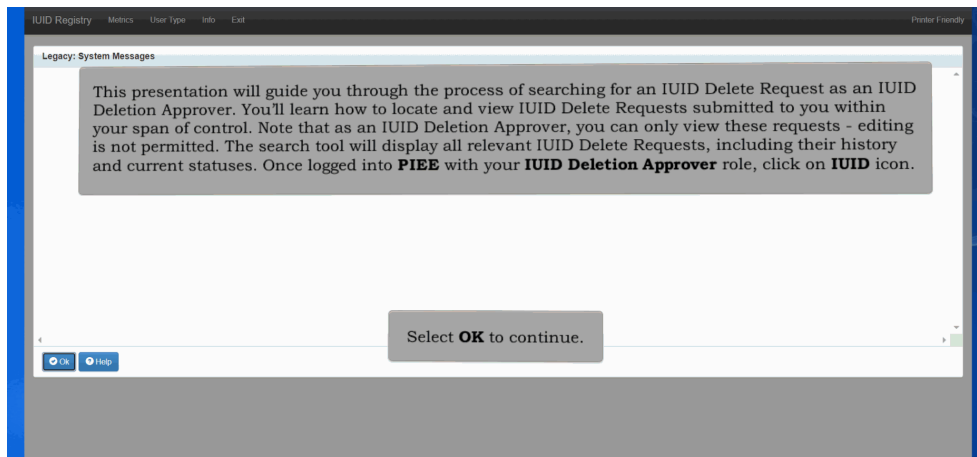## Intro
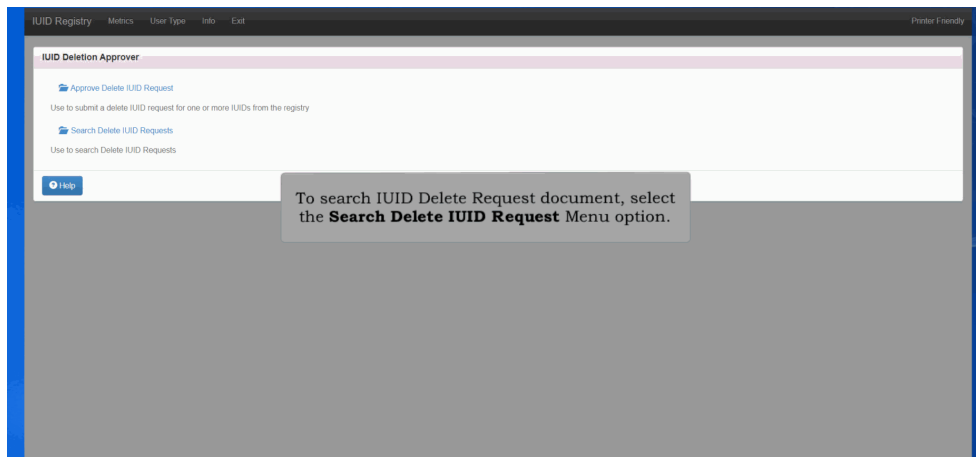

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
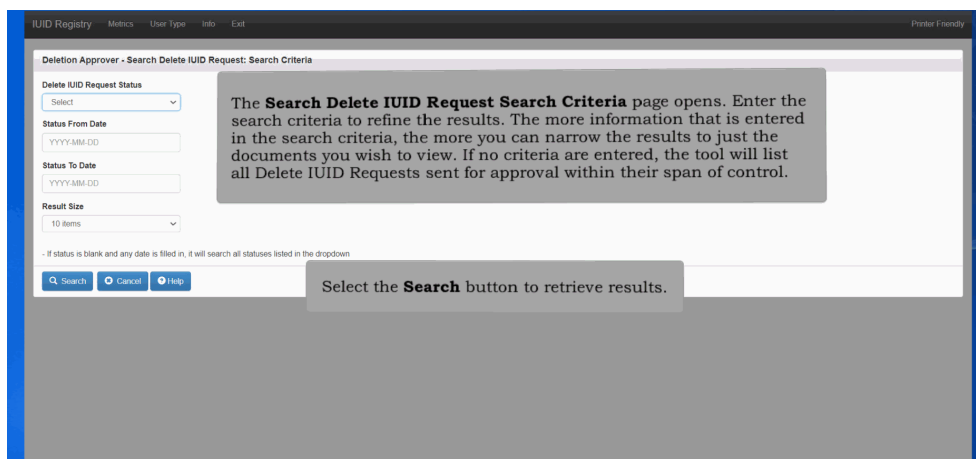
Step 1

