

Accessing Documents as the Field Inspector View Only Role

Overview The Field Inspector View Only role was specifically created for users with a need to view documents as a Field Inspector 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 document in WAWF using the Field Inspector View Only Role.

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

Continued on next page

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

Step	Action																								
5	<p>Select the Invoice Number of the document you would like to view.</p> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>124</td> <td>2011-02-16</td> <td>2011-02-16</td> <td>Inspected</td> <td></td> <td></td> <td></td> <td>\$893.07</td> </tr> <tr> <td>125</td> <td>2011-02-16</td> <td>2011-02-16</td> <td>Inspected</td> <td></td> <td></td> <td></td> <td>\$893.06</td> </tr> </tbody> </table>	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount	124	2011-02-16	2011-02-16	Inspected				\$893.07	125	2011-02-16	2011-02-16	Inspected				\$893.06
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6	<p>Expand the different information links to review the document. Once the document has been reviewed click the Previous button.</p> <p>Field Inspector View Only - Navy Construction / Facilities Management Invoice</p> <p>Expand All Collapse All</p> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p>																								
7	<p>Select another document to view or exit WAWF.</p> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>124</td> <td>2011-02-16</td> <td>2011-02-16</td> <td>Inspected</td> <td></td> <td></td> <td></td> <td>\$893.07</td> </tr> <tr> <td>125</td> <td>2011-02-16</td> <td>2011-02-16</td> <td>Inspected</td> <td></td> <td></td> <td></td> <td>\$893.06</td> </tr> </tbody> </table>	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount	124	2011-02-16	2011-02-16	Inspected				\$893.07	125	2011-02-16	2011-02-16	Inspected				\$893.06
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