

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 Group Administrator Lookup section.

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

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- Profile Maintenance
- Role Maintenance
- Security Maintenance
- Submit User Feedback
- Group Administrator Lookup**

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A User's WAWF Group Administrators can be determined by clicking on the Group Administrator Lookup link under the User dropdown.

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Role Maintenance

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Security Maintenance

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[Group Administrator Lookup](#)



The User may also access links by clicking on the User link. All User Maintenance links will be displayed.

The User clicks the Group Administrator Lookup link.

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Group Administrator Lookup

Lookup By Group Name

03543 [\(View GAMs\)](#)

-- OR --

Lookup By Location Code

03543 [\(View GAMs\)](#)

Users have the option of looking up their GAM by using a dropdown with pre-populated Group Names or Location Codes. Selecting the Group Name your Location Code belongs to and/or the Location Code assigned to you and clicking the View GAMs link, will provide the user with their Group Administrator Information page.

The User clicks the View GAMs link.

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Group Administrator Information

Group Name

03543

There are no GAMs for this Group.

Please contact the Help Desk (rdeleon@caci.com).

Location Code

03543

If there are no GAMs for the Group selected, a message will be displayed letting the User know there are no GAMs for this Group.

The User clicks the Previous button to return to the previous page.



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Group Administrator Lookup

Lookup By Group Name

PEDJA [\(View GAMs\)](#)

-- OR --

Lookup By Location Code

03543 [\(View GAMs\)](#)

The User selects another Group Name or Location Code from the dropdown menus and clicks the View GAMs link.

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Group Administrator Information

Group Name

PEDJA

The Group Administrator Information page is displayed for the Group Name selected.

Group Administrators

Name	Email	Commercial Phone	DSN Phone
Debbie Pavelka	dpritchett@caci.com	904-596-7083	
D G	dgoswami@caci.com	3223	
test test	tgerevits@caci.com	904-555-1555	
Cora Certificate	coleung@caci.com	904-596-CORA	
II	lclark@caci.com	2	
Cora Leung	coleung@caci.com	904-996-CORA	
Debbie Pritchett	dpritchett@caci.com	9045967083	
Debbie Pritchett	dpritchett@caci.com	9045967083	
carla mcgarva	cmcgarva@caci.com	0000000	
Debbie Pritchett	dpritchett@caci.com	1	

Location Code

06481

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Group Administrator Information

Group Name

PEDJA

Group Administrators

Name	Email	Commercial Phone	DSN Phone
Debbie Pavelka	dpritchett@caci.com	904-596-7083	
D G	dgoswami@caci.com	3223	
test test	tgerevits@caci.com	904-555-1555	
Cora Certificate	coleung@caci.com	904-596-CORA	
II	lclark@caci.com	2	
Cora Leung	coleung@caci.com	904-996-CORA	
Debbie Pritchett	dpritchett@caci.com	9045967083	
Debbie Pritchett	dpritchett@caci.com	9045967083	
carla mcgarva	cmcgarva@caci.com	0000000	
Debbie Pritchett	dpritchett@caci.com	1	

Location Code

06481

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The Group Administrators Name, Email, Commercial Phone and DSN Phone will all be listed for the Group Name. In addition, all of the Location Codes in the Group Name which the Group Administrator has Admin privileges for are listed.

The User may click the Previous button to return to the previous page.

This concludes the demonstration of the Group Administrator Lookup section.

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