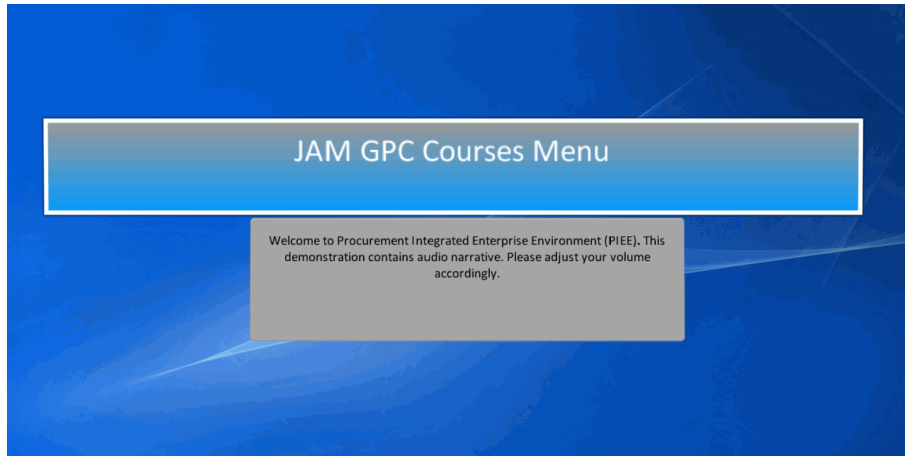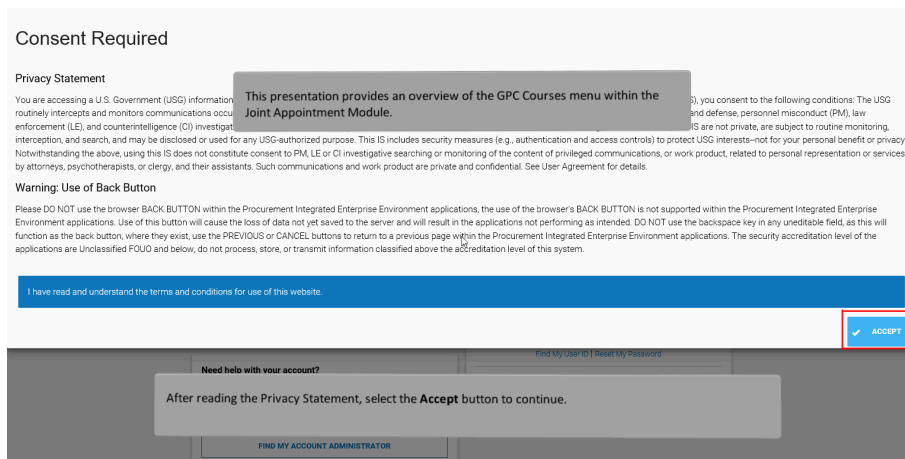## Intro



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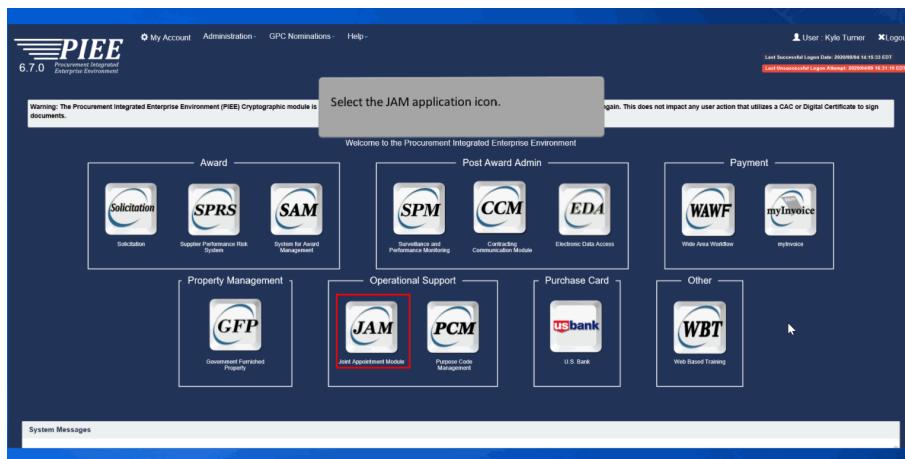
## Step 1



