Intro

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1
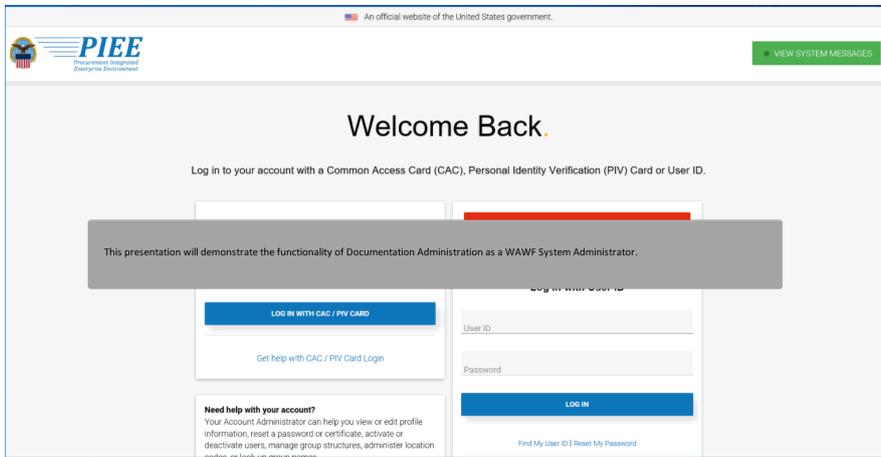
This presentation will demonstrate the functionality of Documentation Administration as a WAWF System Administrator.

Step 2
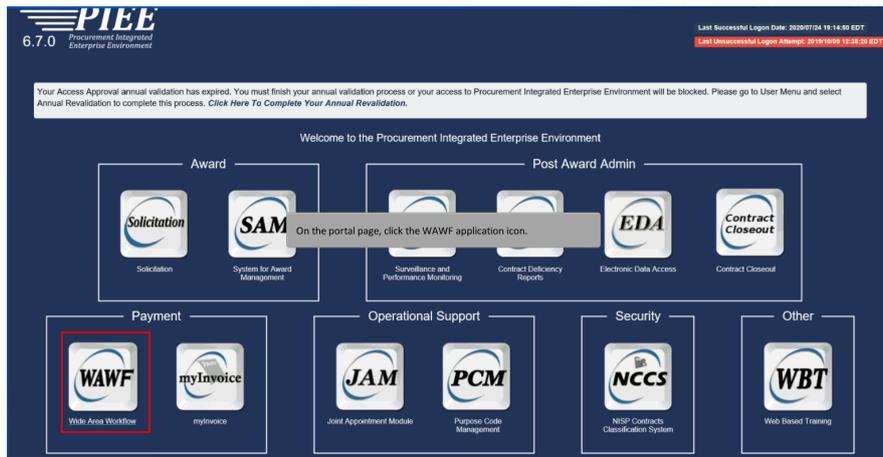
On the portal page, click the WAWF application icon.

Step 3
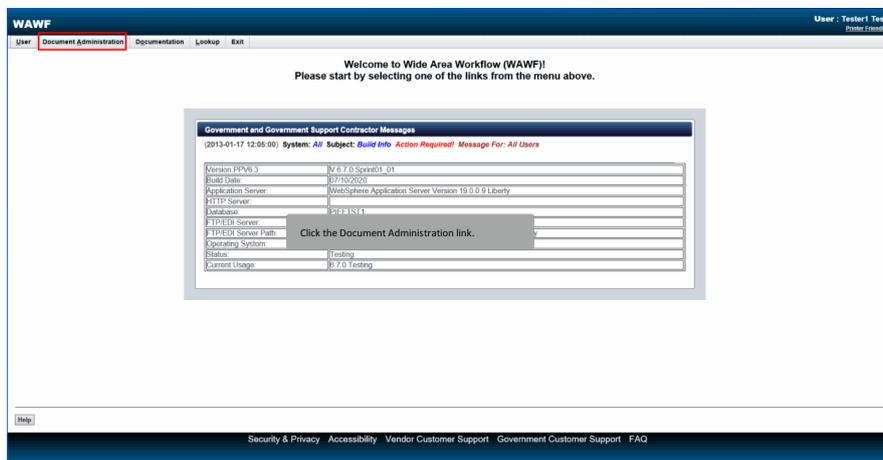
Click the Document Administration link.

