

Bulk Transfer PLC Documents – GFP SAM

Training Document

Homepage

GFP Module

Admin

Search Plant Clearance

This guide demonstrates how to Bulk Transfer Plant Clearance Inventory Schedules and Case documents as a GFP System Administrator (SAM) from a Plant Clearance Officer (PLCO) to another active (PLCO). Inventory Schedules and Case documents in the Accepted and Submitted statuses may be transferred. This process will benefit the time sensitive Plant Clearance process for when a PLCO is unavailable.

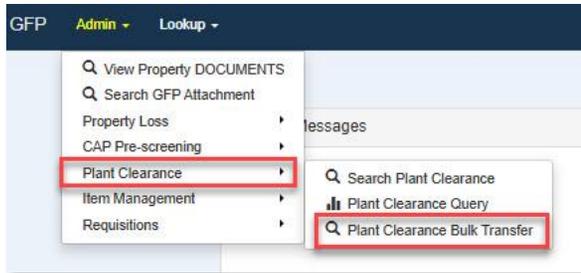
Roles

The Admin role required to perform Plant Clearance Bulk Transfer in the GFP Module.

- GFP SAM

GFP – GFP SAM – Navigation

Log into PIEE as a GFP – GFP SAM and access the GFP module. In the GFP module go to **Admin > Plant Clearance > Plant Clearance Bulk Transfer**.



Bulk Transfer Search Criteria

Search Criteria:

On the Bulk Transfer Search Criteria screen, enter at least one search criterion and click the **Search** button. Matching Inventory Schedules or Case documents will display in the search results.

Search Criteria Fields:

- Inventory Schedule
- Case
- Contract Number
- Contract Order Number
- Prime CAGE
- Case Number
- Schedule Reference Number
- Alternative Schedule Reference Number
- DoDAAC
- Property Location CAGE Code
- Plant Clearance Officer First Name
- Plant Clearance Officer Last Name
- Date Submitted Start
- Date Submitted End

Bulk Transfer Search Criteria

Please select the type of Plant Clearance Document to search for: *

Inventory Schedule
 Case

Contract Number Contract Order Number Prime CAGE
 Case Number Schedule Reference Number Alternative Schedule Reference Number
 DoDAAC Property Location CAGE Code
 Plant Clearance Officer First Name Plant Clearance Officer Last Name
 Date Submitted Start Date Submitted End

You are required to fill in at least one input field.

The **Search Results** will display all Inventory Schedules/Case documents assigned to the PLCO users. To quickly select all available documents, click the **Select All** button. Clicking it again will deselect all selected documents.

Bulk Transfer Search Results

Bulk Transfer Search Results - Inventory Schedules

<input checked="" type="checkbox"/> Select All	Schedule Reference Number	Case Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Location CAGE Code	Property Location State	Line Item Count	Total Acquisition Cost	Termination	Plant Clearance Officer
	<input type="text" value="Filter"/>										
<input type="checkbox"/>								0	0.00	No	
<input type="checkbox"/>								0	0.00	No	
<input type="checkbox"/>								8	3,744.97	No	
<input type="checkbox"/>						12345	PA	8	3,744.97	No	
<input type="checkbox"/>								13	53,894.97	No	
<input type="checkbox"/>	06481-							0	0.00	No	

Click the **View** link under the **Action(s)** column to open Inventory Schedule documents (in Accepted or Submitted status) or Case documents (in Draft or Established status) in view-only mode.

The screenshot shows a web interface titled "Bulk Transfer Search Results". At the top, there are navigation links for "GFP", "Admin", and "Lookup", along with an "Exit" button. Below the title bar is a table with the following columns: "Select All", "Case Number", "Contract Number", "Contract Order Number", "Prime CAGE", "Contractor Reference Number", "Property Administrator", "Case Status", "Date Established", and "Action(s)". Each of the first nine columns has a "Filter" input field below it. The table contains two rows of data. The first row has a checkbox, a greyed-out Case Number, a greyed-out Contract Number, a greyed-out Contract Order Number, a greyed-out Prime CAGE, a greyed-out Contractor Reference Number, a greyed-out Property Administrator, the status "Investigating", and the date "2023-03-27". The second row has a checkbox, a greyed-out Case Number, a greyed-out Contract Number, a greyed-out Contract Order Number, a greyed-out Prime CAGE, a greyed-out Contractor Reference Number, a greyed-out Property Administrator, the status "Closed", and the date "2023-03-27". In the "Action(s)" column, there are two "View" links, each with an eye icon. A red rectangular box highlights the "Action(s)" column and its corresponding "View" links. Below the table, it says "Showing 1 to 2 of 2 entries". At the bottom, there are two buttons: "Previous" and "Bulk Transfer".

