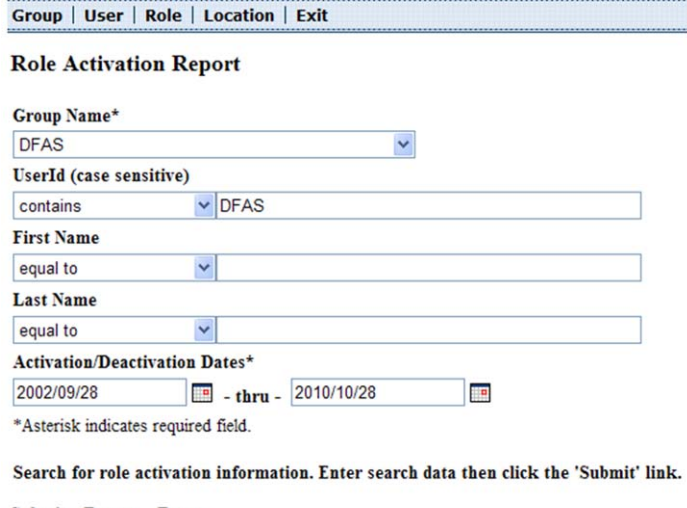
Overview This option permits the GAM to view role activation reports providing information on when accounts were last activated, and comments or attachments that have been added to specific roles. Filtered results provide the GAM with access to User ID history, roles and comments.

Procedure Follow the steps below to view the activation report for a User in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>Wide Area Workflow 5.0.0</p> <p>User Administration Console Government Property Transfer Documentation Lookup Logout</p>

Continued on next page

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

Step	Action
2	<p>Select the Role link at the top of the screen.</p>  <p>WAWF Administration Console</p> <p> Group User Role Location Exit</p> <p>Administration Console for Group Administrators</p> <p>Group Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure</p> <p>User Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data</p> <p>Role Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports</p> <p>Location Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data</p> <p>Exit Close the administration console window</p>
3	<p>Select the Role Activation Report link.</p>  <p> Group User Role Location Exit</p> <p>Role Administration</p> <ul style="list-style-type: none"> • Role Information • Role Activation • Role Activation Report
4	<p>Select the Group Name from the drop-down list and select a series of activation/deactivation dates. (The User Id, First Name, and Last name fields are optional. Also the date fields will prepopulate to the past 30 days.) Once completed select the Submit link.</p>  <p> Group User Role Location Exit</p> <p>Role Activation Report</p> <p>Group Name* DFAS</p> <p>UserId (case sensitive) contains DFAS</p> <p>First Name equal to</p> <p>Last Name equal to</p> <p>Activation/Deactivation Dates* 2002/09/28 - thru - 2010/10/28</p> <p>*Asterisk indicates required field.</p> <p>Search for role activation information. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>