Step 4
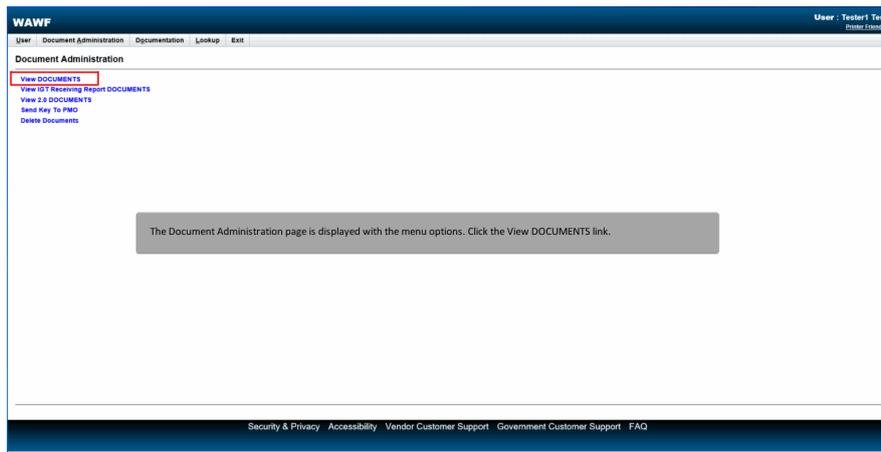
The Document Administration page is displayed with the menu options. Click the View DOCUMENTS link.

Step 5
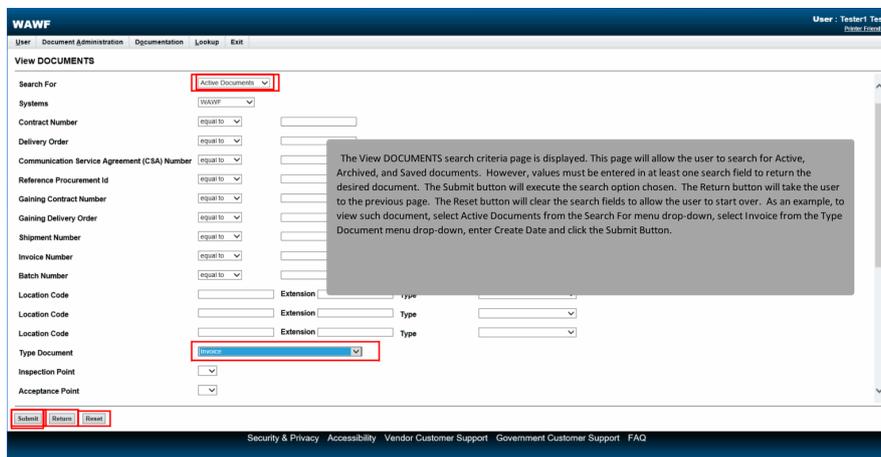
The View DOCUMENTS search criteria page is displayed. This page will allow the user to search for Active, Archived, and Saved documents. However, values must be entered in at least one search field to return the desired document. The Submit button will execute the search option chosen. The Return button 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 the DOCUMENTS to view the document's XML data. Click the Return button to go back to the search criteria page of View Documents.

Step 7

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

Step 8
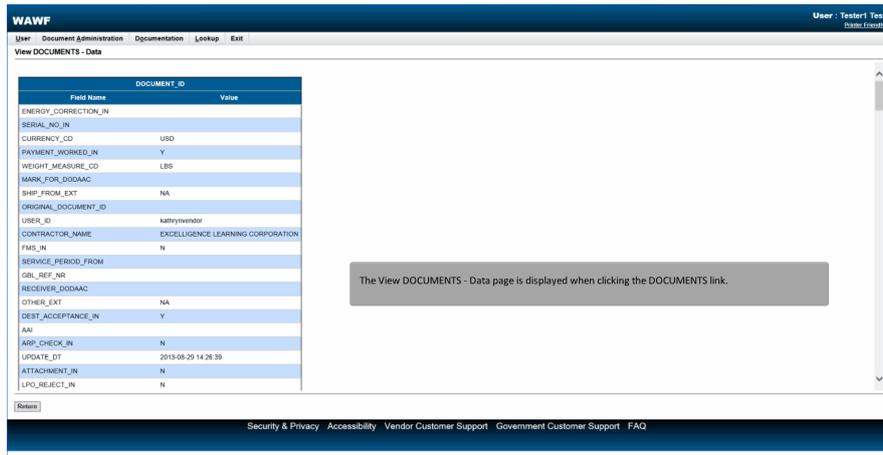
The View DOCUMENTS - Data page is displayed when clicking the DOCUMENTS link.

