Intro



GFP Initiator Creating an Attachment with Multiple Reviewers

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

Step 1



This presentation provides an overview of a GFP Initiator creating an attachment with Multiple Reviewers. After reading the Privacy Statement, click the Accept button to continue.



Login with GFP Initiator User ID and password, then click the Login button.

Step 3



Click on the GFP link.

GFP Init	tiator •	+ Create GFP Attachment Q Search GFP Attachment	Welcome to Government Furnished Property!		
GFP Ap	prover •	sages			
	(2013- JAN	.17 12:05) System: All Subject	Build Info. Action Required. Message For: All Lisers		
	(2010-0414	in iz.co) oystem. An odoject	band mite Action Required. message For An esers		
	Version:		V 6.1.0 Build02_03		
	Application	Panuar	U6/05/2019 Mab@abara.0.0.0.5 (dkt 8.0. 181)		
	HTTD San	ar .	IBM INS 0.0.0 (UK1.0.0_101)		
	Database		T6100W		
	FTP/EDLS	erver	Commodore		
	FTP/EDLS	erver Path	(caci_db/efp/WAWE_RA_sec/Test/Version610/ETPEDIDirectory		
	Operating	System:	Solaris 11		
	Status:		Production		
	Current Us	To create an a dropdown.	ttachment, Click on the 'Government' menu	``	
		Next, click the dropdown and	'GFP Initiator' link from the Government menu d choose the '+ Create GFP Attachment' link.		

To create an attachment, Click on the 'Government' menu dropdown.

Next, click the 'GFP Initiator' link from the Government menu dropdown and choose the '+ Create GFP Attachment' link.

Step 5

GFP Government - Lookup -	Documentation -	LUser : GFP User	≭Exit
GFP Initiator - Create GFP Attac	hment		
Create GFP Attachr Select a method GFP Attachment Excel Upload Existing GFP Attachment Manual Data Entry	to create a GFP Attachment.		
	The GFP Initiator will select a method t GFP Attachment.	o create a	
	After selection is made, click continue.		
Continue 3 Help			

The GFP Initiator will select a method to create a GFP Attachment.

After selection is made, click continue.

outing Information			
GFP Initiator Location Code *	GFP Approver L	cation Code *	
S0512A	N00025	× Q Lookup	
		The GFP Initiator may add one or more Revie	wers

The GFP Initiator may add one or more Reviewers to the GFP attachment by clicking on the 'Add GFP Reviewers' link.

Step 7

		Add GFP Review	er		
GFP Initiator - Create GFP Attachment - Ma	nual Data Entry	Location Code *		Beviewer Name	
Routing Information		S0512A	Q Lookup	- Select - V	
GFP Initiator Location Code *	GFP App		OR		
\$0512A		Reviewer Function			Y
+ Add GFP Reviewer(s)		- Select -	~		Each time the 'Add GEP
					Reviewers' link is selected
* = Required Fields.				1.141 M.Com	the 'Add GEP Reviewers'
				T HAN A CLOSE	modal will display. The GEP
					Initiator may choose to opter
P Government + Lookup + Documenta	80n -	Add GER Reviews	v		only a specific Poviowor
EP Initiator - Create GEP Attachment - Mas	oual Data Entry	Aug of P Reviewe	и		Losation Code, or disk the
I I HILLIGHT - CICALC GIT I FILLIGUITICHT - HILLI	nuur oute chury	Location Code *		Reviewer Name	Location Code, of click the
		205134	0	6-1	Lookup button to select a
Routing Information		30312A	of roomb	- Scied -	Descionant Marsa a franchia
Routing Information GFP Initiator Location Code *	GFP App	303124	OR	- Sotect - Tiny Costello Granny Weathenwax Tony Costello	Reviewer Name for the
Routing Information GFP Initiator Location Code * S0512A	GFP App	Reviewer Function	OR	Tiny Costello Granty Weathenvax Tony Costello Gov UserdS10 GFP User	Reviewer Name for the Location Code.
Routing Information GFP Initiator Location Code * S0512A	GFP App	Reviewer Function	OR	Solice Tiny Codello Gramy Weatherwax Tony Codello Gov UseridS10 Gov UseridS10 GPP Use GPP Rev Reviewer Betty Johnson	Reviewer Name for the Location Code.
Routing Information GFP Initiator Location Code * S0512A Add CIPP Reviewer(0)	GFP App	Reviewer Function	OR	Tiny Costello Granny Weatherwax Tony Castello Gev Useridi510 GPU Userid510 GPP Rav Raviewer Behty Johnson GPF Rav2 Reviewer GPF Rav2 Reviewer God Autin510	Reviewer Name for the Location Code.

Each time the 'Add GFP Reviewers' link is selected, the 'Add GFP Reviewers' modal will display. The GFP Initiator may choose to enter only a specific Reviewer Location Code, or click the Lookup button to select a Reviewer Name for the Location Code.

P Government - Lookup - D	locumentation +			U
ED Initiator Create CED Attachms	Add GFP Reviewer			The GFP Initiator may also select a Reviewer Function for the
FP Initiator - Create GFP Attachine	Location Code *		Reviewer Name	Location Code. A Reviewer
Routing Information	Q	Lookup	Click Lookup to select from a list of active reviewers (Optional).	Function is the part of the
GFP Initiator Location Code *		OP		review the GFP attachment.
S0512A		UK		There are not specific users
+ Add GFP Reviewer(s)	- Select -			assigned to functions in PIEE, therefore emails for these
	Accountable Property Officer (A COR	PO)		Reviewers will be sent to the or
* = Required Fields.	Component Property Lead (CPI Finance	L)		email address of the Reviewer Location Code.
	Product Support Manager (PSN Program Management Office	(I)	+ Add X Close	
	Property Administrator			Note: If the GFP Initiator elects
				Code is required, however, a
				named Reviewer and/or
				Reviewer Function is optional.