This presentation provides an overview of the GPC Courses menu within the Joint Appointment Module. After reading the Privacy Statement, select the Accept button to continue.
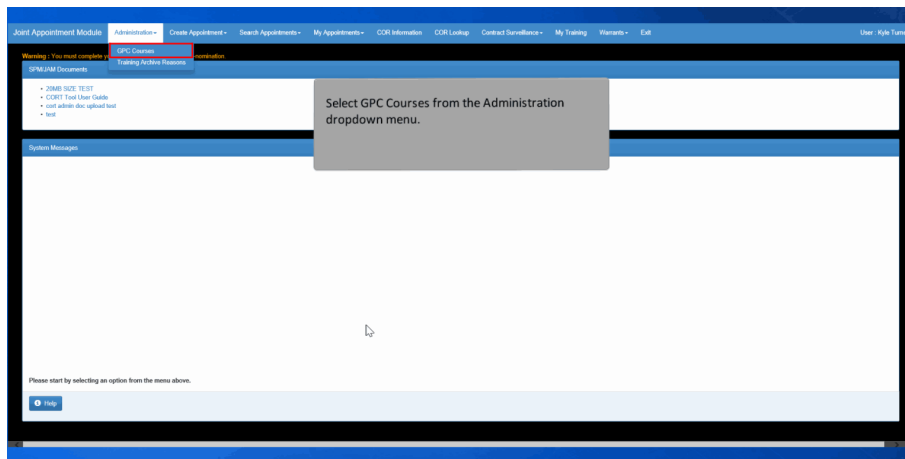
Step 2
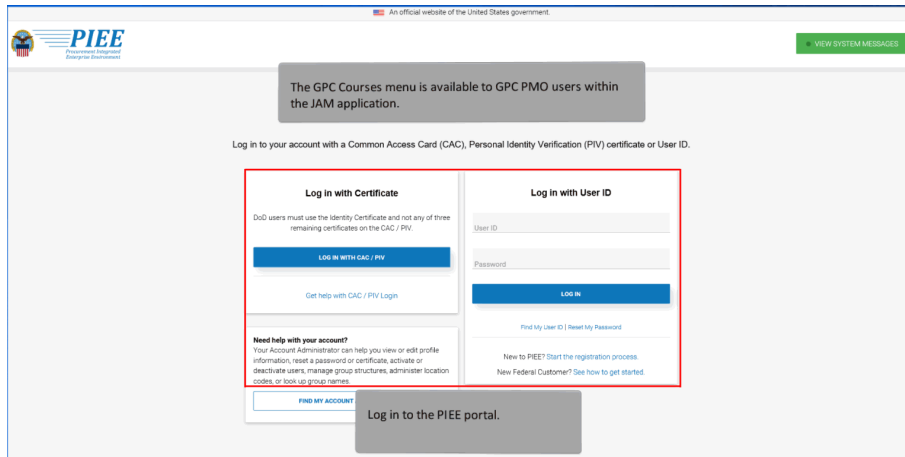


The GPC Courses menu is available to GPC PMO users within the JAM application. Log in to the PIEE portal.
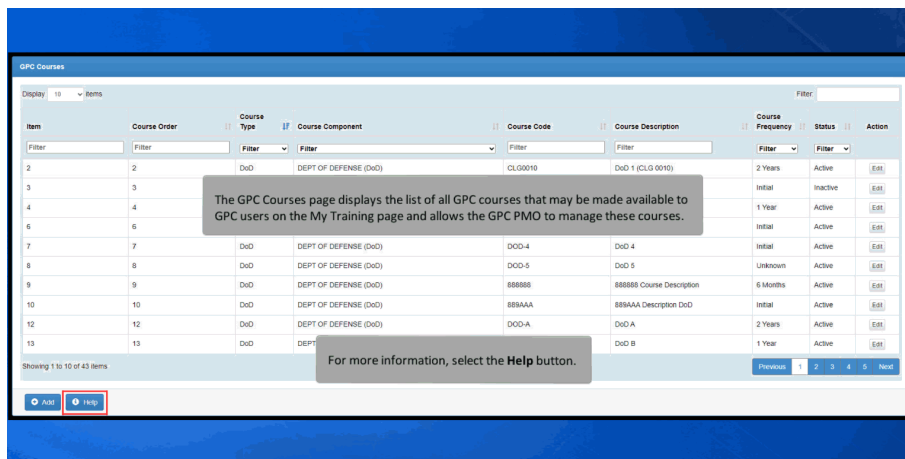
Step 3
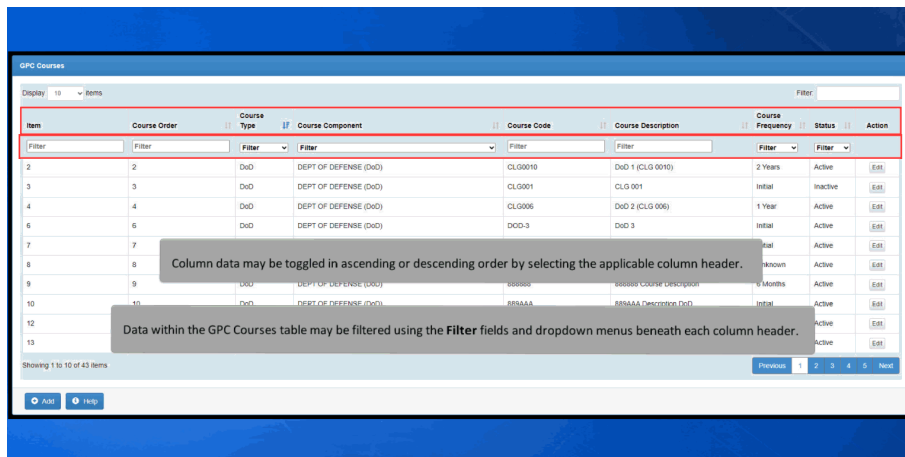