Step 9
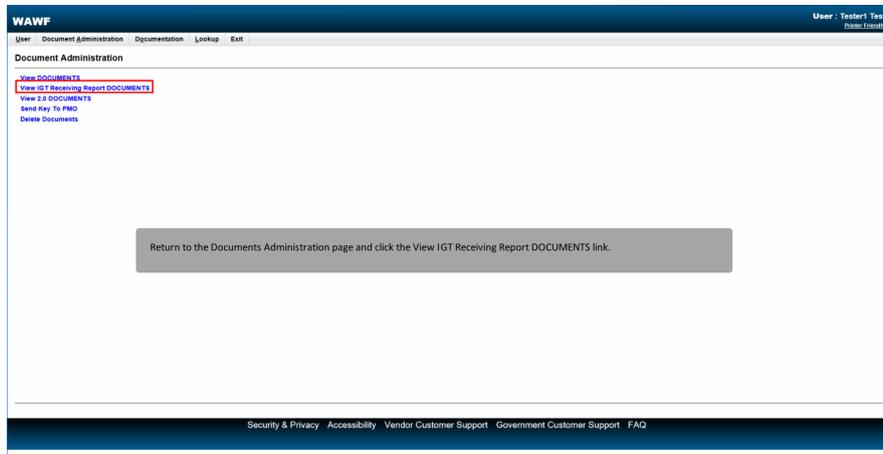
Return to the Documents Administration page and click the View IGT Receiving Report DOCUMENTS link.

Step 10
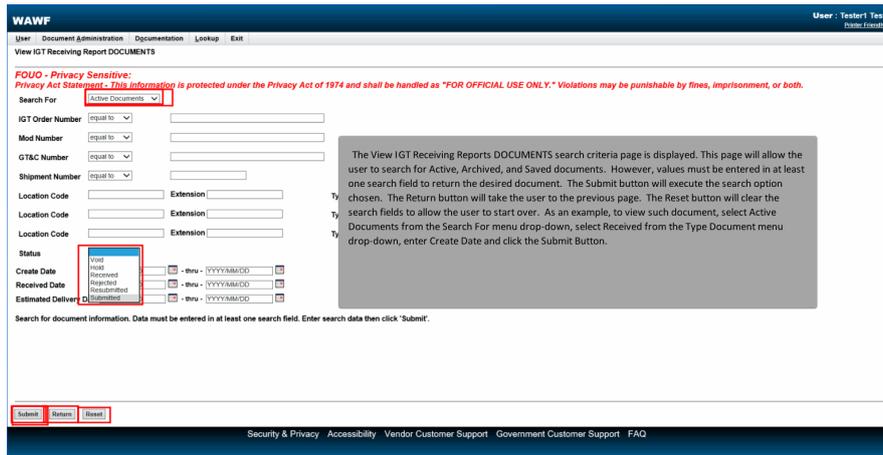
The View IGT Receiving Reports DOCUMENTS search criteria page is displayed. This page will allow the user to search for Active, Archived, and Saved documents. However, values must be entered in at least one search field to return the desired document. The Submit button will execute the search option 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 Received from the Type Document menu drop-down, enter Create Date and click the Submit Button.

Step 11

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

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 the last page. Click the Return button to go back to the search criteria page of View IGT Documents.