Continued on next page

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

Step	Action																																																																						
5	<p>On the results screen, select the History link to display when this particular account was last activated.</p> <p>Group User Role Location Exit</p> <p>Role Activation Report</p> <p>Users Found: 2</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name?</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>History Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt1</td> <td>Jeremy</td> <td>Worst</td> <td>History Roles</td> </tr> </tbody> </table> <p>10 <input type="button" value="v"/> Resize</p> <p>2 items found, displaying 1 - 2. Note: Use the 'History' link to view activation history. Use the 'Roles' link to view role information.</p> <p>Review activation history and user roles. Click the 'Return' link to return to the previous page.</p> <p>Return</p>	Item	UserId	First Name	Last Name?	Actions	1	DFASgovt	Nate	Wolfram	History Roles	2	DFASgovt1	Jeremy	Worst	History Roles																																																							
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6	<p>Review the information provided, and then click the Return link.</p> <p>Role Activation Report - History</p> <p>Name: Nate Wolfram UserId: DFASgovt Registration: 2004/04/19</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Role</th> <th>Code</th> <th>Extension</th> <th>Status</th> <th>Administrator Name</th> <th>Administrator Role</th> <th>Administrator UserId</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2010/10/19</td> <td>DODAAC</td> <td>W15QKN</td> <td>NA</td> <td>Y</td> <td>Marke Mark and the tough jam</td> <td>System Administrator</td> <td>MARKSAMM</td> <td></td> </tr> <tr> <td>2</td> <td>2010/10/04</td> <td>DODAAC</td> <td>N63124</td> <td>NA</td> <td>Y</td> <td>Nate Wolfram</td> <td>Group Administrator</td> <td>DFASgovt</td> <td></td> </tr> <tr> <td>3</td> <td>2010/10/04</td> <td>DODAAC</td> <td>N63124</td> <td>NA</td> <td>Y</td> <td>Nate Wolfram</td> <td>Group Administrator</td> <td>DFASgovt</td> <td></td> </tr> <tr> <td>4</td> <td>2010/10/04</td> <td>DODAAC</td> <td>N63124</td> <td>NA</td> <td>Y</td> <td>Nate Wolfram</td> <td>Group Administrator</td> <td>DFASgovt</td> <td></td> </tr> <tr> <td>5</td> <td>2010/10/04</td> <td>DODAAC</td> <td>N63124</td> <td>NA</td> <td>Y</td> <td>Nate Wolfram</td> <td>Group Administrator</td> <td>DFASgovt</td> <td></td> </tr> <tr> <td>6</td> <td>2010/10/04</td> <td>DODAAC</td> <td>N63124</td> <td>NA</td> <td>Y</td> <td>Nate Wolfram</td> <td>Group Administrator</td> <td>DFASgovt</td> <td></td> </tr> </tbody> </table>	Item	Date	Role	Code	Extension	Status	Administrator Name	Administrator Role	Administrator UserId	Actions	1	2010/10/19	DODAAC	W15QKN	NA	Y	Marke Mark and the tough jam	System Administrator	MARKSAMM		2	2010/10/04	DODAAC	N63124	NA	Y	Nate Wolfram	Group Administrator	DFASgovt		3	2010/10/04	DODAAC	N63124	NA	Y	Nate Wolfram	Group Administrator	DFASgovt		4	2010/10/04	DODAAC	N63124	NA	Y	Nate Wolfram	Group Administrator	DFASgovt		5	2010/10/04	DODAAC	N63124	NA	Y	Nate Wolfram	Group Administrator	DFASgovt		6	2010/10/04	DODAAC	N63124	NA	Y	Nate Wolfram	Group Administrator	DFASgovt	
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5	2010/10/04	DODAAC	N63124	NA	Y	Nate Wolfram	Group Administrator	DFASgovt																																																															
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7	<p>Select the Roles link to obtain a list of all roles this user has signed up for, including both active and inactive roles.</p> <p>Group User Role Location Exit</p> <p>Role Activation Report</p> <p>Users Found: 2</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name?</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>History Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt1</td> <td>Jeremy</td> <td>Worst</td> <td>History Roles</td> </tr> </tbody> </table> <p>10 <input type="button" value="v"/> Resize</p> <p>2 items found, displaying 1 - 2. Note: Use the 'History' link to view activation history. Use the 'Roles' link to view role information.</p> <p>Review activation history and user roles. Click the 'Return' link to return to the previous page.</p> <p>Return</p>	Item	UserId	First Name	Last Name?	Actions	1	DFASgovt	Nate	Wolfram	History Roles	2	DFASgovt1	Jeremy	Worst	History Roles																																																							
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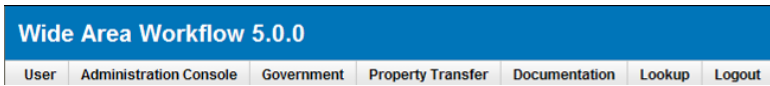
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																																																															
8	<p>All roles are displayed in groups of ten and can be sorted alphanumerically on any of the columns by selecting the header title. Comments and attachments can be viewed by selecting the View link. Once you have completed your research select the Return link to go back to the report or the Exit link to leave the Administration Console.</p> <p>Role Information</p> <p>Roles Found: 61 Role Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Role</th> <th>Group Name</th> <th>Location Code</th> <th>Extension</th> <th>Registered</th> <th>Active</th> <th>Comment</th> <th>Attach</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Acceptor</td> <td>GOVERNMENT</td> <td>SPM7M1</td> <td></td> <td>2010/10/19</td> <td>N</td> <td>Y</td> <td>Y</td> <td>View</td> </tr> <tr> <td>2</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>M67443</td> <td></td> <td>2009/06/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>3</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>N68732</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>4</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official View Only</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2009/12/16</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>5</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0347</td> <td></td> <td>2008/07/03</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>6</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>F03000</td> <td></td> <td></td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0352</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>8</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0349</td> <td></td> <td>2010/08/12</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>9</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0303</td> <td></td> <td>2010/03/10</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> <tr> <td>10</td> <td>DFASgovt</td> <td>Nate</td> <td>Wolfram</td> <td>Pay Official</td> <td>GOVERNMENT</td> <td>HQ0301</td> <td></td> <td>2010/03/15</td> <td>Y</td> <td>N</td> <td>N</td> <td>View</td> </tr> </tbody> </table> <p>10 Resize</p> <p>61 items found, displaying 1 - 10.</p> <p>First Prev 01 02 03 04 05 06 07 Next Last</p>	Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions	1	DFASgovt	Nate	Wolfram	Acceptor	GOVERNMENT	SPM7M1		2010/10/19	N	Y	Y	View	2	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	M67443		2009/06/16	Y	N	N	View	3	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	N68732		2008/07/03	Y	N	N	View	4	DFASgovt	Nate	Wolfram	Pay Official View Only	GOVERNMENT	HQ0347		2009/12/16	Y	N	N	View	5	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0347		2008/07/03	Y	N	N	View	6	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	F03000			Y	N	N	View	7	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0352		2010/08/12	Y	N	N	View	8	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0349		2010/08/12	Y	N	N	View	9	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0303		2010/03/10	Y	N	N	View	10	DFASgovt	Nate	Wolfram	Pay Official	GOVERNMENT	HQ0301		2010/03/15	Y	N	N	View
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Role Activation

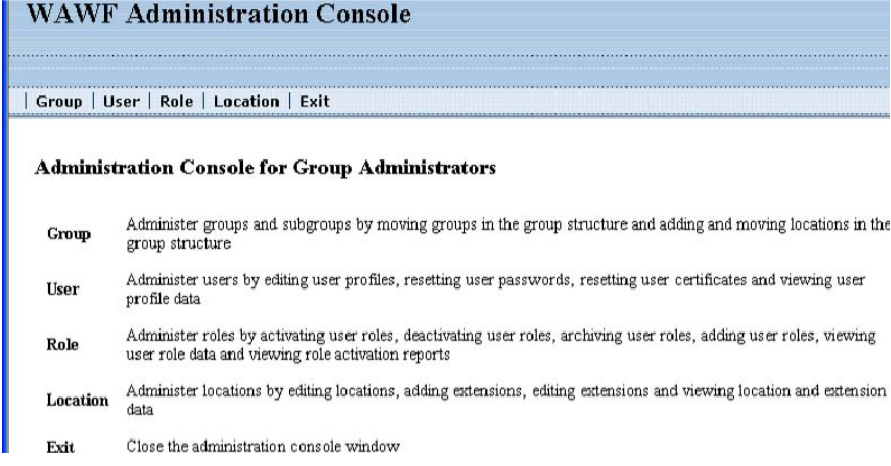
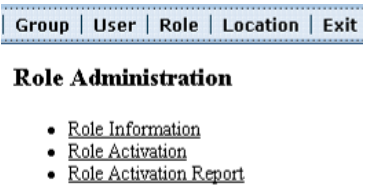
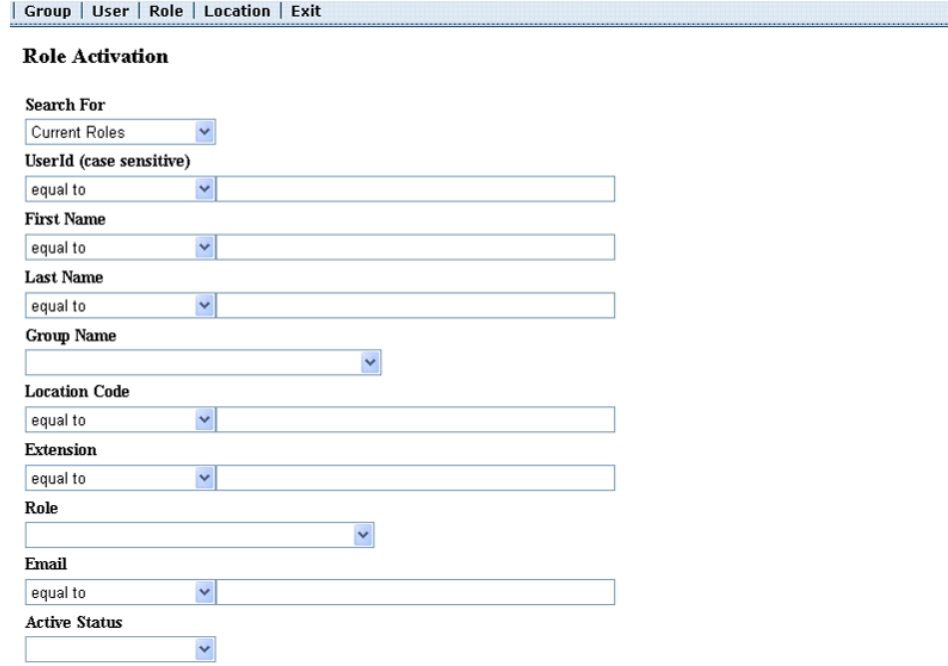
Overview While individual users have the option of requesting additional roles for their User ID, the Group Administrator must take the final action by granting them access to each of the additional roles. This also places the responsibility on the GAM to verify that each user has a need to access the requested locations.

