

WAWF Contract Lists

Reference Guide

PIEE

WAWF Application

WAWF Homepage

Government

This user reference guide includes instructions for the use and maintenance of Contract Lists and Favorite search queries.

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WAWF Roles

WAWF Roles with Access to Contract Lists

- Acceptor
- Issue By View Only

Adding a Contract List

WAWF Homepage

Government

Contract Lists

Contract Lists Tab

WAWF

User | Government | Documentation | Lookup | Exit

Edit Contract Lists

Contract Lists | Shared Users

* Asterisk indicates required entry.
The form component needs to have a Uiform in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
Acceptor Favorite [Add New Contract List](#)

Add Contracts to List Manually | **Add Contracts to List via CSV .txt File**

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> FA303022B4120		Delete
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> GS02F0096R		Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	0700	Delete
<input checked="" type="checkbox"/> HQ033715CW5801	0881	Delete
<input checked="" type="checkbox"/> JCH987654321	122	Delete
<input checked="" type="checkbox"/> S0512A		Delete
<input checked="" type="checkbox"/> S0512A18A8523		Delete
<input checked="" type="checkbox"/> S0512A25R9521		Delete
<input checked="" type="checkbox"/>	3652	Delete

Save Changes | Delete

On the Edit Contract Lists page, select the **Add New Contract List** link.

WAWF

User Government Documentation Lookup Exit

Add Contract List

* Asterisk indicates required entry.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1

Add Contracts to List Manually

Contract Number Delivery Order

Add

Add Contracts to List via CSV .txt File

Browse...

Upload and Add

Contract Number Delivery Order Actions

Enter the name of the Contract List in the **List Name** field. The name must be unique for the user's folder and cannot exceed 40 characters. Special characters are allowed.

WAWF

User Government Documentation Lookup Exit

Add Contract List

* Asterisk indicates required entry.
INFO: Deleted 123000077/8888 from Contract List19.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1

1 Contract Number

2 Delivery Order

3 Add

Add Contracts to List Manually

Contract Number Delivery Order

Add

Add Contracts to List via CSV .txt File

Browse...

Upload and Add

Contract Number Delivery Order Actions

To manually add a contract to a Contract List, provide the contract information in the Add Contracts to List Manually fields.

1. Enter the contract number in the **Contract Number** field.
2. Enter the delivery order number in the **Delivery Order** field.
3. Select the **Add** button to add the contract number to the list.

WAWF

User Government Documentation Lookup Exit

Add Contract List

1

* Asterisk indicates required entry.
 INFO: Added 123456789/1234 to Contract List List1.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1

Add Contracts to List Manually

Contract Number Delivery Order Add

Add Contracts to List via CSV

Browse...

2

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 123456789	1234	Delete

1. A system message confirms successful addition of the contract to the Contract List.
2. The contract number is displayed in an alphanumerically sorted list.

WAWF

User Government Documentation Lookup Exit

Add Contract List

* Asterisk indicates required entry.
 INFO: Added 123456789/1234 to Contract List List1.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1

Add Contracts to List Manually

Contract Number Delivery Order Add

Add Contracts to List via CSV .txt File

1 Browse... 2 Upload and Add

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 123456789	1234	Delete

Users may upload a comma separated .txt file containing contract numbers and delivery orders to add them to the list in bulk.

1. Select the **Browse** button to select the desired file from the local directory.
2. Select the **Upload and Add** button to complete upload of the data.

WAWF

User Government Documentation Lookup Exit

Add Contract List

* Asterisk indicates required entry.
 INFO: The Contract Number and Delivery Order Number entries from the file have been added successfully.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Add Contracts to List Manually

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>

Add Contracts to List via CSV .txt File

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 123456789	1234	Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O700	Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O881	Delete
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> GS02F0096R		Delete
<input checked="" type="checkbox"/> HQ033715CW5801		Delete
<input checked="" type="checkbox"/> S0512A19R5214	2149	Delete

A system message confirms successful upload of contracts from the .txt file. The uploaded contracts are now displayed on the Contract List.

WAWF

User Government Documentation Lookup Exit

Add Contract List

* Asterisk indicates required entry.
 INFO: The Contract Number and Delivery Order Number entries from the file have been added successfully.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Add Contracts to List Manually

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>

Add Contracts to List via CSV .txt File

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 123456789	1234	Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O700	Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O881	Delete
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> GS02F0096R		Delete
<input checked="" type="checkbox"/> HQ033715CW5801		Delete
<input checked="" type="checkbox"/> S0512A19R5214	2149	Delete

Contracts may be removed from the Contract List by selecting **Delete** in the Actions column.