The GFP Initiator may also select a Reviewer Function for the Location Code. A Reviewer Function is the part of the organization that needs to review the GFP attachment. There are not specific users assigned to functions in PIEE, therefore emails for these Reviewers will be sent to the org email address of the Reviewer Location Code.

Note: If the GFP Initiator elects to add Reviewers, the Location Code is required, however, a named Reviewer and/or Reviewer Function is optional.

Step 9

FP Initiator - Create Routing Information GFP Initiator Location HC1013	GFP Attachment Lo n Code * PC Nexr(p)	ewer combinations allowed cation Code Only (must be cation Code/Reviewer Nan cation Code/Reviewer Fun er attachment).	on the GFP Attachment unique per GFP Attach ne (combination of cod ction (combination of	are as follows: ment) e/name must be unique code/function may be do	e per attachment) uplicated	
GFP Reviewers Review Order	Location Code	Office Name	Reviewer Name	Reviewer Function	Action	
1	PU4417	FU44171 SOCS SOCS	Kelli Fuller		X Remove O Move	Down
2	FU4417	FU4417 1 SOCS SOCS	William Blake		X Remove O Move	Down Up
3	HC1028	IT CONTRACTING DIVISION - PL83		Program Management Office	X Remove Ø Move	Open Of Move Up
4	HC1028	IT CONTRACTING DIVISION - PL83			X Ramova O Move	Down
5	FU4417	FU4417 1 SOCS SOCS	Paul Giacchetto		X Remove O Move	Down Down Up
6	PU4417	FU4417.1 SOCS SOCS		Program Management Office	X Ramove O Move	Down
7	FU4417	FU4417 1 SOCS SOCS		Program Management Office	X Remove O Move	Down Up
	FU4417	FU4417 1.SOCS SOCS			X Renove O Move	Up .
* = Required Fields.	The Revie	ewer workflow will occur in kt Reviewer is a named Revie	the order in which Revi ewer, ONLY that named	ewers are saved on the (user may take action on	GFP Attachment.	-

Reviewer combinations allowed on the GFP Attachment are as follows: Location Code Only (must be unique per GFP Attachment)

Location Code/Reviewer Name (combination of code/name must be unique per attachment).

Location Code/Reviewer Function (combination of code/function may be duplicated

per attachment). The Reviewer workflow will occur in the order in which Reviewers are saved on the GFP Attachment.

If the next Reviewer is a named Reviewer, ONLY that named user may take action on the GFP Attachment. All other active Reviewers assigned to the GFP Attachment will have view only access.

P Initiator - Create outing Information GFP Initiator Locate HC1013	GFP Attachme GFP Attachme Por Code - Loca atta wer(p)	ver combinations allowed ation Code Only (must be ation Code/Reviewer Nan ation Code/Reviewer Fun Ichment).	on the GFP Attachment unique per GFP Attach ne (combination of cod ction (combination of c	are as follows: ment) e/name must be unique code/function may be du	per attachr plicated pe	nent). r	
GFP Reviewers Review Order	Location Code	Office Name	Reviewer Name	Reviewer Function	Action		
1	PU4417	FU4417 1 SOCS SOCS	Kelli Fuller		X Renova	O More Down	
2	FU4417	FU4417.1 SOCS SOCS	William Blake		× Renova	O Move Down	O Move Up
3	HC1028	IT CONTRACTING DIVISION - PL83		Program Management Office	× Remove	O Move Down	O Move Up
4	HC1028	IT CONTRACTING DMISION - PL83			× Renova	O Move Down	O Move Up
5	FU4417	FU4417 1 SOCS SOCS	Paul Giacchetto		X Remove	O Move Down	O Move Up
6	FU4417	FU4417 1 SOCS SOCS		Program Management Office	× Remove	O Move Down	O Move Up
7	FU4417	FU4417 1 SOCS SOCS		Program Management Office	X Remove	O Move Down	O Move Up
8 Required Fields.	If the next active Rev	Reviewer is just the Locat iewer within that Location	ion Code or is a Location Code may take action o	n Code/Function combina on the GFP Attachment.	ition, any	D Move Lip	

Reviewer combinations allowed on the GFP Attachment are as follows:

Location Code Only (must be unique per GFP Attachment)

Location Code/Reviewer Name (combination of code/name must be unique per attachment).

Location Code/Reviewer Function (combination of code/function may be duplicated per attachment). If the next Reviewer is just the Location Code or is a Location Code/Function combination, any active Reviewer within that Location Code may take action on the GFP Attachment.

The multiple Reviewer functionality will work the same way for GFP Approver create.

Step 11



Upon clicking the 'Open' button from the Review Folder, if the same user has previously viewed the GFP Attachment, a message will be displayed that states: "You have already reviewed this GFP Attachment. If you want to review again, click 'OK'". 'OK' presents the user with the Attachment. 'Cancel' keeps them in the Review Folder.

End



This concludes our demonstration.