

Login to WAWF

User ID *

[Forgot your User ID?](#)

Password *

[Forgot your Password?](#)

Login

* Asterisk indicates required entry.

Certificate Login to WAWF

Certificate Login

New User?

[Registration](#)

[Vendors - Getting Started Help](#)

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System Messages

(2011-APR-01) **VENDORS!**

Version:	5.2.0 Test Build 3_4
Build Date:	09/13/2011
Application Server:	WebSphere 7.0.0.17
HTTP Server:	IBM IHS 7.0.0.17
Database:	TPRIM520
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/caci_db/efp/WAWF_RA_sec/Test/Version520/FTPEDIDirectory
Operating System:	Solaris 10
Status:	Production
Current Usage:	5.2.0 Testing

This demonstration provides an overview of the ECP0661 changes for Cost Voucher Administrator Registration and Activation.

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

Help

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Forgot your User ID?

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Forgot your Password?

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Certificate Login to WAWF

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Status:	Production
Current Usage:	5.2.0 Testing

A new user to WAWF can register for the "Cost Voucher Administrator" role by clicking the "Registration" link in the New Users section of the Home Page.

Help

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

How will you be accessing WAWF? *

- User ID \ Password
- Common Access Card
- Software Certificate

What Roles will you be registering for? *

- Vendor
- Government



The Registration - User Authentication Type page is displayed.
The User selects the Government User option.

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

How will you be accessing WAWF? *

- User ID \ Password
- Common Access Card
- Software Certificate

What Roles will you be registering for? *

- Vendor
- Government

The User clicks the "Next" button.



Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

User Profile * [\(Edit\)](#)

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade
------------	-----------	--------------	-------	---------------	----------------------	---------------	------------

User Authentication * [\(Edit\)](#)

User ID

User Security Questions * [\(Edit\)](#)

Security Question

Government User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)

The Registration - Data Capture page is displayed.

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

[Register](#) [Previous](#) [Help](#)

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

User Profile * [\(Edit\)](#)

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade
Cora	Anderson	CACI	CV Administrator	coleung@caci.com	904-596-CORA		128

User Authentication * [\(Edit\)](#)

User ID
CV_Administrator

User Security Questions * [\(Edit\)](#)

Security Question
Where is your high school located?
What is your favorite song?
What was your first job?

The User fills out the mandatory fields and clicks the "Add" link for the Government User Roles.

Government User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

[Register](#) [Previous](#) [Help](#)

Registration - Add Government Role

* Asterisk indicates required entry.

Role *

Location Code Type *

Location Code *

Extension

The Registration - Add Government Role page is displayed.

Registration - Add Government Role

* Asterisk indicates required entry.

Role *

▼

▲

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator**
- Cost Voucher Approver
- Cost Voucher Approver View Only
- Cost Voucher Reviewer
- Field Inspector
- Field Inspector View Only
- Government Program Manager View Only
- Government Property Administrator View Only
- Government Property Receiver
- Government Property Receiver View Only
- Government Property Ship From View Only
- Government Property Ship To View Only
- Government Property Shipper
- Government Property Shipper View Only
- Government Ship To View Only
- Grant Approver
- Grant Approver View Only
- Inspector
- Inspector View Only
- Issue By View Only
- Local Processing Office
- Local Processing Office Reviewer
- Local Processing Official View Only
- Pay Official
- Pay Official View Only
- Property ACO View Only

▼

The User selects the "Cost Voucher Administrator" role.

Registration - Add Government Role

* Asterisk indicates required entry.

Role *

Cost Voucher Administrator

Location Code Type *

DoDAAC

Location Code *

SUK12A

Extension

The User enters a location code then clicks the "Save" button.

Note.

The Location Code must be a DCAA, DCMA or ONR Location Code. If the Location Code is not a DCAA, DCMA or ONR Location Code, the page will be redisplayed with an error message.

If the user registers for the Cost Voucher Administrator role with a DCAA Location Code, the user can maintain all the amount and percent parameters for DCAA once the role is activated by the Group Administrator.

If the user registers for the Cost Voucher Administrator role with a DCMA Location Code, the user can maintain all the amount and percent parameters for DCMA once the role is activated by the Group Administrator.

If the user registers for the Cost Voucher Administrator role with an ONR Location Code, the user can maintain all the amount and percent parameters for ONR once the role is activated by the Group Administrator.