Add Contract List

* Asterisk indicates required entry.

INFO: Deleted HQ033714CW0209 from Contract List List1.

The form component needs to have a UI-form in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Add Contracts to List Manually

Contract Number	Delivery Order	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Contract Number	Delivery Order
<input checked="" type="checkbox"/> HQ033715CW5801	O700
<input checked="" type="checkbox"/> HQ033715CW5801	O881
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013
<input checked="" type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> GS02F0096R	

A system message confirms successful deletion of a contract.

Add Contract List

* Asterisk indicates required entry.

INFO: The Contract Number and Delivery Order Number entries from the file have been added successfully.

The form component needs to have a UForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1

Add Contracts to List Manually

Add Contracts to List via CSV .txt File

Contract Number

Delivery Order

Browse...

Add

Upload and Add

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 123456789	1234	Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O700	Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O881	Delete
<input checked="" type="checkbox"/> GSO2F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> GSO2F0096R		Delete
<input checked="" type="checkbox"/> HQ033715CW5801		Delete
<input checked="" type="checkbox"/> S0512A19R5214	2149	Delete

Save

When finished adding all data to the Contract List, select the **Save** button.

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.

Unable to find matching navigation case with from-view-id '/xhtml/auth/web/menu/user/ContractList.xhtml' for action '#' with outcome '#'
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

- Acceptor Favorite
- Carla Michael - Shared with Errol Jan 7 2020
- Duplicate Name
- Errol's Jan 7 Demo List
- List1

Add New Contract List

Add Contracts to List Manually

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>

Contract Number	Delivery Order
<input checked="" type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> FA303022B4120	

The new Contract List is now displayed on the Edit Contract Lists page.

Editing a Contract List

WAWF Homepage

Government

Contract Lists

Contract Lists Tab

WAWF

User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h.form>

List Name *

Acceptor Favorite Add New Contract List

Add Contracts to List Manually

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> FA303022B4120	
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013
<input checked="" type="checkbox"/> GS02F0096R	
<input checked="" type="checkbox"/> HQ033714CW0209	

On the Edit Contract Lists page, all existing Contract Lists created by the user or shared with the user are located on the Contract Lists tab. To view or edit a Contract List, expand the dropdown menu and select the desired Contract List. (Note: Contract lists shared with the user are not editable.)

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.

The form component needs to have a UForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Acceptor Favorite

Add Contracts to List Manually

1 Contract Number

2 Delivery Order

3

Contract Number

 021218JAGGER FA303022B4120 GS02F0096R GS02F0096R

Delivery Order

1555

W9124B15F0013

To manually add a contract to a Contract List, provide the contract information in the Add Contracts to List Manually fields.

1. Enter the contract number in the **Contract Number** field.
2. Enter the delivery order number in the **Delivery Order** field.
3. Select the **Add** button to add the contract number to the list.

WAWF

User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.
 INFO: Added S0512A20A5913/0003 to Contract List List1.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
 List1 Add New Contract List

Add Contracts to List Manually

Contract Number Delivery Order Add

Contract Number	Delivery Order
<input checked="" type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013
<input checked="" type="checkbox"/> GS02F0096R	
<input checked="" type="checkbox"/> HQ033714CW0209	
<input checked="" type="checkbox"/> HQ033715CW5801	0700
<input checked="" type="checkbox"/> HQ033715CW5801	0881

A system message confirms successful addition of the contract to the Contract List.

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User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
 Acceptor Favorite Add New Contract List

Add Contracts to List Manually

Contract Number Delivery Order Add

Add Contracts to List via CSV .txt File

1 Browse... 2 Upload and Add

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> FA303022B4120		Delete
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> GS02F0096R		Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	0700	Delete

Users may upload a comma separated .txt file containing contract numbers and delivery orders to add them to the list in bulk.

1. Select the **Browse** button to select the desired file from the local directory.
2. Select the **Upload and Add** button to complete upload of the data.

WAWF

User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.
 INFO: The Contract Number and Delivery Order Number entries from the file have been added successfully.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
 List1 [Add New Contract List](#)

Add Contracts to List Manually

Contract Number	Delivery Order	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> 123456789	1000	
<input checked="" type="checkbox"/> HQ033714CW0209		
<input checked="" type="checkbox"/> HQ033715CW5801	0700	
<input checked="" type="checkbox"/> HQ033715CW5801	0881	

A system message confirms successful upload of contracts from the .txt file.