Step 14
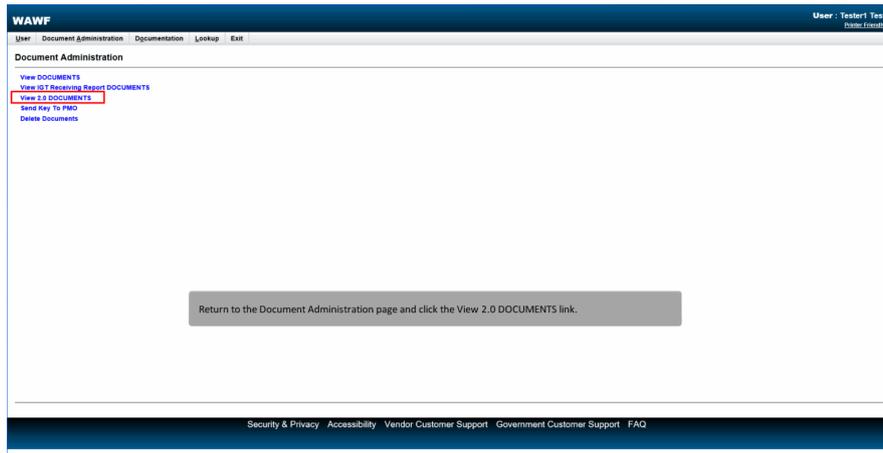
Return to the Document Administration page and click the View 2.0 DOCUMENTS link.

Step 15
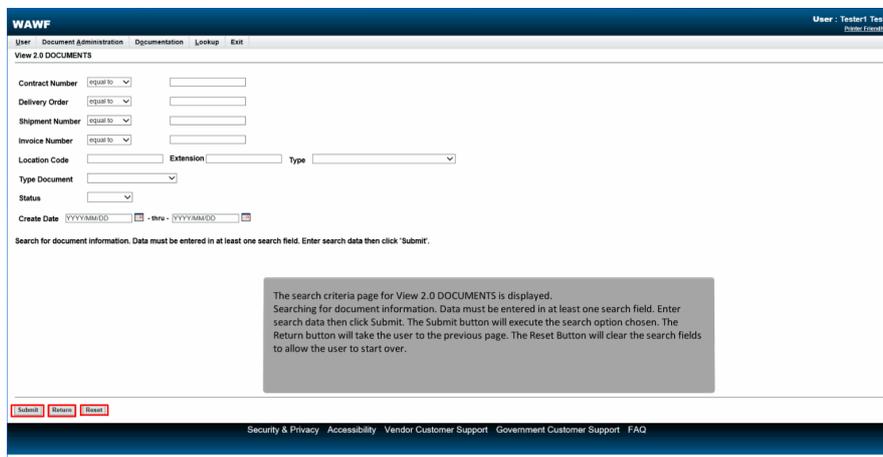
The search criteria page for View 2.0 DOCUMENTS is displayed.
Searching for document information. Data must be entered in at least one search field. Enter search data then click Submit. The Submit button will execute the search option chosen. The Return button will take the user to the previous page. The Reset Button will clear the search fields to allow the user to start over.

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 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 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.

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
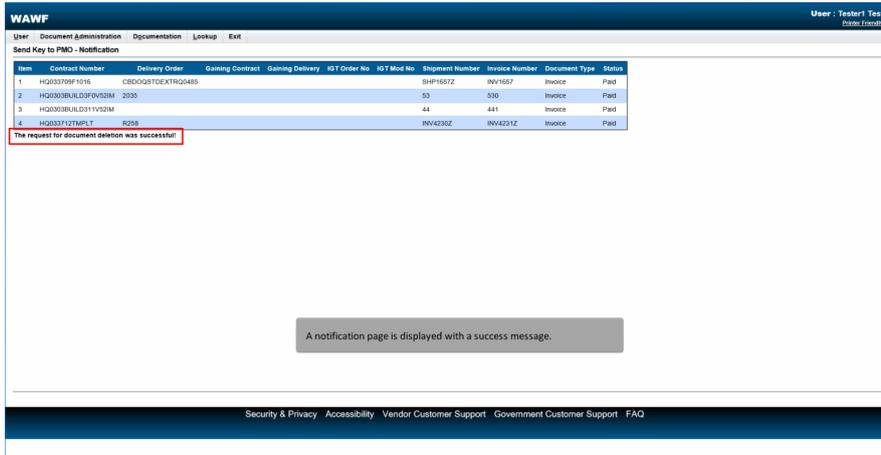
A notification page is displayed with a success message.

