Routing Enhancements – (GFP) Government Furnished Property

Assigning a Named Approver and Multiple Reviewers

GFP Homepage	GFP Initiator	**Create Attachment**	Named Approvers and Multiple Reviewers

GFP Roles	Roles required	• **GFP Initiator:** Initiate and Resubmit GFP Attachments (Government Employee and Government Support Contractor – Requested Roles) • **GFP Reviewer:** Correct and Return GFP Attachments (Government Employee and Government Support Contractor – Requested Roles) • **GFP Approver:** Correct, Approve, and Return GFP Attachments (Government Employee assigned to 1102 Series and requested Role)
GFP Attachment Create – Named Approver	Creating attachment and designating a GFP Approver.	**Step 1:** A GFP Initiator will need to navigate from the GFP Home Page to the Create GFP attachment page: GFP Home Page ➔ Government Drop Down ➔ Initiator ➔ Create GFP Attachment There are 3 different ways to create an attachment: GFP Attachment Excel Upload, Existing GFP Attachment and Manual Data Entry. For this example – Manual Data Entry is used.

Step 2: The GFP Initiator will be required to enter a GFP Approver Location Code

Note: If there are no Active Users assigned to GFP Approver Location Codes upon clicking the Look up button, an error message will display, "ERROR: There are no active users for GFP Approver Location Code."

The GFP Initiator may assign a named GFP Approver by clicking the Lookup button and selecting one of the active Approvers for the Location Code entered from the GFP Approver Name dropdown. Selecting a named approver is optional.

Note: Any active GFP Approver within the Location Code may take action on the GFP Attachment even if a name approver is assigned to the GFP Attachment.

Adding GFP Reviewer	Add Reviewer and optionally add Multiple Reviewers	**Step 3:** The GFP Initiator may add one or more reviewers to the GFP attachment by clicking the 'Add GFP Reviewer(s) button.

Each time the 'Add GFP Reviewer(s)' button is clicked, the 'Add GFP Reviewer(s)' 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. This is existing functionality.

Step 4: The GFP Initiator may also select a Reviewer Function for the Location Code. A Reviewer Function is 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.

Selecting Reviewer Function

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

NOTE: The Reviewer workflow will occur in the order in which Reviewers are saved on the GFP Attachment.

Reviewer combinations allowed on the GFP Attachment are as follows:

- **Location Code Only (must be unique per GFP Attachment)**

  If the next Reviewer is just the Location Code, any active Reviewer within that Location Code may take action on the GFP.

- **Location Code/Reviewer Name (combination of code/name must be unique per 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.**Location Code/Reviewer Function (combination of code/function may be duplicated per attachment).**

  If the next Reviewer has a designatated Location Code/Function combination, any active Reviewer within that Location Code may take action on the GFP. (See sample data entry on next slide)

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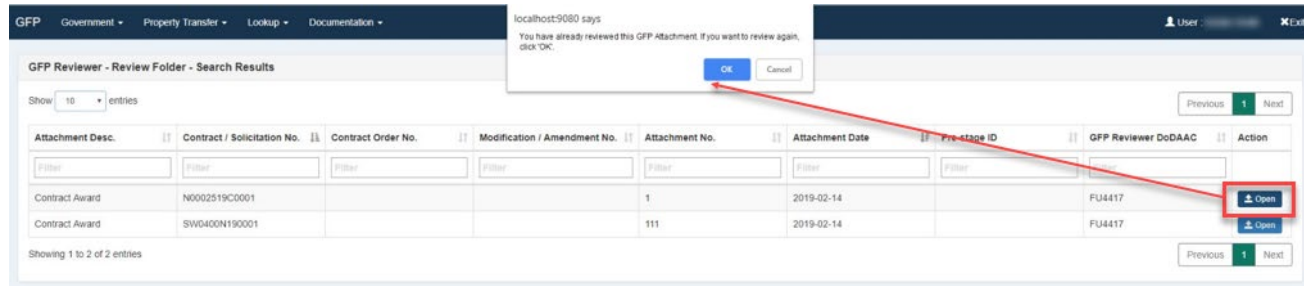
Upon clicking the 'Open' button from the Review Folder, if the same user has previously reviewed the GFP Attachment, a message will be displayed that states: "You have already reviewed this GFP Attachment. If you want to review again, click 'OK'". "OK" presents the user with the Attachment, "Cancel"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

Sample Routing Logic

1. Initiator HC 1013 created. Next workflow is named Reviewer 'govtusr99' in FU4417. This is the ONLY Reviewer that may take action. All other FU4417 Reviewers have view only access from their Review Folder. N00025 active Approvers may view and change routing.

2. Named Reviewer 'govtusr99' in FU4417 reviewed. Next in the workflow is named Reviewer 'blake347!' in FU4417. This is the ONLY Reviewer that may take action. All other FU4417 Reviewers have a view only access from their Review Folder. N00025 active Approvers may view and change routing.

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Routing Logic (cont.)

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				

3. Named Reviewer 'blake347!' in FU4417 reviewed. Next in the workflow is Reviewer function 'Program Management Office' in HC1028. Any active Reviewer in HC1028 may take action. N00025 active Approvers may view and change routing.

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				

4. Reviewer function (any active Reviewer) in HC1028 reviewed. Next in the workflow is Reviewer Location Code HC1028. Any active Reviewer in HC1028 may take action. N00025 active Approvers may view and change routing.

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				

5. Reviewer (any active Reviewer) in HC1028 reviewed. Next in the workflow is named Reviewer 'paul4#g2' in FU4417. This is the ONLY Reviewer that may take action. All other FU4417 Reviewers have view only access from their Review Folder. All active HC1028 Reviewers have view only access. N00025 active Approvers may view and change routing.

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				

6. Named Reviewer 'paul4#g2' in FU4417 reviewed. Next in the workflow is Reviewer function 'Program Management Office' in FU4417. Any active Reviewer in FU4417 may take action. All active HC1028 Reviewers have view only access. N00025 active Approvers may view and change routing.

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				

7. Reviewer function (any active Reviewer) in FU4417 reviewed. Next in the workflow is Reviewer function 'Program Management Office' in FU4417. Any active Reviewer in FU4417 may take action. All active HC1028 Reviewers have view only access. N00025 active Approvers may view and change routing.

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				

8. Reviewer function (any active Reviewer) in FU4417 reviewed. Next in the workflow is Reviewer Location Code FU4417. Any active Reviewer in FU4417 may take action. All active HC1028 Reviewers have view only access. N00025 active Approvers may view and change routing.

9. Reviewer (any active reviewer) in FU4417 reviewed. Next in the workflow is Approver Location Code N00025. Any active Approver in N00025 may take action. All active Reviewers in FU4417 and HC1028 have view only access.

LOCATION CODE	ROLE	REVIEW ORDER	NEXT LOCATION CODE	REVIEWER USER	REVIEWER FUNCTION
HC1013	GFP Initiator		FU4417		
FU4417	GFP Reviewer	1	FU4417	govtusr99	
FU4417	GFP Reviewer	2	HC1028	blake347!	
HC1028	GFP Reviewer	3	HC1028		Program Management Office
HC1028	GFP Reviewer	4	FU4417		
FU4417	GFP Reviewer	5	FU4417	paul4#g2	
FU4417	GFP Reviewer	6	FU4417		Program Management Office
FU4417	GFP Reviewer	7	FU4417		Program Management Office
FU4417	GFP Reviewer	8	N00025		
N00025	GFP Approver				