Procedure Follow the steps below to activate a User in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p> 

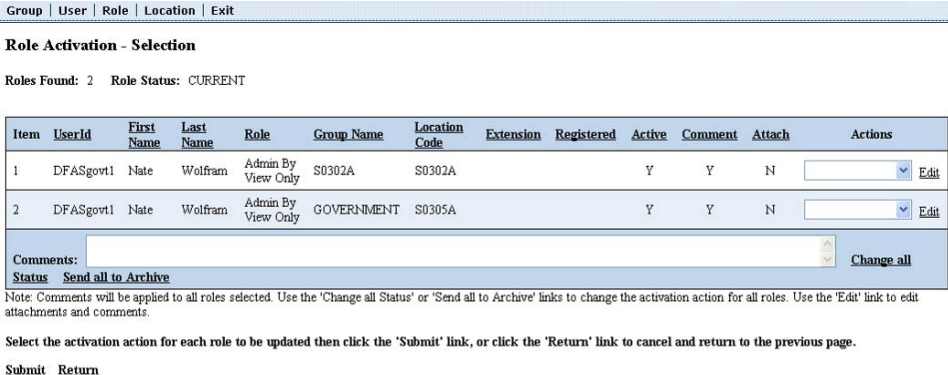
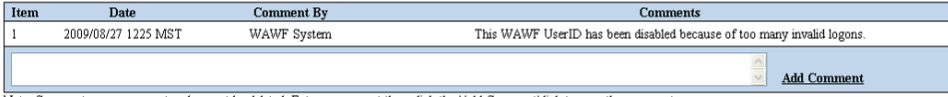
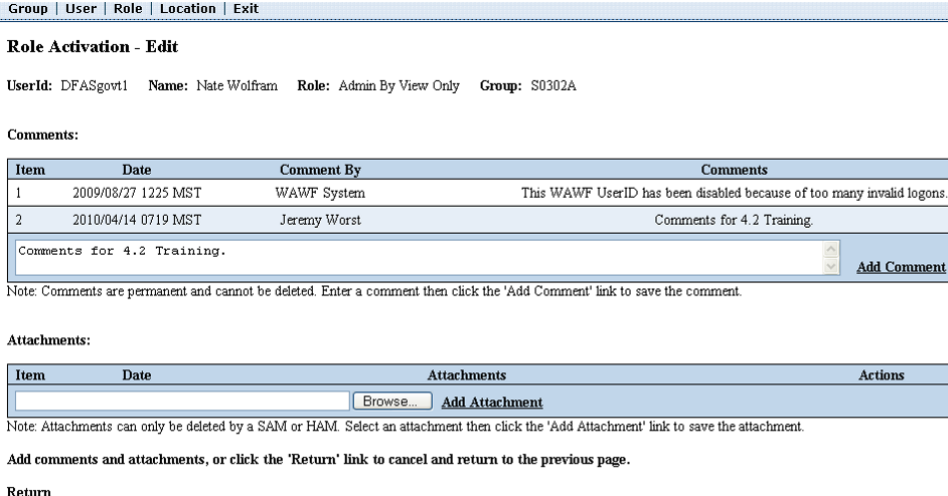
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action
2	<p>Select the Role link at the top of the screen.</p>  <p>WAWF Administration Console</p> <p> Group User Role Location Exit</p> <p>Administration Console for Group Administrators</p> <p>Group Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure</p> <p>User Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data</p> <p>Role Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports</p> <p>Location Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data</p> <p>Exit Close the administration console window</p>
3	<p>Select the Role Activation link.</p>  <p> Group User Role Location Exit</p> <p>Role Administration</p> <ul style="list-style-type: none"> • Role Information • Role Activation • Role Activation Report
4	<p>Enter at least one field to run the search then click the submit link. Adding multiple fields will limit the results displayed.</p>  <p> Group User Role Location Exit</p> <p>Role Activation</p> <p>Search For <input type="text" value="Current Roles"/></p> <p>UserId (case sensitive) <input type="text" value="equal to"/></p> <p>First Name <input type="text" value="equal to"/></p> <p>Last Name <input type="text" value="equal to"/></p> <p>Group Name <input type="text"/></p> <p>Location Code <input type="text" value="equal to"/></p> <p>Extension <input type="text" value="equal to"/></p> <p>Role <input type="text"/></p> <p>Email <input type="text" value="equal to"/></p> <p>Active Status <input type="text"/></p> <p>Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>