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User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.
 The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
 List1 [Add New Contract List](#)

Add Contracts to List Manually **Add Contracts to List via CSV .txt File**

Contract Number	Delivery Order	Actions
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> 021218JAGGER	1555	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> 123456789	1234	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> GSO2F0096R	W9124B15F0013	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> GSO2F0096R		<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> HQ033714CW0209		<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> HQ033715CW5801	0700	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> HQ033715CW5801	0881	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> HQ033715CW5801		<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> S0512A19R5214	2149	<input type="button" value="Delete"/>

Contracts may be removed from the Contract List by selecting **Delete** in the Actions column.

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.

INFO: Deleted 123456789/1234 from Contract List List1.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
List1 Add New Contract List

Add Contracts to List Manually

Contract Number	Delivery Order	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Contract Number	Delivery Order
<input checked="" type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013
<input checked="" type="checkbox"/> GS02F0096R	
<input checked="" type="checkbox"/> HQ033714CW0209	
<input checked="" type="checkbox"/> HQ033715CW5801	0700
<input checked="" type="checkbox"/> HQ033715CW5801	0801

A system message confirms successful deletion of a contract.

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Acceptor Favorite

Add Contracts to List Manually

Add Contracts to List via CSV .txt File

Contract Number

Delivery Order

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> FA303022B4120		Delete
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> GS02F0096R		Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O700	Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O881	Delete
<input checked="" type="checkbox"/> JCH987654321	122	Delete
<input checked="" type="checkbox"/> S0512A		Delete
<input checked="" type="checkbox"/> S0512A18A8523		Delete
<input checked="" type="checkbox"/> S0512A25R9521		Delete
<input checked="" type="checkbox"/>	3652	Delete

When finished adding all data to the Contract List, select the **Save Changes** button.

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.

INFO: Contract List 'List1' was updated.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
List1 Add New Contract List

Add Contracts to List Manually Add C

Contract Number	Delivery Order	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Contract Number	Delivery Order	
<input checked="" type="checkbox"/> 021218JAGGER	1555	A D
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	D
<input checked="" type="checkbox"/> GS02F0096R		D
<input checked="" type="checkbox"/> HQ033714CW0209		D
<input checked="" type="checkbox"/> HQ033715CW5801	0700	D
<input checked="" type="checkbox"/> HQ033715CW5801	0881	D
<input checked="" type="checkbox"/> HQ033715CW5801		D
<input checked="" type="checkbox"/> S0512A19R5214	2149	D

A system message confirms successful update of the Contract List.

Sharing a Contract List with Another User

WAWF Homepage

Government

Contract Lists

Shared Users Tab

WAWF

User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists **Shared Users**

* Asterisk indicates required entry.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Acceptor Favorite

Add Contracts to List Manually

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> FA303022B4120	
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013

Acceptor and Issue By View Only users have the ability to share Contract Lists with other users that have access to Contract Lists functionality. To share a Contract List with another user, first select the Contract List to be shared from the **List Name** dropdown on the Edit Contract Lists page, then select the **Shared Users** tab.

WAWF

User Government Documentation Lookup Exit

Shared Users

Contract Lists Shared Users

The form component needs to have a Uiform in its ancestry. Suggestion: enclose the necessary components within <h:form>

Add a Shared User

eragovt017+issueBy2@gmail.com Add

Name	Email Address	Actions
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE CONTRACT LISTS TAB TO SAVE		

In the **Add a Shared User** field, enter the email address of the user the Contract List is to be shared with and select the **Add** button.

WAWF

User Government Documentation Lookup Exit

Shared Users

1 Contract Lists Shared Users

INFO: Added eragovt017+issueBy2@gmail.com to the list of shared users.

The form component needs to have a Uiform in its ancestry. Suggestion: enclose the necessary components within <h:form>

Add a Shared User

2

Name	Email Address	3 Actions
Carla Michael	eragovt017+issueBy2@gmail.com	Delete

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE CONTRACT LISTS TAB TO SAVE

1. A system message confirms successful addition of the user to the Shared Users list.
2. The name and email address of the user is displayed.
3. To remove a user's access to a Contract List, select **Delete** in the Actions column.

Shared Users

Contract Lists Shared Users

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

Add a Shared User

Name	Email Address
Carla Michael	eragovt017+issueBy2@gmail.com

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE CONTRACT LISTS TAB TO SAVE

Continue to add users as needed. Once all desired users have been added on the Shared Users tab, return to the **Contract Lists** tab to save all changes.

