Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

This demo demonstrates how to activate EDA user roles (Vendor/Contract Pay Documents) as a PIEE Administrator.
Step 2

Logon to WAWF e-Business Suite as a PIEE GAM (Government Administrator).

Step 3

Open the WAWF e-Business Suite Administration Console from the Administration menu drop-down.
Step 4
Click the User / Role Management link from the menu option.

Step 5
Navigate to the Search by Role tab.
Step 6

On the Search by Role tab, enter data in the search criteria fields.

Step 7

Click Search at the button of the screen.
Step 8

On the search results screen, activate the following EDA user roles by selecting the Activate option from the Action menu drop-down, then click the Update button:
- Vendor Pay Documents
- Auditor
- Contracts
- Contract Pay Documents

Step 9

Enter Justification and click the Confirm button.
Step 10

The Roles Updated screen is displayed indicating that the user roles are successfully updated.

Step 11

Once the EDA user roles of Vendor Pay Documents and Contract Pay Documents are activated, an email notification will be sent to the EDM Help Desk.
This concludes our demonstration.