Step 23
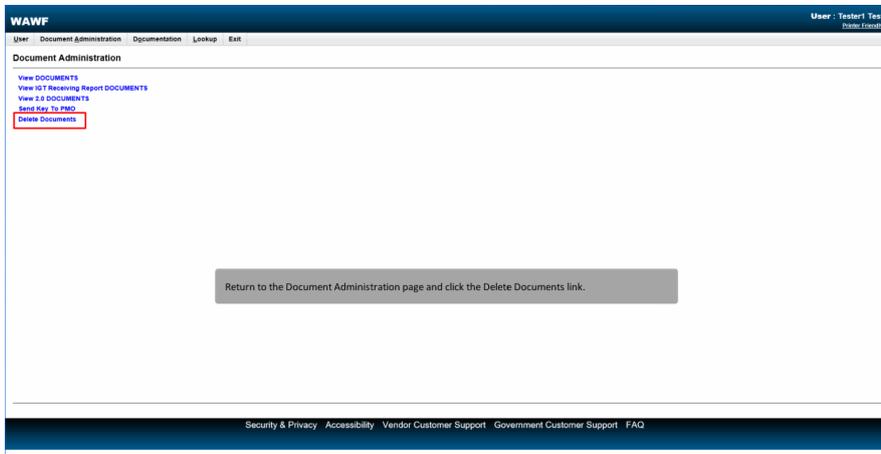
Return to the Document Administration page and click the Delete Documents link.

Step 24
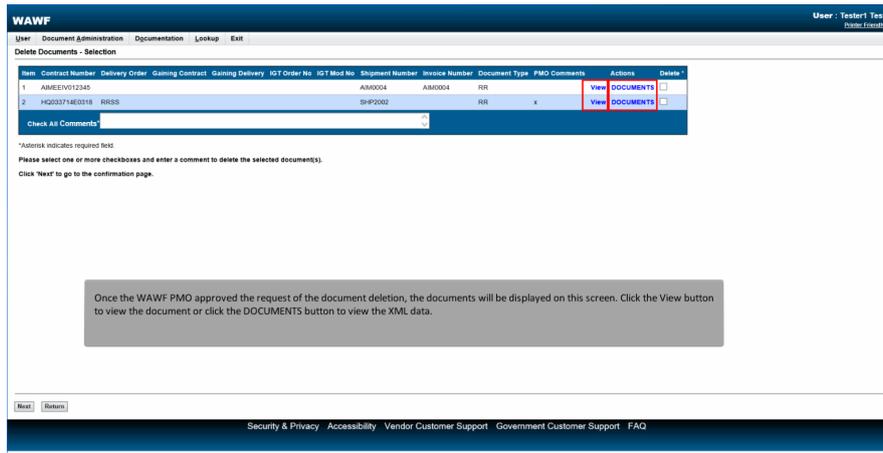
Once the WAWF PMO approved the request of the document deletion, the documents will be displayed on this screen. Click the View button to view the document or click the DOCUMENTS button to view the XML data.

Step 25
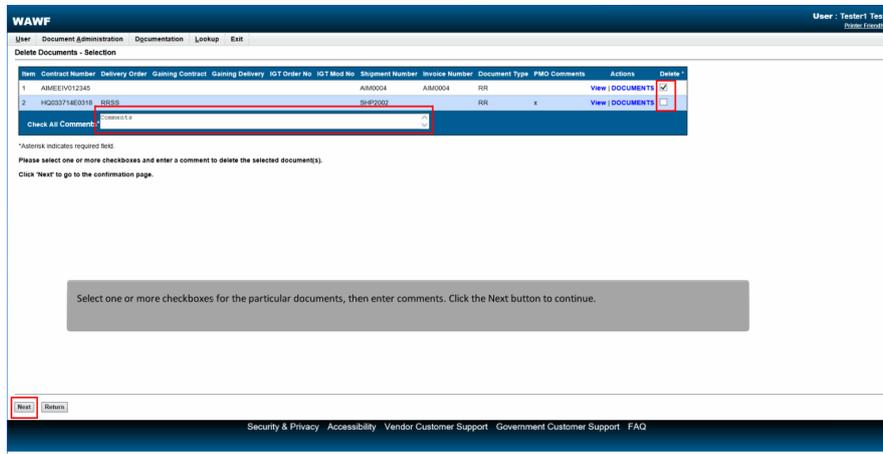
Select one or more checkboxes for the particular documents, then enter comments. Click the Next button to continue.

