

Accessing Documents as the Grant Approver View Only Role

Overview The Grant Approver View Only role was specifically created for users with a need to view documents as a Grant Approver 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 Grant Approver 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. Grant Approver <ul style="list-style-type: none"> Approval Folder History Folder by DoDAAC History Folder by User Approval Hold Folder Recall - Action Required Folder View Only Folder
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 Voucher Number of the document you would like to view.</p> <table border="1" data-bbox="402 415 1258 737"> <thead> <tr> <th>Voucher 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>CLS0007</td> <td>2009-10-16</td> <td>G2009-10-16</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$100.00</td> </tr> <tr> <td>DJK1436</td> <td>2011-01-19</td> <td>G2011-01-19</td> <td>Submitted</td> <td></td> <td></td> <td></td> <td>\$111.00</td> </tr> <tr> <td>TAU5125</td> <td>2011-01-27</td> <td>G2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TAU5154</td> <td>2011-01-27</td> <td>G2011-01-27</td> <td>Rejected</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TAU5155</td> <td>2011-01-27</td> <td>G2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TAU5161</td> <td>2011-01-27</td> <td>G2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TAU5230</td> <td>2011-01-29</td> <td>G2011-01-29</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TAU5809</td> <td>2011-01-28</td> <td>G2011-01-28</td> <td>Submitted</td> <td></td> <td></td> <td></td> <td>\$56.22</td> </tr> </tbody> </table>	Voucher Number	Submitted	Received	Status	Purge	Recall	Void	Amount	CLS0007	2009-10-16	G2009-10-16	Processed				\$100.00	DJK1436	2011-01-19	G2011-01-19	Submitted				\$111.00	TAU5125	2011-01-27	G2011-01-27	Processed				\$150.00	TAU5154	2011-01-27	G2011-01-27	Rejected				\$150.00	TAU5155	2011-01-27	G2011-01-27	Processed				\$150.00	TAU5161	2011-01-27	G2011-01-27	Processed				\$150.00	TAU5230	2011-01-29	G2011-01-29	Processed				\$150.00	TAU5809	2011-01-28	G2011-01-28	Submitted				\$56.22
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