Save

Cancel

Help

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

User Profile * (Edit)

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade
Cora	Anderson	CACI	CV Administrator	coleung@caci.com	904-596-CORA		128

User Authentication * (Edit)

User ID
CV_Administrator

User Security Questions * (Edit)

Security Question
Where is your high school located?
What is your favorite song?
What was your first job?

The Registration - Data Capture page is redisplayed with the Cost Voucher Administrator information. The user clicks the "Register" button.

Government User Roles * (Add)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Cost Voucher Administrator	DCMA NORTHERN EUROPE-UXBRIDGE	SUK12A		N	N	View / Add	Delete

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

Registration

[User Authentication Type](#) >> [Data Capture](#) >> [Registration Success](#)

You have successfully registered for Wide Area Workflow.

You will receive an e-mail containing your User ID.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

If you have any questions, please contact the Customer Support.

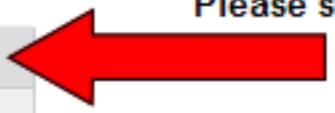
The Registration Success page is displayed with a confirmation statement.

Wide Area Workflow

- [User](#)
- [Administration Console](#)
- [Government](#)
- [Property Transfer](#)
- [Documentation](#)
- [Lookup](#)
- [Logout](#)

- [Profile Maintenance](#)
- [Address Book Maintenance](#)
- [Role Maintenance](#)
- [Security Maintenance](#)
- [Submit User Feedback](#)
- [Group Administrator Lookup](#)
- [User Preferences](#)
- [MRS Reports Request](#)
- [MRS Reports Status](#)
- [Request WAWF MRS System Access](#)

- [Add Roles](#)
- [View | Edit Roles](#)



Welcome to Wide Area Workflow!

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

An existing WAWF user can add the "Cost Voucher Administrator" role to existing roles by clicking the "User / Role Maintenance / Add Roles" menu option.

essor program (i.e. Microsoft Word, WordPerf
 ation, then the text must first be cut/copied ou
 ng the data to WAWF. This converts the text t
 e the browser BACK BUTTON within the WAWF applicati
 user's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
 will cause the loss of data not yet saved to the server.
 use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
 when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line

[Help](#)

[User](#) [Administration Console](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Role Maintenance - Add Role

* Asterisk indicates required entry.

Government User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)

The Role Maintenance - Add Role page is displayed.

By clicking the "Submit" button below, you agree to the [Information System User Agreement](#).

Logon Date : 2011/09/13 14:21:54 EDT Last Accessed Date : 2011/09/13 14:23:17 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Role Maintenance - Add Role

* Asterisk indicates required entry.

Government User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)



The User clicks the "Add" link for the Government User Roles.

By clicking the "Submit" button below, you agree to the [Information System User Agreement](#).

Submit

Help

Role Maintenance - Add Government Role

* Asterisk indicates required entry.

Role *

- ▼
- ▲
- Accepter
- Accepter View Only
- Admin By View Only
- Cost Voucher Administrator**
- Cost Voucher Approver
- Cost Voucher Approver View Only
- Cost Voucher Reviewer
- Field Inspector
- Field Inspector View Only
- Government Program Manager View Only
- Government Property Administrator View Only
- Government Property Receiver
- Government Property Receiver View Only
- Government Property Ship From View Only
- Government Property Ship To View Only
- Government Property Shipper
- Government Property Shipper View Only
- Government Ship To View Only
- Grant Approver
- Grant Approver View Only
- Inspector
- Inspector View Only
- Issue By View Only
- Local Processing Office
- Local Processing Office Reviewer
- Local Processing Official View Only
- Pay Official
- Pay Official View Only
- Property ACO View Only
- ▼

The Role Maintenance - Add Government Role page is displayed.
The User selects the "Cost Voucher Administrator" role.

Role Maintenance - Add Government Role

* Asterisk indicates required entry.

Role *

Cost Voucher Administrator

Location Code Type *

DoDAAC

Location Code *

SUK12A

Extension

The User enters a location code then clicks the "Save" button.

All current registration edits are processed in addition to these specific edits for the Cost Voucher Administrator role.

Edit: The Location Code must be a DCAA, DCMA or ONR Location Code. If the Location Code is not a DCAA, DCMA or ONR Location Code, the page will be redisplayed with an error message.

Edit: The user can only register one Location Code per Agency for the Cost Voucher Administrator role. If the user tries to register additional Location Codes for the same Agency, then the page will be redisplayed with an error message. Only one Cost Voucher Administrator can be activated per User ID. This will prevent the same user from logging in with a Cost Voucher Administrator role in more than one agency (DCAA, DCMA, ONR).

