

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 User Preferences section.

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

The WAWF User can select a theme to display by using the User Preferences link under the User dropdown.

- Profile Maintenance
- Address Book Maintenance
- Role Maintenance
- Security Maintenance
- Submit User Feedback
- Group Administrator Lookup
- User Preferences**
- MRS Reports Request
- MRS Reports Status

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After logging into WAWF, the User selects the User Preferences link from the User dropdown menu.

[Help](#)

User Preferences

Theme : ▾

The User Preferences page is displayed.

User Preferences

Theme :

- Default
- Amethyst
- Emerald
- Ruby
- Sapphire

Select a theme.

The User selects a theme from the dropdown.

Apply

Help

User Preferences

Theme :

The User selects "Emerald" from the Theme dropdown.

Apply

Help

Apply (access key A)

Logon Date : 2012/06/14 15:16:36 EDT Last Accessed Date : 2012/06/14 15:16:56 EDT

User Preferences

Theme : ▾

The "Emerald" theme is now displayed along the top and bottom of the page.

User Preferences

Theme : 

- Default
- Amethyst
- Emerald
- Ruby
- Sapphire

Select a theme.

The User can then select the "Default" option to go back to the original WAWF theme on the page.

Apply

Help

User Preferences

Theme : ▾

The original WAWF theme is displayed when the "Default" option is selected.

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This concludes the overview of the User Preferences section.