

Updating IA Training Date

Supervisor Receives Email, but does **not** need to take any action.

-----Original Message-----

From: wawf@mail.mil [mailto:wawf@mail.mil]

Sent: Monday, November, 2015 7:02 AM

To: **Navy Supervisor**

Subject: Wide Area Workflow eBusiness Suite IA Training Date Expiration Notice

Attention Supervisor,

The Information Awareness Training Expiration Date has expired for Joe Sample. An email notification was sent to the user requesting the Information Awareness Training document and DD Form 2875 be updated.

User Receives Email and needs to take action.

-----Original Message-----

From: wawf@mail.mil [mailto:wawf@mail.mil]

Sent: Monday, November 09, 2015 7:02 AM

To: **Navy User**

Subject: Wide Area Workflow eBusiness Suite IA Training Date Expiration Notice

Attention user [userID],

The Information Awareness Training Expiration Date has expired. You are required to update the Information Awareness Training document and DD Form 2875. If you have any questions please contact your supervisor.

1. Sign into the WAWF suite
2. Once signed in click on the drop down menu next to User (located at the top of the page)
3. Click on Profile



WideAreaWorkFlow
e-Business Suite 5.8.0

User - Security - Administration - Help

Profile
View/Edit Roles
Add Roles
View Request Status

Your user agreement was signed successfully

Welcome to Wide Area Work Flow e-Business Suite

IRAPT
Invoicing, Receipt, Acceptance, and Property Transfer

EDA
Electronic Document Access

CORT TOOL
COR Tracking Tool

4. Once your Profile appears click on Edit (next to User Profile)
5. Scroll down to the Annual Information Awareness Training Date, clear the old date and enter the new date, YYYY/MM/DD
6. Scroll to the bottom of the screen and click on Submit

Profile Maintenance

• A DD2875 modification request will be generated to your Supervisor/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.

User Profile **Edit**

First Name Katrin	Email navsupbscwawftest@navy.mil	Grade/Rank tester
Middle Name 	Confirm Email navsupbscwawftest@navy.mil	DSN Telephone
Last Name Dilli	Commercial Telephone 1112223333	Citizenship US
Organization Navy	Extension 	Designation CIVILIAN
Job Title National Administrator of	Intl Country Code and Phone 	Annual Information Awareness Training Date 2015/10/22
Suffix 	Mobile Telephone 	AKO Name

Document Workflow Escalation Notification
Y