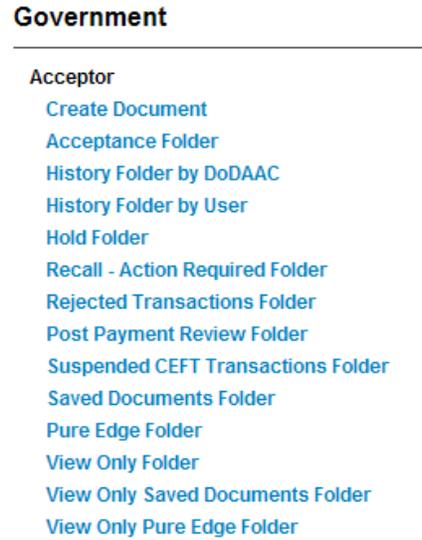


# Accessing Documents in the Saved Folder using the Acceptor View Only Role

**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.

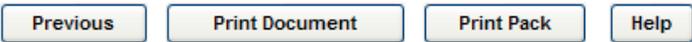
**Procedure** Follow the steps below to view the Saved Documents Folder in WAWF using the Acceptor View Only Role.

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

*Continued on next page*

# Accessing Documents in the Saved Folder using the Acceptor View Only Role

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

Step	Action
4	Select the <b>Submit</b> button  
5	Select the <b>Shipment</b> or <b>Invoice Number</b> to view.  
6	Expand the different information links to review the document. Once the document has been reviewed click the <b>Previous</b> button.  <b>Acceptor View Only - Navy Construction / Facilities Management Invoice</b>  <a href="#">Expand All</a> <a href="#">Collapse All</a>  <a href="#">[+] Document Information</a> <a href="#">[+] Line Item Information</a> <a href="#">[+] Address Information</a> <a href="#">[+] Misc Information</a> <a href="#">[+] Workflow Information</a>  
8	Select another document to view or exit WAWF.  