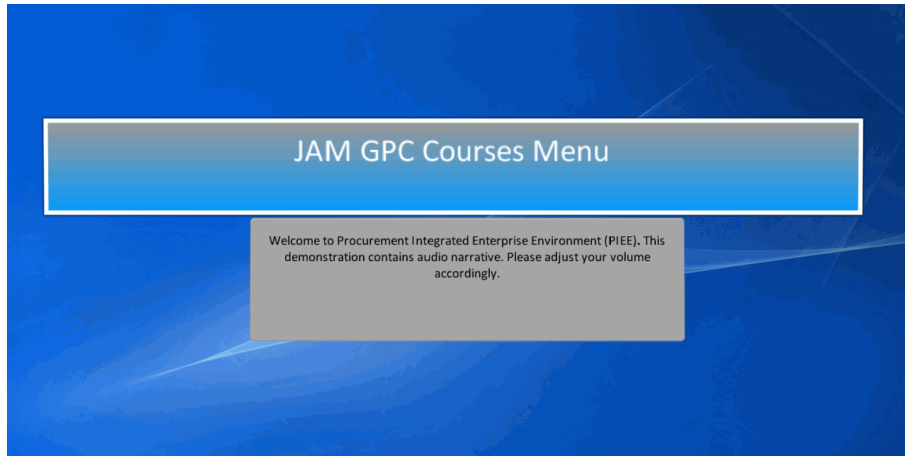
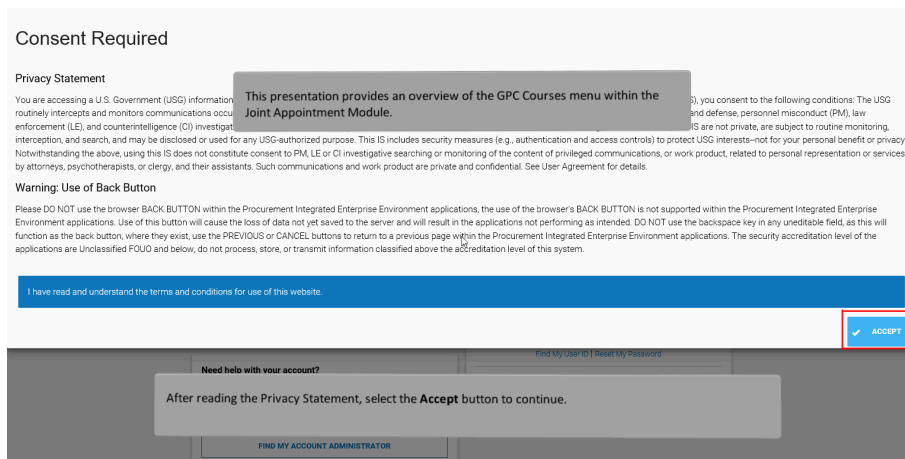


Intro



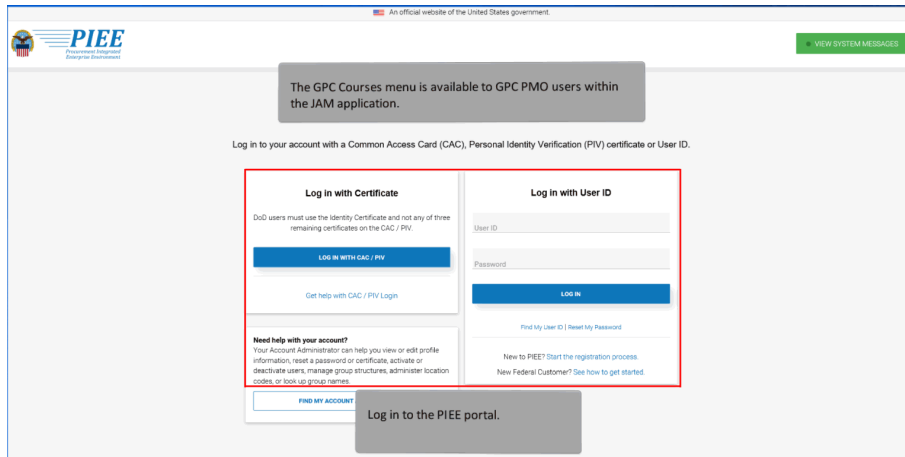
JAM GPC Courses Menu
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



