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

This presentation is an overview View/Edit Roles Sort Capability.
Step 2

Select My Account.

Step 3

Select Manage Roles.
**Step 4**

When users are viewing/editing roles on their profile, they will be able to sort Role Maintenance page results by the headings. This is an example of the roles sorted in ascending order by Application.

![Role Maintenance page sorted by Application](image)

**Step 5**

Shown here is Role Maintenance page sorted in ascending order by Role. Users other options for sorting include: Group, Location Code/Ext., Status, Access Approval and Additional Information. The columns will have an arrow icon next to the header. The icons will indicate ascending or descending order while a bold arrow indicates the column being sorted on.

![Role Maintenance page sorted by Role](image)
Step 6

Users will have additional capability to filter roles by the following statuses: All, Active, Inactive, Archived, Pending Approval, Rejected and Blocked. Once selected, only relevant roles will be shown.

Step 7

If user selects View under the Additional Information column, this screen will display. Users can include and later save Justification and include relevant Attachments for this role.
Step 8

Accessible at any time is the Help button located at the bottom left of each page.

Step 9

Once selected, the Manage Roles Help menu includes information for troubleshooting.
This concludes our demonstration.