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

This presentation will demonstrate the functionality of Notification Management as a PFL GAM (Government Administrator).
Step 2

Access the Notification Management link through the Administration Console - WAWF e-Business Administration.

Step 3

The Notification Management link will display on the Administration Console main menu. PIEE Super Administrator and PIEE Administrator users will not have access to this functionality.
Step 4

To send emails to specified users click the Send Notifications link.

Step 5

The Application dropdown will be populated with the applications the user is registered with.

A selection of one is required to proceed with the notification workflow.
Step 6

Checking the Save Message as Template box will allow the user to store the Subject / Body combination as a static template for future use.

By selecting the Reset button, the user will be able to clear out all fields on the screen.

Previously saved templates may be accessed by selecting the View Templates button.

Click the Next button.

Step 7

The Subject/Body fields populated on the previous screen will be displayed as read-only.

The Search Type dropdown will allow the user to select the type of search filter. Group Name, Location Code, and Individual are the available options. The displayed fields will differ based on the selection. Only the Role dropdown will remain the same.

To add parameters into the Notification Filters table the user must select the Add Notification Filter button. The user will have the ability to delete previously added filters.
Step 8

The Group Name lookup will allow the user to search for a specific group by name. Clicking on the link in the results table will populate the Group Name field on the screen as well as populate the Location Code dropdown.

Once the Group Name is selected the Location Code dropdown will be populated based on the group chosen in the lookup.

Note: If ‘Include Subgroups’ is checked, the Location Code dropdown will be disabled and defaulted to All Codes.

Step 9

For Location Code searches, the user will be required to enter a value in the Location Code field.
Step 10

For Individual searches, the user will be required to either select a value from the group lookup or enter a value in the Location Code field. The Role dropdown functionality will remain the same regardless of search type.

Since individual searches are custom and populated on request the user will not have the option to add other email filters. The Send button will be replaced with a Select Users button. This will navigate to a screen where the user will select which individuals are to receive the notification.

Step 11

Once the desired Location Code is searched, this table will display the user results from the Individual search parameters provided on the previous screen. The administrator will have the ability to add individuals to the notification by checking the checkbox next to their entry.

The administrator will be able to sort on the User, Email, and Location Code columns.
Step 12

If all validations pass when the user clicks on the Send button, they will be prompted with a window to verify submission. This window will contain the email subject and body along with the number of recipients.

Click OK.

Step 13

Saved templates will be deleted at a parameterized period after last use.

This screen will allow the user to either edit or delete a saved template.
Step 14

If the user selects the Edit link for a template entry they will be directed to the Edit screen. Here they can update both the Subject and Body fields in the template. Clicking the Save button will update the template in the database and direct the user back to the template management screen.

Step 15

Upon saving changes to a template in the Edit screen, the user will receive a message stating the update was successful.
This concludes our demonstration.