This presentation will guide you through the process of searching for an IUID Delete Request as an IUID Deletion Approver. You'll learn how to locate and view IUID Delete Requests submitted to you within your span of control. Note that as an IUID Deletion Approver, you can only view these requests - editing is not permitted. The search tool will display all relevant IUID Delete Requests, including their history and current statuses. Once logged into PIEE with your IUID Deletion Approver role, click on IUID icon. Select OK to continue.
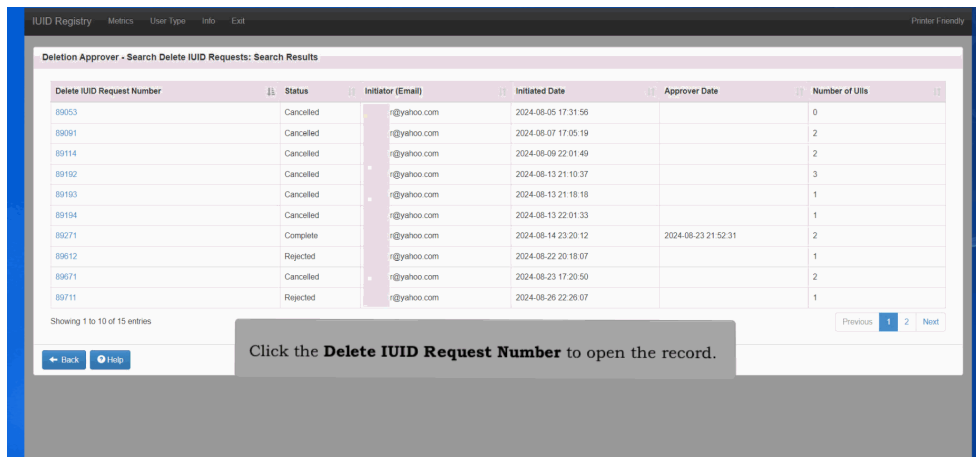
Step 2

To search IUID Delete Request document, select the Search Delete IUID Request Menu option.
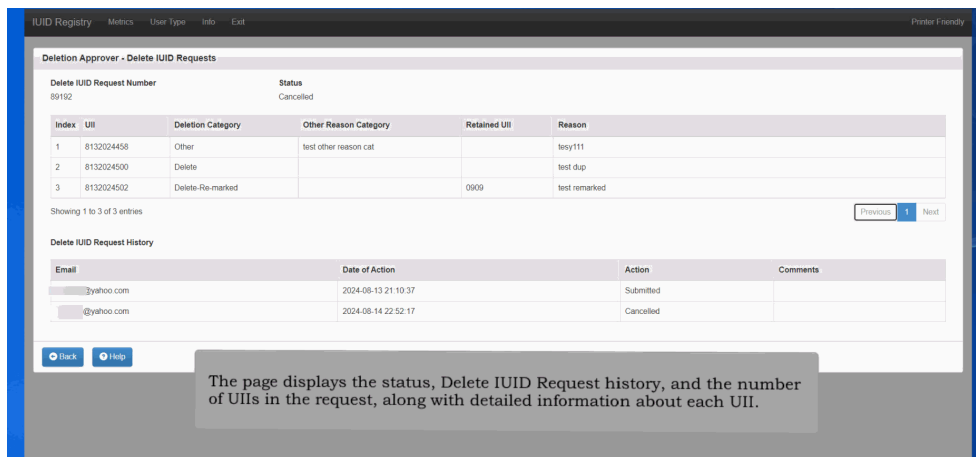
Step 3

The Search Delete IUID Request Search Criteria page opens. Enter the search criteria to refine the results. The more information that is entered in the search criteria, the more you can narrow the results to just the documents you wish to view. If no criteria are entered, the tool will list all Delete IUID Requests sent for approval within their span of control. Select the Search button to retrieve results.
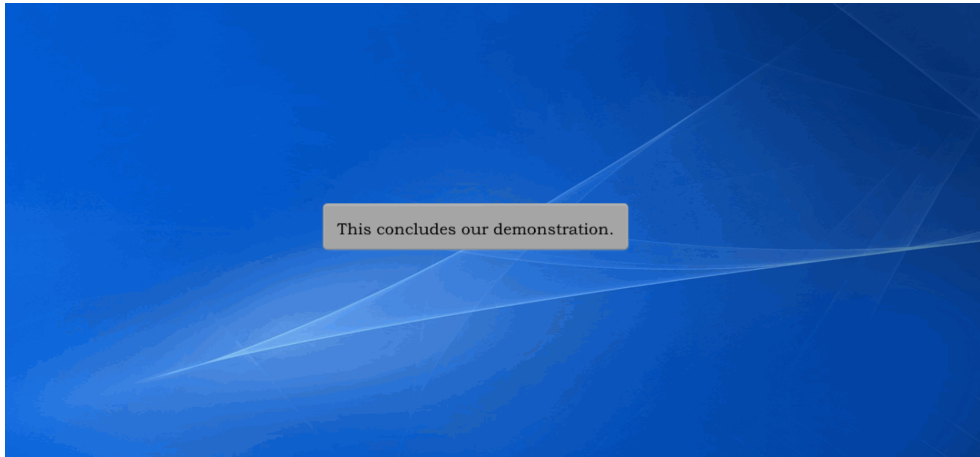
Step 4

Click the Delete IUID Request Number to open the record.

Step 5

The page displays the status, Delete IUID Request history, and the number of UIIs in the request, along with detailed information about each UII.

End

This concludes our demonstration.