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

Step 1

This presentation will demonstrate the functionality of Documentation Administration as an IRAPT System Administrator.
Step 2

On the portal page, click the 'IRAPT' application icon.

Step 3

Click the 'Document Administration' link.
Step 4

The Document Administration page is displayed with the menu options.
Click the ‘View DOCUMENTS’ link.

Step 5

The View DOCUMENTS search criteria page is displayed. This page will allow the user to search for Active, Archived, and Saved documents.
However, values must be entered in at least one search field to return the desired document.
The Submit button will execute the search option chosen.
The Return button will take the user to the previous page.
The Reset button will clear the search fields to allow the user to start over.
As an example, to view such document, select Active Documents from the Search For menu drop-down, select Invoice from the Type Document menu drop-down, enter Create Date and click the Submit Button.
Step 6

The number of items displayed on the search results screen. Click "View" to view the document and click "DOCUMENTS" to view the document's XML data. Click the 'Return' button to go back to the search criteria page of View WAWF Documents.

Step 7

The document is opened when clicking the "View" link on the search results screen.
Step 8

The View DOCUMENTS - Data page is displayed when clicking the 'DOCUMENTS' link.

Step 9

Return to the Document Administration page and click the "View IGT Receiving Report DOCUMENTS" link.
Step 10

The View IGT Receiving Report DOCUMENTS search criteria page is displayed. This page will allow the user to search for Active, Archived, and Saved IGT documents.

Searching for document information. Data must be entered in at least one search field. Enter search data then click 'Submit'. The Submit button will execute the search option chosen.

The Return button will take the user to the previous page.

The Reset Button will clear the search fields to allow the user to start over

As an example, to view such document, select Archive Documents from the Search For menu, Received menu drop-down from the Status drop-down menu, and select the Submit Button.

Step 11

The number of items displayed on the search results screen.

Click "View" to view the document and click "DOCUMENTS" to view the document’s XML data.
Step 12

Select the number from the menu drop-down and click the 'Resize' button.

Step 13

The number of items will be displayed on the page. Click the 'First' button to go to the first page, click the 'Prev' button to go to the previous page, click the number to go to that particular page, click the 'Next' button to go to the next page and click the 'Last' button to go to the last page. Click the 'Return' button to go back to the search criteria page of View IGT Documents.
Step 14

Return to the Document Administration page and click the "View 2.0 DOCUMENTS" link.

Step 15

The search criteria page for View 2.0 DOCUMENTS is displayed.
Searching for document information. Data must be entered in at least one search field. Enter search data then click 'Submit'.
The Submit button will execute the search option chosen.
The Return button will take the user to the previous page.
The Reset Button will clear the search fields to allow the user to start over
As an example, to view such document, select Invoice 2in1 from the Type Document menu drop-down, select Processed from the Status menu drop-down, and click the Submit Button.
Step 16

The search results screen is displayed. Click the 'View' button to view the particular document. Select the number from the menu drop-down to resize the number of items displayed.

Step 17

Return to the Document Administration page and click the 'Send Key to PMO' link.
Step 18

The search criteria page for Send Key To PMO is displayed. This page allows the user to view View Send Key To PMO Documents using the various search fields available on the page. Searching for document information. Data must be entered in at least one search field. Enter search data then click 'Submit'. The Submit button will execute the search option chosen. The Reset Button will take the user to the previous page.

As an example, to view such document, select Invoice from the Type Document menu drop-down, and select Paid from the Status menu drop-down and click the Submit Button.

Step 19

The search results page is displayed. Click the 'View' button to view the document and click the 'DOCUMENTS' button to view the XML data. Click the 'Next' button to go to the next page.

Click the 'Return' button to go back to the search criteria page.
Step 20

Select one or more checkboxes and enter a comment to request document deletion. Click the 'Next' button.

Step 21

The Send Key to PMO Confirmation page is displayed. Click the 'Submit' button to continue.
Step 22

A notification page is displayed with a success message.

Step 23

Return to the Document Administration page and click the ‘Delete Documents’ link.
Step 24

Once the WAWF PMO approved the request of the document deletion, the documents will be displayed on this screen. Click the ‘View’ button to view the document or click the ‘DOCUMENTS’ button to view the XML data.

Step 25

Select one or more checkboxes for the particular documents, then enter comments. Click the ‘Next’ button to continue.
Step 26

The Delete Document Confirmation page is displayed.
Click the ‘Submit’ button to complete the process.

Step 27

The Delete Documents Notification page is displayed with a success message.
This concludes our demonstration.