<input type="checkbox"/> Select All	Case Number	Contract Number	Contract Order Number	Prime CAGE	Contractor Reference Number	Property Administrator	Case Status	Date Established	Action(s)
<input type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	View
<input type="checkbox"/>							Investigating	2023-03-27	View
<input type="checkbox"/>							Closed	2023-03-27	View

Click the checkbox next to all Inventory Schedules/Case documents that need to be transferred to a new PLCO user. Then, click the **Bulk Transfer** button under the **Action(s)** column to proceed.

On the **Transfer** screen the **GFP SAM** may change the assigned **PLCO** by changing the **Plant Clearance Officer DoDAAC** and selecting a **PLCO** from the new **DoDAAC**. The GFP SAM can also transfer to a new **PLCO** within the existing Plant Clearance **Officer DoDAAC**.

Bulk Transfer – Routing Screen

The screenshot shows the "Bulk Transfer" routing screen. It has a blue header with the title "Bulk Transfer". Below the header is a section titled "Schedule Information" containing a table with three columns: "Schedule Reference Number", "Current Plant Clearance Officer", and "Update Date". The table has three rows of data. The first row has "06461-0000" in the first column, a greyed-out name in the second, and a greyed-out date in the third. The second row has "1P.JF2-kelweb100520b" in the first column, a greyed-out name in the second, and a greyed-out date in the third. The third row has "1P.JF2kelweb100520a" in the first column, a greyed-out name in the second, and a greyed-out date in the third. Below the table are three "Filter" input fields. It says "Showing 1 to 3 of 3 entries". Below this is a section titled "Routing Information" which is highlighted with a red box. It contains two dropdown menus: "Plant Clearance Officer DoDAAC *" and "Plant Clearance Officer *". Below these is a "Comments *" text area. At the bottom, there are two buttons: "Return to Search Results" and "Transfer".

Schedule Reference Number	Current Plant Clearance Officer	Update Date
06461-0000		
1P.JF2-kelweb100520b		
1P.JF2kelweb100520a		

The **Plant Clearance Officer *** field is populated based on available active **PLCO** users registered with the input **Plant Clearance Officer DoDAAC ***.

Routing Information

Plant Clearance Officer DoDAAC *
S0512A

Plant Clearance Officer *

- Be
- Be
- Bu
- Go
- ha
- PL
- Pe
- St
- Te
- Tu
- W

Comments *

[Return to Search Results](#) [Transfer](#)

Select a new **PLCO** and enter **Comments ***.
After selecting a new **PLCO** click the **Transfer** button at the bottom of the **Bulk Transfer** screen.

Comments *

This documents are time sensitive and need reviewed by an active PLCO.

[Return to Search Results](#) [Transfer](#)

A Success Screen will be displayed with Inventory Schedule or Case Document information and info messages for the emails being sent. Emails will be sent to the CPMs and the PLCOs involved in the Transfer. The Inventory Schedules will be available in the new PLCO's Schedule Workload/Search folder located: **Plant Clearance > Plant Clearance Officer > Schedule Workload/Search** tab in GFP. The Case documents will be available in the new PLCO's Case Workload/Search folder located: **Plant Clearance > Plant Clearance Officer > Case Workload/Search** tab in GFP.

**Transfer –
Success**

Bulk Transfer Success

These Plant Clearance Inventory Schedules were successfully Bulk Transferred.

Schedule Reference Number	Contract Number	Contract Order Number	Prime CAGE	Update Date
1PJF2-kelweb102620b	KBFCON22R0001	1111	1PJF2	2020-10-26
1PJF2kelweb100520a	M6700405D0007	0001	1PJF2	2020-10-22
06481-0000	TESTINGDASH		06481	2020-10-05

Filter Filter Filter Filter Filter

Showing 1 to 3 of 3 entries

INFO: Email sent to Plant Clearance Officer: c [redacted]
INFO: Email sent to Contractor Property Manager: alb [redacted]
INFO: Email sent to Contractor Property Manager Organizational Email: ka [redacted]
INFO: Email sent to Plant Clearance Officer: qat [redacted]
INFO: Email sent to Contractor Property Manager: kfi [redacted]
INFO: Email sent to Contractor Property Manager Organizational Email: w [redacted]
INFO: Email sent to Plant Clearance Officer: kf [redacted]