Select the JAM application icon.

Step 4



Select GPC Courses from the Administration dropdown menu.

Step 5



The GPC Courses page displays the list of all GPC courses that may be made available to GPC users on the My Training page and allows the GPC PMO to manage these courses. For more information, select the Help button.

Step 6



Column data may be toggled in ascending or descending order by selecting the applicable column header. Data within the GPC Courses table may be filtered using the Filter fields and dropdown menus beneath each column header.

Step 7
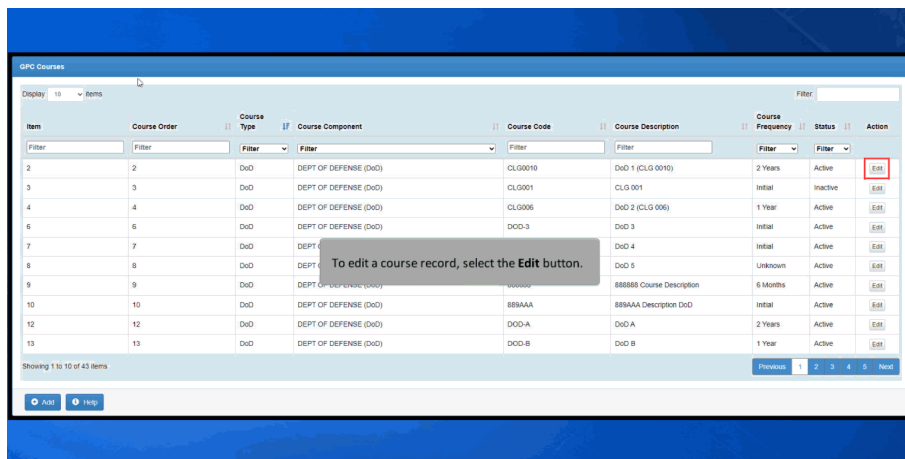


To edit a course record, select the Edit button.

Step 8



The Edit GPC Course page is displayed. The Course Description and Course Frequency may be edited as needed. A GPC course may be activated or inactivated using the Status dropdown menu. Select the Update button to save all changes.

Step 9



To add a new GPC Course, select the Add button.

Step 10



The Add GPC Course page is displayed. Complete all required fields. To add a break point, select the Insert Break Point checkbox.

Step 11



If adding a break point to the course record, the Break Point Name field will be displayed. When finished adding GPC course information, select the Add button to save the record to the GPC Courses table.

End
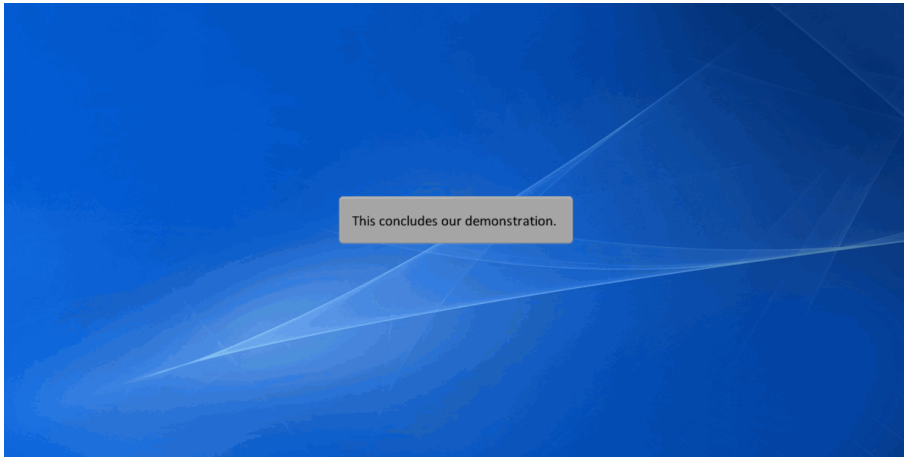


This concludes our demonstration.