Note. This demonstration depicts a user registering for the Cost Voucher Administrator role using a DCMA Location Code.

Save

Cancel

Help

Role Maintenance - Add Role

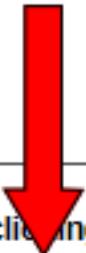
* Asterisk indicates required entry.

Government User Roles * [\(Add\)](#)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Cost Voucher Administrator	DCMA NORTHERN EUROPE-UXBRIDGE	SUK12A		N	N	View / Add	Delete

Administrative User Roles [\(Add\)](#)

The Role Maintenance - Add Role page is redisplayed with the Cost Voucher Administrator information. The User clicks the "Submit" button.



By clicking the "Submit" button below, you agree to the [Information System User Agreement](#).

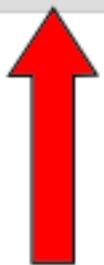
Submit

Help

Role Maintenance - Add Roles

You have successfully added roles to your user

The Role Maintenance - Add Roles page is redisplayed with a confirmation statement.



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
- Where they exist, use the PREVIOUS button
- In data capture and when reviewing documents, etc.

Cost Voucher Administrator role can only be activated by the Group Administrator.

Logon to WAWF as a Group Administrator (GAM), the User opens the Administration Console.

er, Addresses, Comments, Line

Administration Console for Group Administrators

- Group** Administer groups and subgroups by moving groups in the group structure and adding and moving locations in the group structure
- User** Administer users by editing user profiles, resetting user passwords, resetting user certificates and viewing user profile data
- Role** Administer roles by adding, deleting, editing roles, viewing user role data and viewing role activation reports
- Location** Administer locations by adding, deleting, editing locations, viewing location data and extension data
- Exit** Close the administration console

The Administration Console is displayed in a new window.
The GAM User clicks the "Role" menu.

Select an option from the console administration menu at the top of the page to begin

Role Administration

- [Role Information](#)
- [Role Activation](#)
- [Role Activation Report](#)

The Role Administration page is displayed.
The GAM User clicks the "Role Activation" link.

Role Activation

Search For

Current Roles

UserId (case sensitive)

equal to cora_govt

First Name

equal to

Last Name

equal to

Group Name

Location Code

equal to

Extension

equal to

Role

Email

equal to

Active Status

Inactive

The Role Activation page is displayed.
The GAM User enters data in the Search Value fields, then clicks the "Submit" button.

Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.

[Submit](#) [Return](#) [Reset](#)



Role Activation - Selection

Roles Found: 1 Role Status: CURRENT

Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions
1	cora_govt	Cora	Userid	Cost Voucher Administrator	DCMA NORTHERN EUROPE-UXBRIDGE	SUK12A		2011/09/13	N	N	N	<input type="text"/> Edit

Comments: [all to Archive](#) [Change all Status](#) [Send](#)

The Role Activation - Selection page is displayed with the user data that matches the search condition.

Note: Comments will be applied to all roles. Use the 'Edit' link to edit attachments and comments.

Select the activation action for each role on the previous page.

[Submit](#) [Return](#)

Role Activation - Selection

Roles Found: 1 Role Status: CURRENT

Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	Actions
1	cora_govt	Cora	Userid	Cost Voucher Administrator	DCMA NORTHERN EUROPE-UXBRIDGE	SUK12A		2011/09/13	N	N	N	Change Status <input type="button" value="v"/> Edit

Comments: [Change all Status](#) [Send](#)
[all to Archive](#)

Note: Comments will be applied to all roles. Use the 'Edit' link to edit attachments and comments.

Select the activation action for each role.

[Submit](#) [Return](#)

The GAM User changes the role status and clicks the "Submit" button.

Note. GAM is prohibited from activating a Cost Voucher Administrator if the user is already active as a Cost Voucher Administrator for another agency.

for all roles. Use the 'Edit' link to edit attachments and comments.
previous page.

[Group](#) [User](#) [Role](#) [Location](#) [Exit](#)

Role Activation - Notification

Roles Activated/Deactivated: 1

Item	UserId	First Name	Last Name	Role	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	New Status
1	cora_govt	Cora	Userid	Cost Voucher Administrator	DCMA NORTHERN EUROPE-UXBRIDGE	SUK12A		2011/09/13	Y	N	N	Active

Activation/Deactivation was successful. Email notifications have been sent to each user. Click the 'Return' link to return to the search page.

[Return](#)

The Cost Voucher Administrator role is now activated by the GAM User.

This concludes the overview of the ECP0661 changes to Cost Voucher Administrator Registration and Activation.