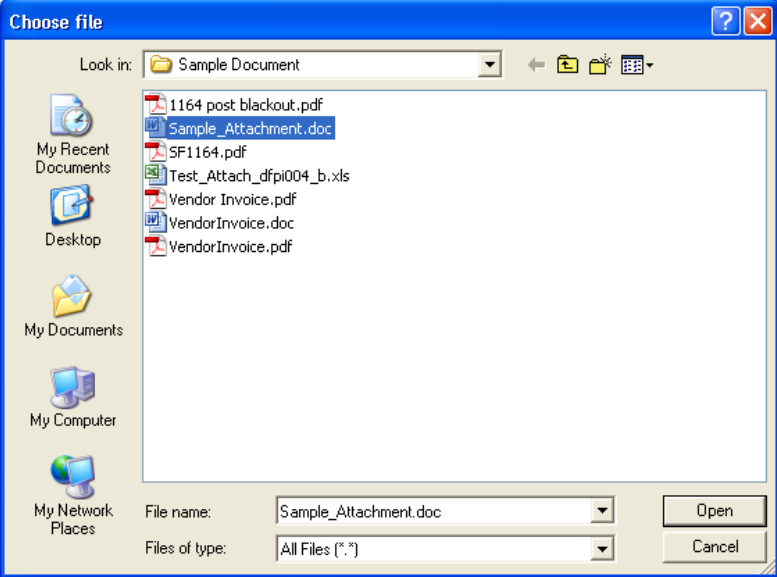
Continued on next page

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

Step	Action																																							
5	<p>On the search results screen, select the Edit link.</p>  <p>Role Activation - Selection</p> <p>Roles Found: 2 Role Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Role</th> <th>Group Name</th> <th>Location Code</th> <th>Extension</th> <th>Registered</th> <th>Active</th> <th>Comment</th> <th>Attach</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>Admin By View Only</td> <td>S0302A</td> <td>S0302A</td> <td></td> <td>Y</td> <td>Y</td> <td>N</td> <td></td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>2</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>Admin By View Only</td> <td>GOVERNMENT</td> <td>S0305A</td> <td></td> <td>Y</td> <td>Y</td> <td>N</td> <td></td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p>Comments: <input type="text"/> <input type="button" value="Change all"/></p> <p>Status Send all to Archive</p> <p>Note: Comments will be applied to all roles selected. Use the 'Change all Status' or 'Send all to Archive' links to change the activation action for all roles. Use the 'Edit' link to edit attachments and comments.</p> <p>Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.</p> <p>Submit Return</p>	Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions	1	DFASgovt1	Nate	Wolfram	Admin By View Only	S0302A	S0302A		Y	Y	N		<input type="button" value="Edit"/>	2	DFASgovt1	Nate	Wolfram	Admin By View Only	GOVERNMENT	S0305A		Y	Y	N		<input type="button" value="Edit"/>
Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions																												
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2	DFASgovt1	Nate	Wolfram	Admin By View Only	GOVERNMENT	S0305A		Y	Y	N		<input type="button" value="Edit"/>																												
6	<p>Enter any necessary comments in the Comments box. (Note: System Notes may also be present here.) Then select the Add Comments link.</p>  <p>Comments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Comment By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2009/08/27 1225 MST</td> <td>WAWF System</td> <td>This WAWF UserID has been disabled because of too many invalid logons.</td> </tr> </tbody> </table> <p><input type="text"/> <input type="button" value="Add Comment"/></p> <p>Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.</p>	Item	Date	Comment By	Comments	1	2009/08/27 1225 MST	WAWF System	This WAWF UserID has been disabled because of too many invalid logons.																															
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7	<p>Attachments can also be added within the Edit screen. To add an attachment click the Browse... button.</p>  <p>Role Activation - Edit</p> <p>UserId: DFASgovt1 Name: Nate Wolfram Role: Admin By View Only Group: S0302A</p> <p>Comments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Comment By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2009/08/27 1225 MST</td> <td>WAWF System</td> <td>This WAWF UserID has been disabled because of too many invalid logons.</td> </tr> <tr> <td>2</td> <td>2010/04/14 0719 MST</td> <td>Jeremy Worst</td> <td>Comments for 4.2 Training.</td> </tr> </tbody> </table> <p>Comments for 4.2 Training. <input type="button" value="Add Comment"/></p> <p>Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/></td> <td></td> </tr> </tbody> </table> <p>Note: Attachments can only be deleted by a SAM or HAM. Select an attachment then click the 'Add Attachment' link to save the attachment.</p> <p>Add comments and attachments, or click the 'Return' link to cancel and return to the previous page.</p> <p>Return</p>	Item	Date	Comment By	Comments	1	2009/08/27 1225 MST	WAWF System	This WAWF UserID has been disabled because of too many invalid logons.	2	2010/04/14 0719 MST	Jeremy Worst	Comments for 4.2 Training.	Item	Date	Attachments	Actions			<input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/>																				
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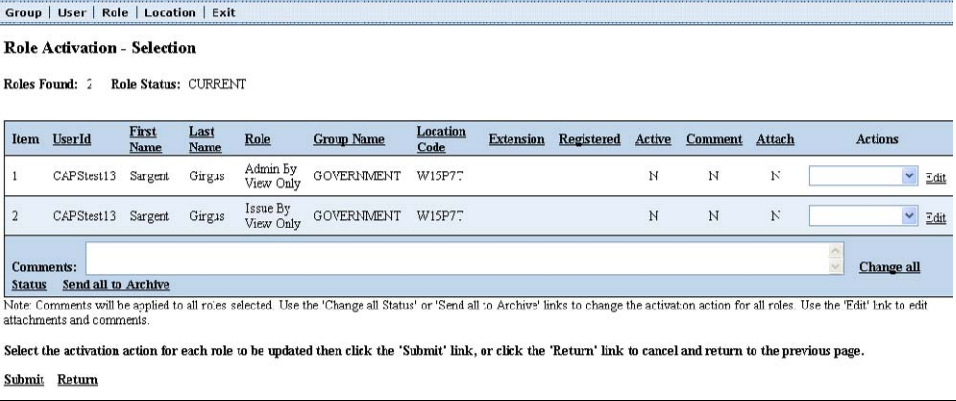
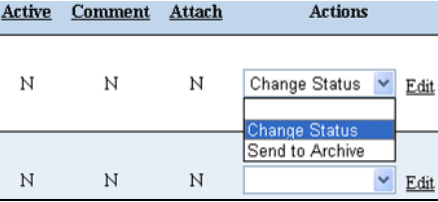
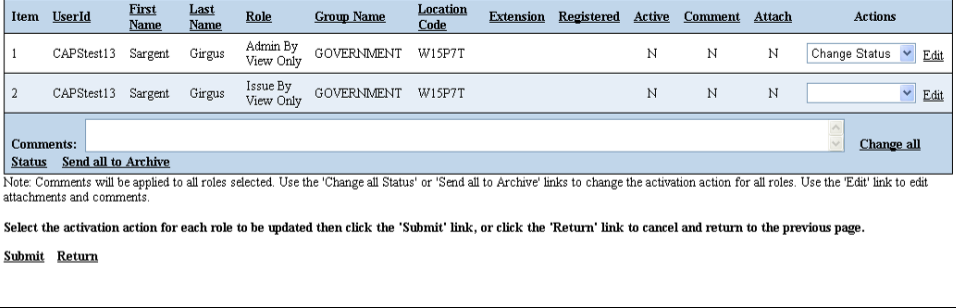
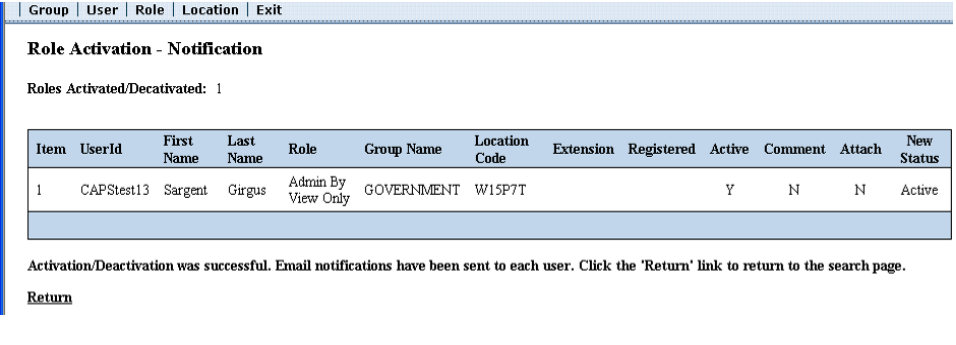
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																						
8	<p>Select the Attachment that you wish to include with the activation of this role. Then click the Open button.</p> 																																						
9	<p>Select the Add Attachment link.</p> <p>Comments:</p> <table border="1" data-bbox="326 947 1276 1066"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Comment By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2009/08/27 1225 MST</td> <td>WAWF System</td> <td>This WAWF UserID has been disabled because of too many invalid logons.</td> </tr> <tr> <td>2</td> <td>2010/04/14 0719 MST</td> <td>Jeremy Worst</td> <td>Comments for 4.2 Training.</td> </tr> </tbody> </table> <p>Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.</p> <p>Attachments:</p> <table border="1" data-bbox="326 1150 1276 1203"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>C:\Documents and Settings\NATHANIEL_WOLFRAM\My</td> <td></td> <td>Browse... Add Attachment</td> <td></td> </tr> </tbody> </table> <p>Note: Attachments can only be deleted by a SAM or HAM. Select an attachment then click the 'Add Attachment' link to save the attachment.</p> <p>Add comments and attachments, or click the 'Return' link to cancel and return to the previous page.</p> <p>Return</p>	Item	Date	Comment By	Comments	1	2009/08/27 1225 MST	WAWF System	This WAWF UserID has been disabled because of too many invalid logons.	2	2010/04/14 0719 MST	Jeremy Worst	Comments for 4.2 Training.	Item	Date	Attachments	Actions	C:\Documents and Settings\NATHANIEL_WOLFRAM\My		Browse... Add Attachment																			
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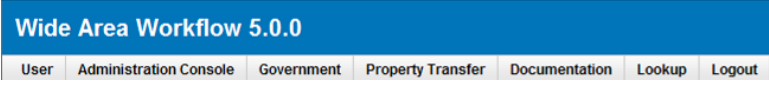
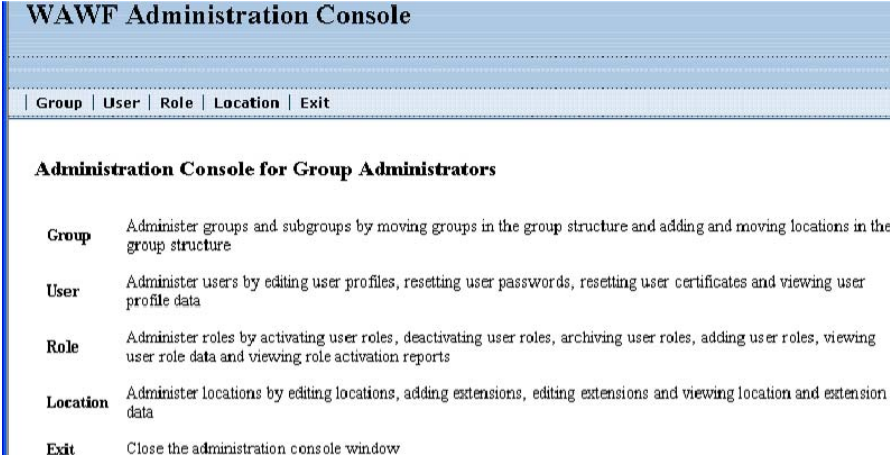
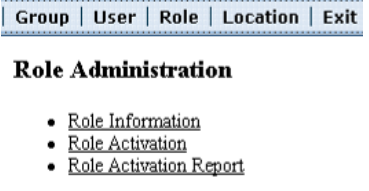
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(continued)

