

Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This demonstration provides an overview of the Address Book Maintenance section.

This presentation contains audio narrative. Please adjust your volume accordingly.

The WAWF User can add and remove email addresses to their Address Book using the Address Book Maintenance link under the User dropdown. The Address Book is used when you want to send additional emails after document creation.

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[Address Book Maintenance](#)

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After logging into WAWF, the User selects the Address Book Maintenance link from the User dropdown menu.

[Help](#)

Address Book Maintenance

* Asterisk indicates required entry.

Email Address

Add Email

Address Book

Remove Email

Clear Address Book

The Address Book Maintenance page is displayed.

Help

Address Book Maintenance

* Asterisk indicates required entry.

Email Address

Address Book

Click to Add Email Address to Address Book

The User can add an email address to their Address Book by typing an address and clicking the Add Email button.

Address Book Maintenance

* Asterisk indicates required entry.

Email Address

Address Book

wbt2@caci.com

wbt@caci.com

The User can remove an email from their Address Book by selecting a particular address and clicking the Remove Email button.

Click to Remove Selected Emails From Address Book

Address Book Maintenance

* Asterisk indicates required entry.

Email Address

Address Book

Address Book

The User can clear all emails from their Address Book by clicking the Clear Address Book button.



Click to Clear Address Book

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This concludes the overview of the Address Book Maintenance section.

[Help](#)