GFP – Recall Embedded Item

Training Document

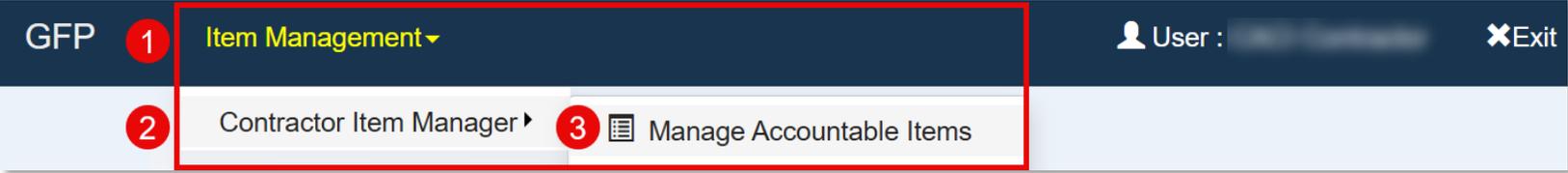PIEE Homepage > GFP > Item Management > Contractor Item Manager > Manage Accountable Items

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GFP Roles	GFP roles with the ability to recall embedded items • Contractor Item Manager
Navigation	Log in to PIEE GFP as a Contractor Item Manager and click **GFP**. On the GFP welcome page, select the **Item Management** drop-down (1), then **Contractor Item Manager** (2), and then **Manage Accountable Items** (3).
Search Criteria	On the Search Criteria page, select **Recall Embed** from the Action drop-down.

Enter the appropriate search criteria and click **Search**.

Search Results	To begin recalling an embed from an Accountable Item, click its **Recall Embed** button. (*This opens a new page.*)
Recall Embed	Select the individual item for recall by clicking its **Recall Embed** button.

Under the "Individual Item Information" section, click **Recall Embed** for the appropriate item. (*This opens a new page.*)

Enter any optional comments in the comments box and then click **Recall Embed.** (*This opens a new page.*)

After verifying the information, click **Recall Embed** again to display a final confirmation page. Click **Submit**.

Click **OK** on the Confirm Recall Embed pop-up.

After clicking **OK**, a success page appears to let the user know the items were successfully recalled.