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Role Deactivation

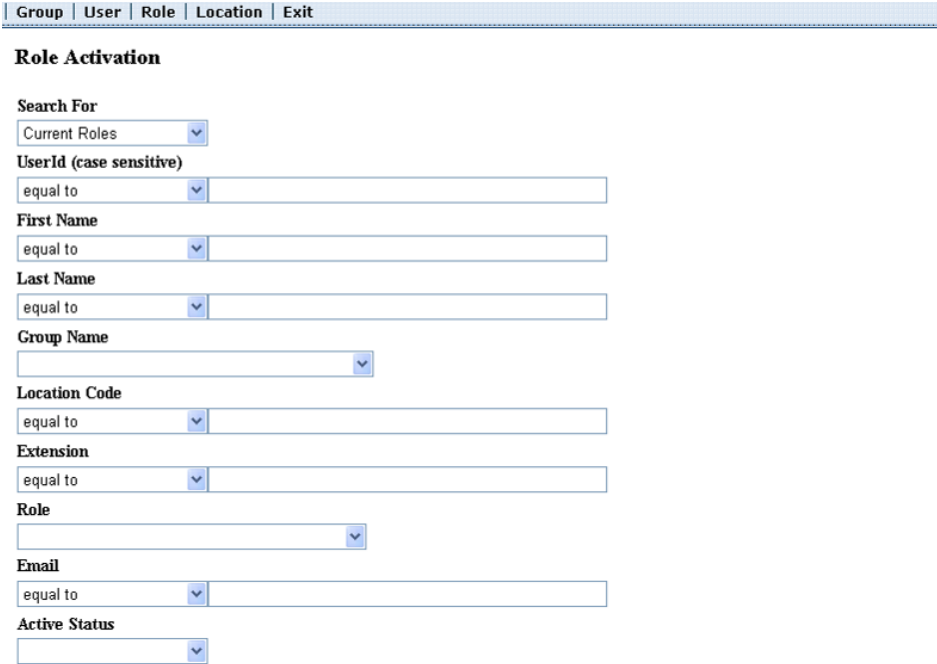


Overview The GAM is responsible for deactivating user roles when they no longer have a need for them. This may occur when a user leaves the organization, if they switch locations within the same organization or when they move away from working within WAWF.