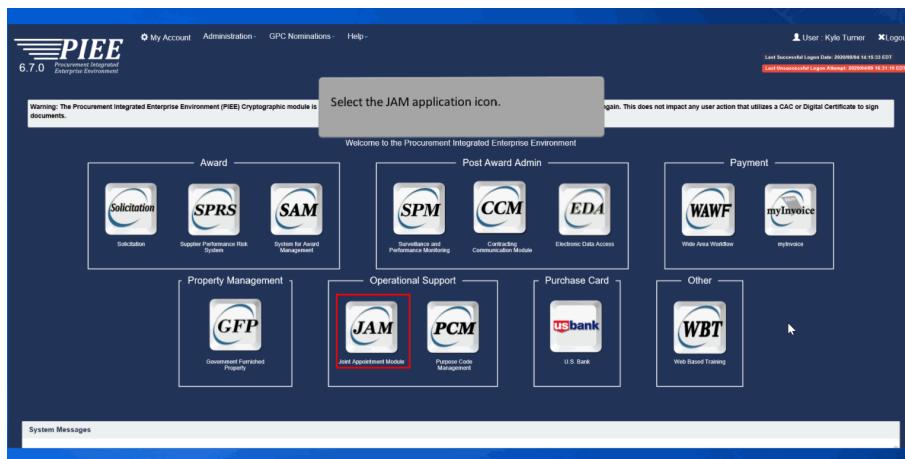
This presentation provides an overview of the GPC Courses menu within the Joint Appointment Module. After reading the Privacy Statement, select the Accept button to continue.

Step 2



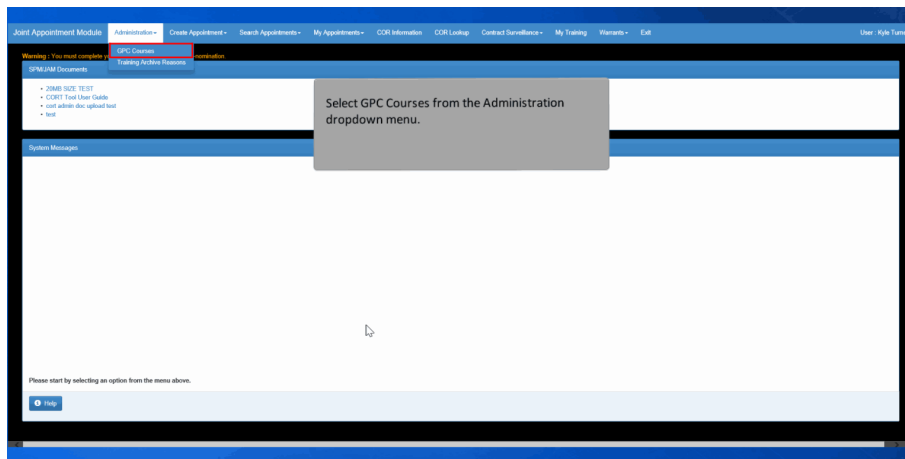
The GPC Courses menu is available to GPC PMO users within the JAM application. Log in to the PIEE portal.

Step 3



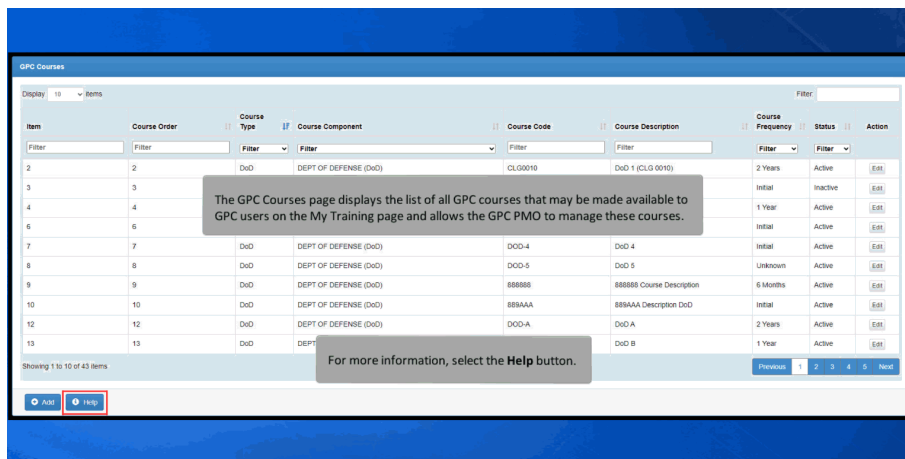
Select the JAM application icon.