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

Acceptor Favorite

Add Contracts to List Manually

Contract Number	Delivery Order	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Add Contracts to List via CSV .txt File

<input type="button" value="Browse..."/>	<input type="button" value="Upload and Add"/>
--	---

Contract Number	Delivery Order	Actions
<input checked="" type="checkbox"/> 021218JAGGER	1555	Delete
<input checked="" type="checkbox"/> FA303022B4120		Delete
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013	Delete
<input checked="" type="checkbox"/> GS02F0096R		Delete
<input checked="" type="checkbox"/> HQ033714CW0209		Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O700	Delete
<input checked="" type="checkbox"/> HQ033715CW5801	O881	Delete
<input checked="" type="checkbox"/> JCH987654321	122	Delete
<input checked="" type="checkbox"/> S0512A		Delete
<input checked="" type="checkbox"/> S0512A18A8523		Delete
<input checked="" type="checkbox"/> S0512A25R9521		Delete
<input checked="" type="checkbox"/>	3652	Delete

Select the **Save Changes** button. Note that the list will not be shared with the added users until **Save Changes** is selected on the Contract Lists tab. The user may return to this page at any later time to remove users' shared access to Contract Lists.

Accessing Contract Lists Shared by Other Users

WAWF Homepage

Government

Contract Lists

Contract Lists Tab

WAWF

User Government Documentation Lookup Exit

Edit Contract Lists

Contract Lists Shared Users

* Asterisk indicates required entry.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h.form>

List Name *

Accept Favorite Add New Contract List

Carla Michael - Shared with Errol Jan 7 2020
Duplicate name
Errol's Jan 7 Demo List
List1

Add Contracts to List Manually

Contract Number	Delivery Order
<input type="checkbox"/> 021218JAGGER	1555
<input checked="" type="checkbox"/> FA303022B4120	
<input checked="" type="checkbox"/> GS02F0096R	W9124B15F0013
<input checked="" type="checkbox"/> GS02F0096R	
<input checked="" type="checkbox"/> HQ033714CW0209	
<input checked="" type="checkbox"/> HQ033715CW5801	0700

All lists shared with a user will be visible to that user via the List Name dropdown on the Contract Lists tab. Lists shared with a user will be prefixed by the name of the list owner.

Edit Contract Lists

[Contract Lists](#) [Shared Users](#)

* Asterisk indicates required entry.

* * -> form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

1

List Name *

 [Add New Contract List](#)

2

Contract Number

Delivery Order

 GS26F1001B

3

[Remove From List](#)

1. To view a shared list, select it from the List Name dropdown menu.
2. The contracts within the list will be displayed under the Contract Number column.
3. The user may remove their access to the shared Contract List by selecting the **Remove From List** button.

Search by Contract List

WAWF Homepage

Government

Contract Lists

Contract Lists Tab

WAWF

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h.form>

DoDAAC * / Extension
0512A

1 Search By Contract List? **2** Contract List

Yes

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Shipment No.

Communication Service Agreement (CSA)

SSN / Confirm SSN

Type Document

Create / Update Date (YYYY/MM/DD)

2019/12/11

Acceptance Date (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Billing Period From Date (YYYY/MM/DD)

Save Folder Search as Favorite

Saved Search Name: Save As Favorite

Submit Help

Contract List dropdown menu items:
Acceptor Favorite
Carla Michael - Shared with Errol Jan 7 2020
Duplicate Name
Errol's Jan 7 Demo List
List1

1. To search by contracts included in a Contract List, select **Yes** from the Search By Contract List dropdown.
2. Select the desired Contract List from the Contract List dropdown menu.
3. Select **Submit** to execute the search. The search results will include all contract numbers included on the selected Contract List and that meet all other search criteria.

Adding a Search to Favorites

WAWF Homepage

Government

Acceptor/Issue By

Acceptance Folder/View Only Folders

WAWF

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h.form>

DoDAAC * / Extension
S0512A

Search By Contract List? Contract List
Yes Acceptor Favorite

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension Ship From / Ship From Extension

Shipment No. Invoice Number

Communication Service Agreement (CSA)

SSN / Confirm SSN Tax Id (EIN)

Type Document Status
All Documents All Documents

Create / Update Date (YYYY/MM/DD) Create / Update Date End (YYYY/MM/DD)
2019/12/11 2020/01/10

Acceptance Date (YYYY/MM/DD) Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD) Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD) Estimated Delivery Date End (YYYY/MM/DD)

Billing Period From Date (YYYY/MM/DD) Billing Period From Date End (YYYY/MM/DD)

1 Save Folder Search as Favorite
Saved Search Name: 2 Save As Favorite

Submit Help

Users have the ability to save a set of search criteria values as a favorite search, in order to quickly run that search at a later time. This functionality is present in the Acceptance, Issue By View Only (DoDAAC), and Issue By View Only (Contract Number) folders.