Procedure Follow the steps below to activate a User in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>The screenshot shows a blue header bar with the text "Wide Area Workflow 5.0.0". Below the header is a horizontal navigation menu with the following items: User, Administration Console, Government, Property Transfer, Documentation, Lookup, and Logout.</p>
2	<p>Select the Role link at the top of the screen.</p>  <p>The screenshot shows the "WAWF Administration Console" interface. At the top, there is a blue header with the title "WAWF Administration Console" and a navigation menu with the following items: Group, User, Role, Location, and Exit. Below the header, the main content area is titled "Administration Console for Group Administrators" and contains a list of administrative tasks:</p> <ul style="list-style-type: none"> Group: Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure User: Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data Role: Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports Location: Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data Exit: Close the administration console window
3	<p>Select the Role Activation link.</p>  <p>The screenshot shows the "Role Administration" section of the interface. It features a navigation menu with the following items: Group, User, Role, Location, and Exit. Below the menu, the main content area is titled "Role Administration" and contains a list of links:</p> <ul style="list-style-type: none"> Role Information Role Activation Role Activation Report

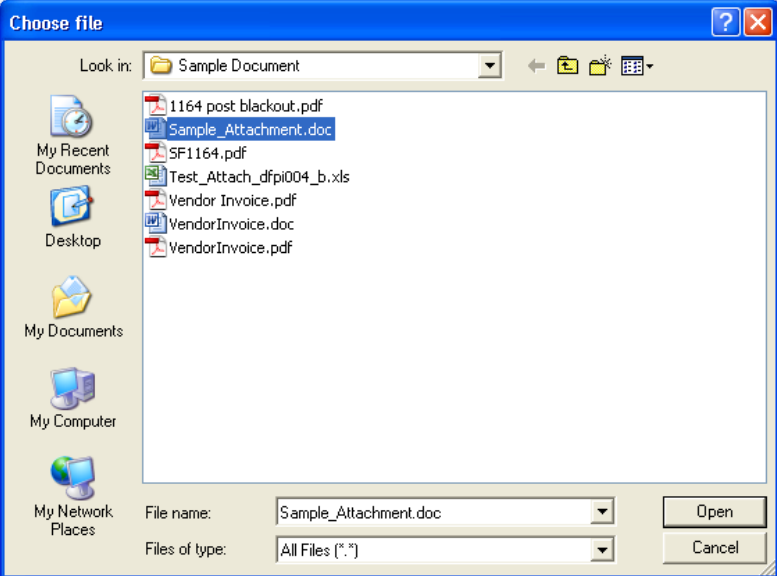
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action
4	<p>Enter at least one field to run the search then click the submit link. Adding multiple fields will limit the results displayed.</p>  <p>Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>
5	<p>On the search results screen, select the Edit link.</p>  <p>Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.</p> <p>Submit Return</p>
6	<p>Enter any necessary comments in the Comments box. (Note: System Notes may also be present here.) Then select the Add Comments link.</p>  <p>Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.</p>

Continued on next page

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

Step	Action																
7	<p>Attachments can also be added within the Edit screen. To add an attachment click the Browse... button.</p> <p>Role Activation - Edit</p> <p>UserId: DFASgovt6 Name: Jason Sefcik Role: Acceptor Group: GOVERNMENT</p> <p>Comments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Comment By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2010/10/28 11:58 MST</td> <td>Nate Wolfram</td> <td>Reason for Deactivation.</td> </tr> </tbody> </table> <p>Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Browse... Add Attachment</td> <td></td> </tr> </tbody> </table> <p>Note: Attachments can only be deleted by a SAM or HAM. Select an attachment then click the 'Add Attachment' link to save the attachment.</p> <p>Add comments and attachments, or click the 'Return' link to cancel and return to the previous page.</p>	Item	Date	Comment By	Comments	1	2010/10/28 11:58 MST	Nate Wolfram	Reason for Deactivation.	Item	Date	Attachments	Actions			Browse... Add Attachment	
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8	<p>Select the Attachment that you wish to include with the activation of this role. Then click the Open button.</p> 																
9	<p>Select the Add Attachment link.</p> <p>Role Activation - Edit</p> <p>UserId: DFASgovt6 Name: Jason Sefcik Role: Acceptor Group: GOVERNMENT</p> <p>Comments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Comment By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2010/10/28 11:58 MST</td> <td>Nate Wolfram</td> <td>Reason for Deactivation.</td> </tr> </tbody> </table> <p>Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Attachments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>C:\Documents and Settings\WATHANIEL_WOLFRAM\My Browse... Add Attachment</td> <td></td> </tr> </tbody> </table> <p>Note: Attachments can only be deleted by a SAM or HAM. Select an attachment then click the 'Add Attachment' link to save the attachment.</p> <p>Add comments and attachments, or click the 'Return' link to cancel and return to the previous page.</p>	Item	Date	Comment By	Comments	1	2010/10/28 11:58 MST	Nate Wolfram	Reason for Deactivation.	Item	Date	Attachments	Actions			C:\Documents and Settings\WATHANIEL_WOLFRAM\My Browse... Add Attachment	
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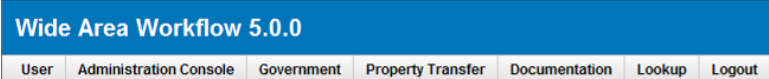
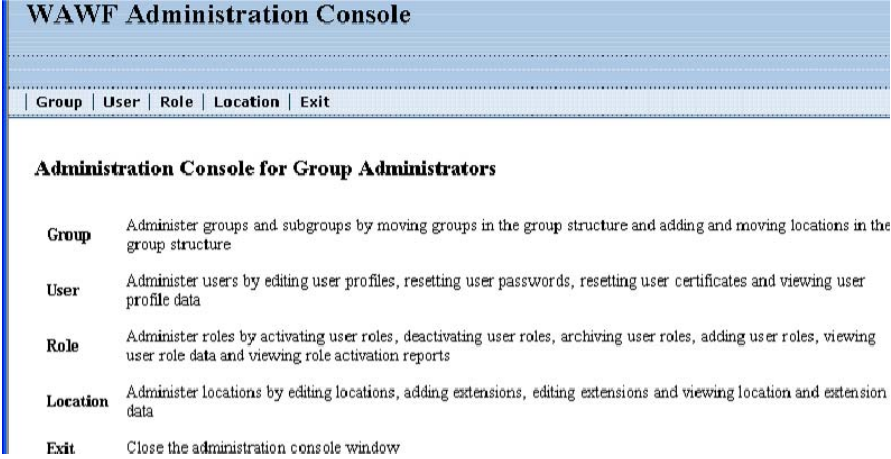
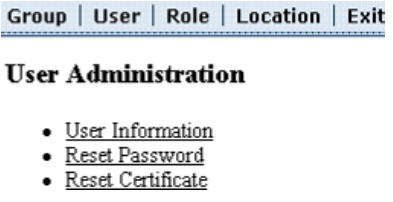
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13	<p>Notice the Role is now registered as inactive (There is now an N under the Active Header). Select the Return link to continue activating roles or select the Exit link to close the Administration Console.</p> <p>Group User Role Location Exit</p> <p>Role Activation - Notification</p> <p>Roles Activated/Deactivated: 1</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Role</th> <th>Group Name</th> <th>Location Code</th> <th>Extension</th> <th>Registered</th> <th>Active</th> <th>Comment</th> <th>Attach</th> <th>New Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>Acceptor</td> <td>GOVERNMENT</td> <td>FA4877</td> <td></td> <td>2007/07/23</td> <td>N</td> <td>Y</td> <td>Y</td> <td>Inactive</td> </tr> </tbody> </table> <p>Activation/Deactivation was successful. Email notifications have been sent to each user. Click the 'Return' link to return to the search page.</p> <p>Return</p>	Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	New Status	1	DFASgovt6	Jason	Sefcik	Acceptor	GOVERNMENT	FA4877		2007/07/23	N	Y	Y	Inactive
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User Information

