

## 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 is an overview of the changes made to the WAWF application for ECP0693.

WAWF will now send a Standard Pay Request upon creation of a Construction Invoice and a Standard Approved Pay Request upon approval of a Construction Invoice.

The capability has been provided to sign up Location Codes for Construction Invoices for GFEBs to receive standard extracts via the Administration Console in WAWF.

Admin Console (access key A)

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The System Administrator logs in to the WAWF application and accesses the Administration Console.

## Administration Console for System Administrators

<b>Group</b>	Administer groups and subgroups by adding, renaming, moving and deleting groups in the group structure and adding and moving locations in the group structure
<b>User</b>	Administer users by editing user profiles, resetting user passwords, resetting user certificates, viewing user profile data, and deleting user profiles
<b>Role</b>	Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles and viewing user role data
<b>Location</b>	Administer locations by editing locations, adding external locations, and deleting locations
<b>Document</b>	Administer documents by viewing document data, requesting documents, and deleting documents
<b>Table</b>	Administer database tables by adding, editing, deleting, and viewing database tables
<b>History</b>	View changes to database tables
<b>Standard</b>	Administer standard extracts by registering extracts, activating extracts, registering pay offices and viewing pay office data
<b>Web</b>	Administer web services by registering web services, activating web services, resetting web service passwords, resetting web service certificates and viewing web service data
<b>SYSUID</b>	Administer systems by registering systems, activating systems, resetting system passwords, resetting system certificates and viewing system data
<b>Misc.</b>	Add X509 certificates, regenerate FTP/EDI notifications, edit system properties and add/edit system messages
<b>Exploder</b>	Administer exploder email list and send exploder email notifications
<b>Exit</b>	Close the administration console window

The Administration Console for System Administrators is now displayed.

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

# WAWF Administration Console

- Group
- User
- Role
- Location
- Document
- Tables
- History
- Reports
- Standard
- Web
- SYSUID
- Misc.
- Exploder
- Portal
- Exit

Standard Extracts Administration

## Administration Console for System Administrators

Group	Administer groups and subgroups by adding, renaming, moving and deleting 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, viewing user profile data, and deleting user profiles
Role	Administer roles by activating user roles, deactivating user roles, archiving user roles, adding user roles and viewing user role data
Location	Administer locations by editing locations, adding external locations, deleting external locations, and viewing location data
Document	Administer documents by viewing document data, requesting documents, deleting documents, and viewing document data
Table	Administer database tables by adding, editing, deleting, and viewing table data
History	View changes to database tables
Standard	Administer standard extracts by registering extracts, activating extracts, registering pay offices and viewing pay office data
Web	Administer web services by registering web services, activating web services, resetting web service passwords, resetting web service certificates and viewing web service data
SYSUID	Administer systems by registering systems, activating systems, resetting system passwords, resetting system certificates and viewing system data
Misc.	Add X509 certificates, regenerate FTP/EDI notifications, edit system properties and add/edit system messages
Exploder	Administer exploder email list and send exploder email notifications
Exit	Close the administration console window

The System Administrator navigates to the Standard Extracts Administration section of the Administration Console.

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

## Standard Extract Registration

Extract Recipient \*

Pay Official

Location Code \*

hc1013

System Name \*

STANDARD

Comments

Comments

Receiving Activity

Standard Extract Type

Extract Type

Document Type

\*Asterisk indicates required field.

Enter the extract recipient and location information then click 'Next' to go to the next page, or click 'Return' to cancel and return to the previous page.

[Next](#) [Return](#) [Reset](#)



The Standard Extract Registration page is now displayed.

Enter the extract recipient and location information then click the Next button to go to the next page.

## Standard Extracts Administration

- [Standard Extract Registration](#)
- [Standard Extract Activation](#)
- [Pay Office Registration](#)
- [Pay Office Information](#)



The System Administrator now clicks the Standard Extract Registration link.

## Standard Extract Registration

Extract Recipient  
Pay Official

Location Code  
HC1013

System Name  
STANDARD

Comments  
Comments

Receiving Activity \*  
TEST

Standard Extract Type \*  
Information

Extract Type

Document Type

Enter the receiving activity and select the standard extract type. Click the Next button to continue.

\*Asterisk indicates required field.

Enter the receiving activity and select the standard extract type then click 'Next' to go to the next page, or click 'Return' to cancel and return to the previous page.

[Next](#) [Return](#) [Reset](#)



## Standard Extract Registration

Extract Recipient

Pay Official

Location Code

HC1013

System Name

STANDARD

Comments

Comments

Receiving Activity

TEST

Standard Extract Type

Informational

Extract Type \*

Standard Pay Request

Document Type

\*Asterisk indicates required field.

Select the extract type then click 'Next' to go to the next page, or click 'Return' to cancel and return to the previous page.

[Next](#) [Return](#) [Reset](#)



Select the extract type from the Extract Type drop-down and click Next to continue.

## Standard Extract Registration

Extract Recipient

Pay Official

Location Code

HC1013

System Name

STANDARD

Comments

Comments

Receiving Activity

TEST

Standard Extract Type

Informational

Extract Type

Standard Pay Request

Document Type \*

- Invoice
- Invoice Fast Pay
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Invoice 2in1
- Construction Invoice
- Cost Voucher
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher

Standard Pay is now allowed for Construction Invoices.

Select the document type(s) then click 'Submit' to register the standard extract.

Now click the Return link to return to the previous page.

\*Asterisk indicates required field.

Select the document type(s) then click 'Submit' to register the standard extract, or click 'Return' to cancel and return to the previous page.

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

## Standard Extract Registration

Extract Recipient

Pay Official

Location Code

HC1013

System Name

STANDARD

Comments

Comments

Receiving Activity

TEST

Standard Extract Type

Informational

Extract Type \*

Standard Approved Pay Request

Document Type

Select Standard Approved Pay Request from the Extract Type drop-down and click Next to continue.

\*Asterisk indicates required field.

Select the extract type then click 'Next' to go to the next page, or click 'Return' to cancel and return to the previous page.

[Next](#) [Return](#) [Reset](#)



## Standard Extract Registration

Extract Recipient

Pay Official

Location Code

HC1013

System Name

STANDARD

Comments

Comments

Receiving Activity

TEST

Standard Extract Type

Informational

Extract Type

Standard Approved Pay Request

Document Type \*

- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Invoice 2in1
- Construction Invoice
- Cost Voucher
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher

Standard Approved Pay is now allowed for Construction Invoices.

Select the document type(s) then click 'Submit' to register the standard extract.

\*Asterisk indicates required field.

Select the document type(s) then click 'Submit' to register the standard extract, or click 'Return' to cancel and return to the previous page.

## Standard Extracts Administration

- [Standard Extract Registration](#)
- [Standard Extract Activation](#)
- [Pay Office Registration](#)
- [Pay Office Information](#)

This concludes the overview of the changes made to the WAWF application for ECP0693.