Step 26
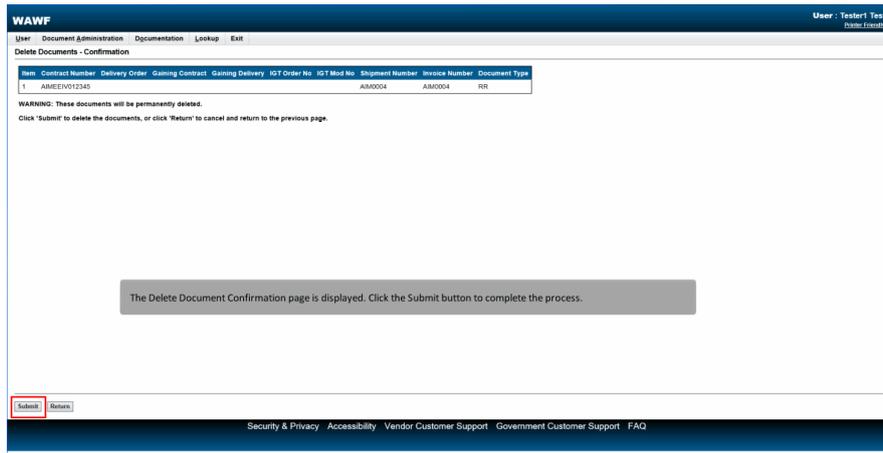
The Delete Document Confirmation page is displayed. Click the Submit button to complete the process.

Step 27
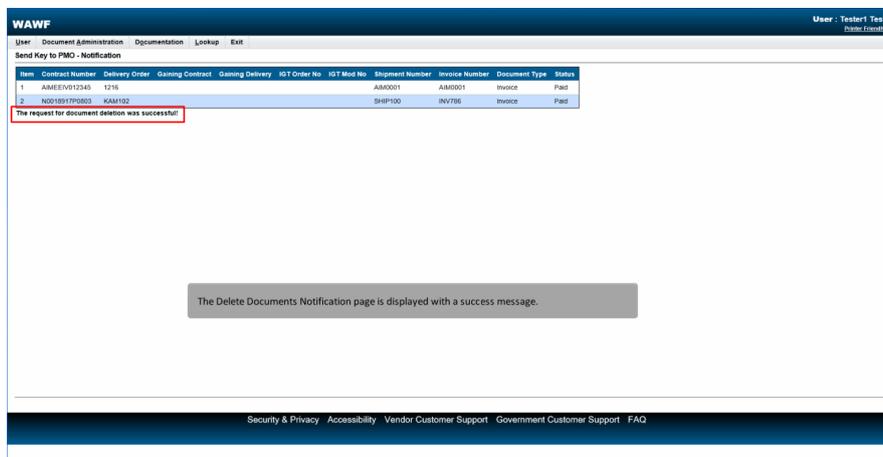
The Delete Documents Notification page is displayed with a success message.

End
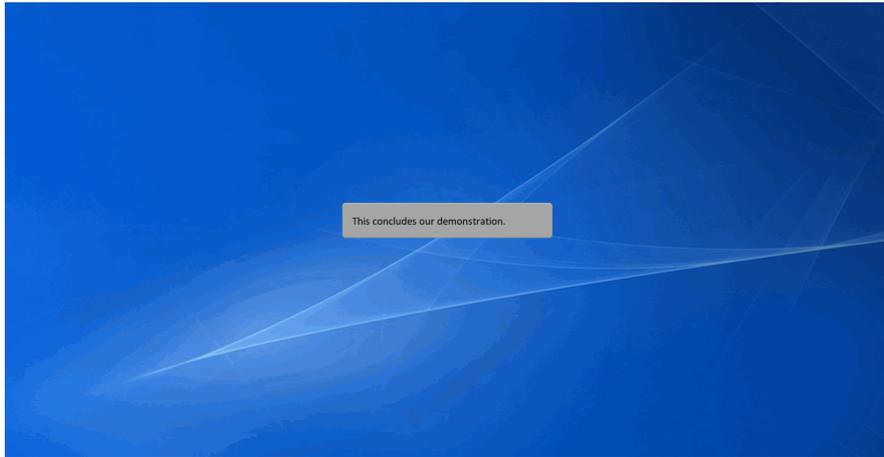
This concludes our demonstration.