Overview The Administration Console provides a method for a GAM to make changes to a user's information within WAWF. The GAM can edit the User's name, phone number, email address, and job information, but is not allowed to change the User ID or the Security Question Information.

Procedure Follow the steps below to edit a User's information in WAWF.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>The screenshot shows the top navigation bar of the Wide Area Workflow 5.0.0 system. It features a blue header with the text 'Wide Area Workflow 5.0.0' and a horizontal menu with the following items: User, Administration Console, Government, Property Transfer, Documentation, Lookup, and Logout.</p>
2	<p>Select the User link at the top of the screen.</p>  <p>The screenshot displays the 'WAWF Administration Console' interface. At the top, there is a blue header with the title 'WAWF Administration Console' and a navigation menu containing 'Group', 'User', 'Role', 'Location', and 'Exit'. Below the header, the main content area is titled 'Administration Console for Group Administrators' and lists several administrative functions:</p> <ul style="list-style-type: none"> Group: Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure User: Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data Role: Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles, viewing user role data and viewing role activation reports Location: Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data Exit: Close the administration console window
3	<p>Select the User Information link.</p>  <p>The screenshot shows the 'User Administration' section of the console. It features a navigation menu with 'Group', 'User', 'Role', 'Location', and 'Exit'. Underneath, the 'User Administration' section is active, displaying a list of links:</p> <ul style="list-style-type: none"> User Information Reset Password Reset Certificate