1. Enter all search criteria, including either selecting a Contract List or manually entering contract information. Enter a search name in the **Saved Search Name** field in the Save Folder Search as Favorite section. The search name must be unique for the user's folder and cannot exceed 100 characters. Special characters are allowed.
2. Select the **Save As Favorite** button to save the search to the WAWF homepage.

Accessing Favorite Searches

WAWF Homepage

User

Government Messages

Issue By View Only Folder By DoDAAC Favorite Searches		
Query Name	Contract List	Actions
Duplicate Name	Duplicate Name	Run Delete
Issue By		Run Delete
Issue By DoDAAC Duplicate	Duplicate Name	Run Delete
Save and Delete Favorite search test		Run Delete
Shared with Errol	Shared with Errol	Run Delete

Acceptance Folder Favorite Searches		
Query Name	Contract List	Actions
Acceptor Duplicate	Acceptor Favorite	Run Delete
Duplicate Name	Shared with Errol	Run Delete
Errol's Favorite Acceptance Folder Contracts	Acceptor Favorite	Run Delete
January 7 Favorites	Acceptor Favorite	Run Delete
Save and Delete Favorite search test		Run Delete

Once saved, the search is now available on the Government Messages page.

1. To run the search select **Run** in the Actions column
2. To delete the saved search, select **Delete** in the Actions column.

Issue By View Only from Active Folder (399 items, sorted by Contract Number Ascending)

Item	DoDAAC	Ext	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	CSA	Shipment Number	Submitted	Shipped	Accepted	Billing From	Billing To	Status	Invoice N
1	S0512A		Receiving Report S/S	1QU78	114896066		FKT		12345678901			FKTX121	2016-02-23	2016-02-23	2016-02-23			Extracted	
2	S0512A		Invoice	1QU78	114896066				321654987										INV10
3	S0512A		Reparables RR S/D	1QU78	114896066				BTL S621267			BTS5927	2016-04-20	2016-04-20				Rejected	
4	S0512A		Receiving Report D/O PC	0HC11	144676566			3D135LN62473	CRCARD15CW5801	O098		DCM1246	2015-07-10	2015-07-10				Rejected	
5	S0512A		Receiving Report D/O PC	0HC11	144676566			3D135LN62473	CRCARD15CW5801	O098		DCM1254	2015-07-06	2015-07-06				Rejected	
6	S0512A		Receiving Report D/O PC	0HC11	144676566			H92228H92228LN62473	CRCARD15CW5801	O305		GOC1240Z	2015-07-06	2015-07-06				Rejected	
7	S0512A		Receiving Report O/O PC	0HC11	144676566			OO	CRCARD15DW5100			DCM1236	2016-10-25	2016-10-25				Submitted	
8	S0512A		Receiving Report D/O PC	0HC11	144676566			DO	CRCARD15DW5100			GOC1243Z	2016-10-25	2016-10-25				Submitted	
9	S0512A		Receiving Report D/O PC	0HC11	144676566			3D135LN62473	CRCARD16IMAC590			DCM1253	2016-05-19	2016-05-19				Submitted	
10	S0512A		Receiving Report D/O PC	0HC11	144676566			H92228H92228LN62473	CRCARD16IMAC590			GOC1237Z	2016-10-31	2016-10-31				Submitted	
11	S0512A		Receiving Report D/O PC	3CA29	098692374		567C	H92228H92228LN62473	DABL0103A1006	1V35		DUP0649	2015-06-15	2015-06-15				Submitted	
12	S0512A		Receiving Report D/O FMS	3CA29	098692374		567C	N64100L	DABL0103A1006	1V35		ERP1249	2015-06-15	2015-06-15				Submitted	
13	S0512A		Receiving Report D/O PC	3CA29	098692374		567C	H92228H92228LN62473	DABL0103A1006	1V35		GOC1251Z	2015-06-15	2015-06-15				Rejected	
14	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2016-02-01	2016-02-01		123456
15	S0512A		CV-Interim New Contractor	0HC11	144676566			HAA001HAA001LN62473	ECP0875KAFF16							2013-12-01	2016-01-28		129/
16	S0512A		CV-Interim New Contractor	0HC11	144676566			HAA001HAA001LN62473	ECP0875KAFF16							2016-02-04	2016-02-29		132/
17	S0512A		CV-Interim New Contractor	0HC11	144676566			HAA001HAA001LN62473	ECP0875KAFF16							2016-02-01	2016-04-05		144
18	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2015-06-01	2016-01-01		999900
19	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2015-06-01	2016-01-01		999900
20	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2015-06-01	2016-01-01		999900

Upon selecting **Run**, the search results are displayed.