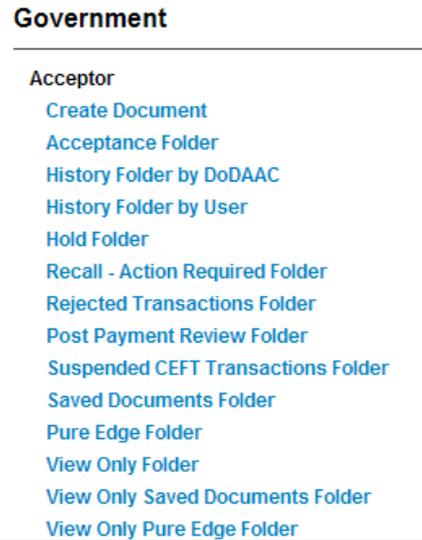


Accessing Documents as the Acceptor View Only Role

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

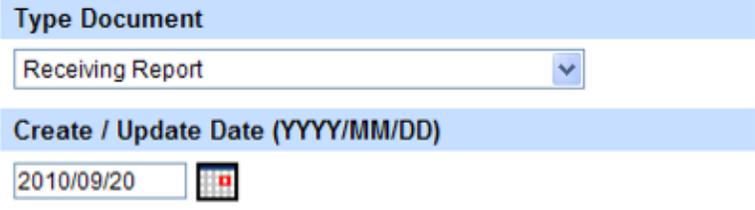
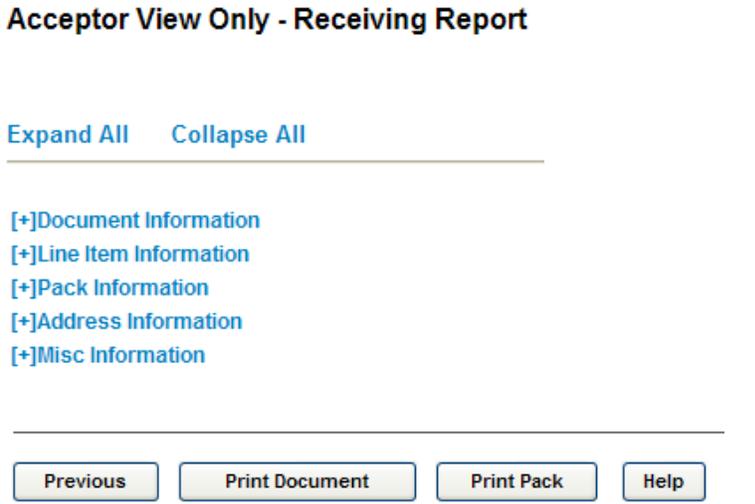
Procedure Follow the steps below to view a Receiving Report in WAWF using the Acceptor View Only Role.

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

Continued on next page

Accessing Documents as the Acceptor View Only Role

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

Step	Action																																																																						
4	<p>Select Receiving Report from the Type Document drop-down menu.</p>  <p>The screenshot shows a blue header bar with the text 'Type Document'. Below it is a dropdown menu with 'Receiving Report' selected and a downward arrow. Below the dropdown is another blue header bar with the text 'Create / Update Date (YYYY/MM/DD)'. Below that is a date input field containing '2010/09/20' and a calendar icon.</p>																																																																						
5	<p>Select the Submit button</p>  <p>The screenshot shows two buttons: 'Submit' and 'Help', both with a blue border and white background.</p>																																																																						
6	<p>Select the Shipment Number of the document you would like to view.</p> <p>Acceptor View Only from Active Folder for 'N00421' (30 Items, sorted by Document Type)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Receiving Report S/D PC</td> <td>1QU78</td> <td>CRCARD011W0131</td> <td>RRSD</td> <td>SHP0947</td> <td>2011-01-31</td> <td>2011-01-31</td> <td></td> <td>Navy-in Process</td> </tr> <tr> <td>2</td> <td>Receiving Report S/D</td> <td>1QU78</td> <td>SL470111W0131</td> <td>RRSD</td> <td>SHP0945</td> <td>2011-01-31</td> <td>2011-01-31</td> <td></td> <td>Navy-in Process</td> </tr> <tr> <td>3</td> <td>Receiving Report S/D</td> <td>1QU78</td> <td>N6889211W0131</td> <td>RRSD</td> <td>SHP0944</td> <td>2011-01-31</td> <td>2011-01-31</td> <td></td> <td>Navy-in Process</td> </tr> <tr> <td>4</td> <td>Receiving Report S/D</td> <td>1QU78</td> <td>N5012011W0131</td> <td>RRSD</td> <td>SHP0946</td> <td>2011-01-31</td> <td>2011-01-31</td> <td></td> <td>Navy-in Process</td> </tr> <tr> <td>5</td> <td>Receiving Report S/D</td> <td>1QU78</td> <td>HQ049011W0131</td> <td>RRSD</td> <td>SHP0943</td> <td>2011-01-31</td> <td>2011-01-31</td> <td></td> <td>Navy-in Process</td> </tr> <tr> <td>6</td> <td>Receiving Report S/D</td> <td>1QU78</td> <td>HQ033711W0131</td> <td>RRSD</td> <td>SHP0945</td> <td>2011-01-31</td> <td>2011-01-31</td> <td></td> <td>Navy-in Process</td> </tr> </tbody> </table>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	Receiving Report S/D PC	1QU78	CRCARD011W0131	RRSD	SHP0947	2011-01-31	2011-01-31		Navy-in Process	2	Receiving Report S/D	1QU78	SL470111W0131	RRSD	SHP0945	2011-01-31	2011-01-31		Navy-in Process	3	Receiving Report S/D	1QU78	N6889211W0131	RRSD	SHP0944	2011-01-31	2011-01-31		Navy-in Process	4	Receiving Report S/D	1QU78	N5012011W0131	RRSD	SHP0946	2011-01-31	2011-01-31		Navy-in Process	5	Receiving Report S/D	1QU78	HQ049011W0131	RRSD	SHP0943	2011-01-31	2011-01-31		Navy-in Process	6	Receiving Report S/D	1QU78	HQ033711W0131	RRSD	SHP0945	2011-01-31	2011-01-31		Navy-in Process
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7	<p>Expand the different information links to review the document. Once the document has been reviewed click the Previous button.</p> <p>Acceptor View Only - Receiving Report</p> <p>Expand All Collapse All</p> <p>[+]Document Information [+]Line Item Information [+]Pack Information [+]Address Information [+]Misc Information</p>  <p>The screenshot shows a page titled 'Acceptor View Only - Receiving Report'. It has two buttons: 'Expand All' and 'Collapse All'. Below these are five expandable links: '[+]Document Information', '[+]Line Item Information', '[+]Pack Information', '[+]Address Information', and '[+]Misc Information'. At the bottom are four buttons: 'Previous', 'Print Document', 'Print Pack', and 'Help'.</p>																																																																						

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Accessing Documents as the Acceptor View Only Role

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

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