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

Step	Action																																								
4	<p>Enter at least one field to run the search then click the submit link. Adding multiple fields will limit the results displayed.</p> <p>User Information</p> <p>Search For <input type="text" value="Current Roles"/></p> <p>UserId (case sensitive) <input type="text" value="equal to"/></p> <p>First Name <input type="text" value="equal to"/></p> <p>Last Name <input type="text" value="equal to"/></p> <p>Group Name <input type="text"/></p> <p>Location Code <input type="text" value="equal to"/></p> <p>Extension <input type="text" value="equal to"/></p> <p>Role <input type="text"/></p> <p>Email <input type="text" value="equal to"/></p> <p>Active Status <input type="text"/></p> <p>Search for user information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.</p> <p>Submit Return Reset</p>																																								
5	<p>Select the View link to see the information provided for the specified user.</p> <p>User Information</p> <p>Users Found: 7 User Status: CURRENT</p> <table border="1" data-bbox="329 1087 1135 1413"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt5</td> <td>Gregory</td> <td>Howell</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>DFASgovt7</td> <td>Tiffany</td> <td>McCoy</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>DFASgovt8</td> <td>Simon</td> <td>Vargas</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Jeremy</td> <td>Worst</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p><input type="text" value="10"/> Resize</p>	Item	UserId	First Name	Last Name	Actions	1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles	2	DFASgovt5	Gregory	Howell	View Edit Roles	3	DFASgovt7	Tiffany	McCoy	View Edit Roles	4	DFASgovt6	Jason	Sefcik	View Edit Roles	5	DFASgovt8	Simon	Vargas	View Edit Roles	6	DFASgovt1	Nate	Wolfram	View Edit Roles	7	DFASgovt	Jeremy	Worst	View Edit Roles
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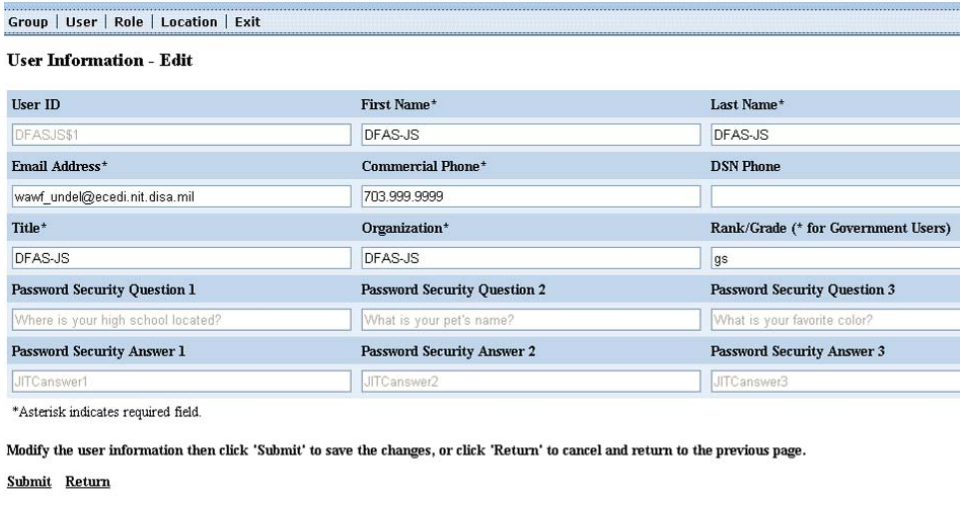
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Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																
6	<p>Review the user information displayed on the screen. Click the Return button to go back to the search criteria results screen.</p> <p>User Information - View</p> <table border="1" data-bbox="326 317 1268 758"> <tr> <td>User ID</td> <td>First Name</td> <td>Last Name</td> </tr> <tr> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> </tr> <tr> <td>Email Address</td> <td>Commercial Phone</td> <td>DSN Phone</td> </tr> <tr> <td>wawf_undel@ecedi.nit.disa.mil</td> <td>703 999 9999</td> <td></td> </tr> <tr> <td>Title</td> <td>Organization</td> <td>Rank/Grade</td> </tr> <tr> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>gs</td> </tr> <tr> <td>Certificate Issuer</td> <td>Certificate Valid From Date</td> <td>Certificate Valid To Date</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Certificate Subject</td> <td colspan="2">Archived Roles/DoDAACs</td> </tr> <tr> <td></td> <td colspan="2">0</td> </tr> <tr> <td>EDI Attachment location path</td> <td colspan="2">Last Access Date</td> </tr> <tr> <td></td> <td colspan="2">2009-03-31 16:14:36.0</td> </tr> <tr> <td>Password Security Question 1</td> <td>Password Security Question 2</td> <td>Password Security Question 3</td> </tr> <tr> <td>Where is your high school located?</td> <td>What is your pet's name?</td> <td>What is your favorite color?</td> </tr> <tr> <td>Password Security Answer 1</td> <td>Password Security Answer 2</td> <td>Password Security Answer 3</td> </tr> <tr> <td>JITCanswer1</td> <td>JITCanswer2</td> <td>JITCanswer3</td> </tr> </table> <p>Click the 'Edit' link to go to the edit page or click the 'Return' link to return to the previous page.</p> <p>Edit Return</p>	User ID	First Name	Last Name	DFASJS\$1	DFAS-JS	DFAS-JS	Email Address	Commercial Phone	DSN Phone	wawf_undel@ecedi.nit.disa.mil	703 999 9999		Title	Organization	Rank/Grade	DFAS-JS	DFAS-JS	gs	Certificate Issuer	Certificate Valid From Date	Certificate Valid To Date				Certificate Subject	Archived Roles/DoDAACs			0		EDI Attachment location path	Last Access Date			2009-03-31 16:14:36.0		Password Security Question 1	Password Security Question 2	Password Security Question 3	Where is your high school located?	What is your pet's name?	What is your favorite color?	Password Security Answer 1	Password Security Answer 2	Password Security Answer 3	JITCanswer1	JITCanswer2	JITCanswer3
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7	<p>Under the Actions header select the Edit link of the appropriate User.</p> <p>User Information</p> <p>Users Found: 7 User Status: CURRENT</p> <table border="1" data-bbox="326 1020 1138 1356"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt5</td> <td>Gregory</td> <td>Howell</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>DFASgovt7</td> <td>Tiffany</td> <td>McCoy</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>DFASgovt8</td> <td>Simon</td> <td>Vargas</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Jeremy</td> <td>Worst</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 Resize</p>	Item	UserId	First Name	Last Name	Actions	1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles	2	DFASgovt5	Gregory	Howell	View Edit Roles	3	DFASgovt7	Tiffany	McCoy	View Edit Roles	4	DFASgovt6	Jason	Sefcik	View Edit Roles	5	DFASgovt8	Simon	Vargas	View Edit Roles	6	DFASgovt1	Nate	Wolfram	View Edit Roles	7	DFASgovt	Jeremy	Worst	View Edit Roles								
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Procedure The steps below are continued from the previous page.
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Step	Action																																								
8	<p>The information for the User ID appears; make any necessary changes to the User Information. Once finished select the submit link.</p> 																																								
9	<p>A success message will appear under the Submit link. Select the Return link to go back to the search criteria results screen.</p> <p>Submit Return</p> <ul style="list-style-type: none"> • SUCCESS: The user information has been saved, click the Return link to return to the previous page. 																																								
10	<p>Select the Roles link to go to the role information screen (this is identified in the role information guide).</p> <p>User Information</p> <p>Users Found: 7 User Status: CURRENT</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UserId</th> <th>First Name</th> <th>Last Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DFASJS\$1</td> <td>DFAS-JS</td> <td>DFAS-JS</td> <td>View Edit Roles</td> </tr> <tr> <td>2</td> <td>DFASgovt5</td> <td>Gregory</td> <td>Howell</td> <td>View Edit Roles</td> </tr> <tr> <td>3</td> <td>DFASgovt7</td> <td>Tiffany</td> <td>McCoy</td> <td>View Edit Roles</td> </tr> <tr> <td>4</td> <td>DFASgovt6</td> <td>Jason</td> <td>Sefcik</td> <td>View Edit Roles</td> </tr> <tr> <td>5</td> <td>DFASgovt8</td> <td>Simon</td> <td>Vargas</td> <td>View Edit Roles</td> </tr> <tr> <td>6</td> <td>DFASgovt1</td> <td>Nate</td> <td>Wolfram</td> <td>View Edit Roles</td> </tr> <tr> <td>7</td> <td>DFASgovt</td> <td>Jeremy</td> <td>Worst</td> <td>View Edit Roles</td> </tr> </tbody> </table> <p>10 Resize</p>	Item	UserId	First Name	Last Name	Actions	1	DFASJS\$1	DFAS-JS	DFAS-JS	View Edit Roles	2	DFASgovt5	Gregory	Howell	View Edit Roles	3	DFASgovt7	Tiffany	McCoy	View Edit Roles	4	DFASgovt6	Jason	Sefcik	View Edit Roles	5	DFASgovt8	Simon	Vargas	View Edit Roles	6	DFASgovt1	Nate	Wolfram	View Edit Roles	7	DFASgovt	Jeremy	Worst	View Edit Roles
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