Step 4



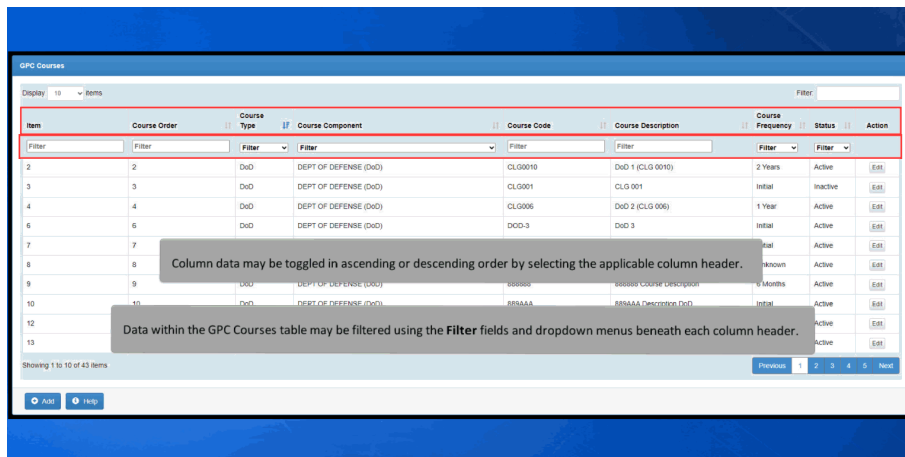
Select GPC Courses from the Administration dropdown menu.

Step 5



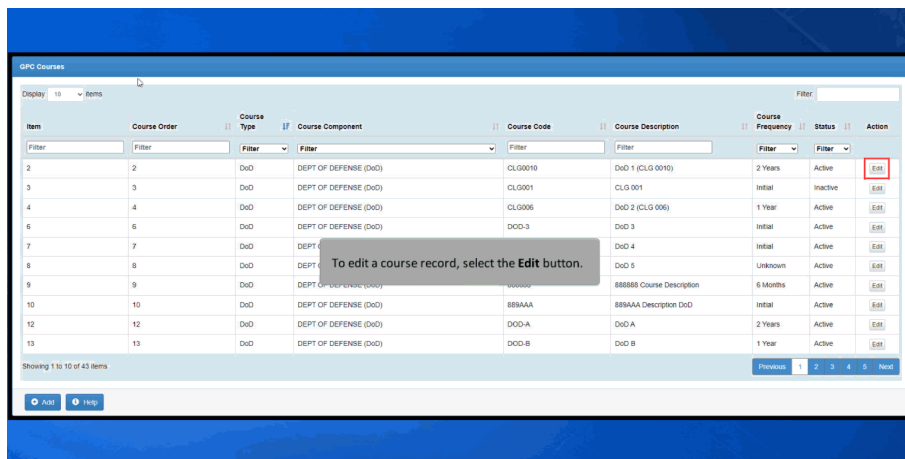
The GPC Courses page displays the list of all GPC courses that may be made available to GPC users on the My Training page and allows the GPC PMO to manage these courses. For more information, select the Help button.

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

Item	Course Order	Course Type	Course Component	Course Code	Course Description	Course Frequency	Status	Action
2	2	DoD	DEPT OF DEFENSE (DoD)	CLG0010	DoD 1 (CLG 0010)	2 Years	Active	[Edit]
3	3	DoD	DEPT OF DEFENSE (DoD)	CLG001	CLG 001	Initial	Inactive	[Edit]
4	4	DoD	DEPT OF DEFENSE (DoD)	CLG006	DoD 2 (CLG 006)	1 Year	Active	[Edit]
6	6	DoD	DEPT OF DEFENSE (DoD)	DOD-3	DoD 3	Initial	Active	[Edit]
7	7	DoD	DEPT OF DEFENSE (DoD)	DOD-4	DoD 4	Initial	Active	[Edit]
8	8	DoD	DEPT OF DEFENSE (DoD)	DOD-5	DoD 5	Unknown	Active	[Edit]
9	9	DoD	DEPT OF DEFENSE (DoD)	88888	88888 Course Description	6 Months	Active	[Edit]
10	10	DoD	DEPT OF DEFENSE (DoD)	889AA	889AA Description DoD	Initial	Active	[Edit]
12	12	DoD	DEPT OF DEFENSE (DoD)	DOD-A	DoD A	2 Years	Active	[Edit]
13	13	DoD	DEPT OF DEFENSE (DoD)	DOD-B	DoD B	1 Year	Active	[Edit]

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

Step 10

The screenshot shows the 'Add GPC Course' form. At the top, a message box states: 'The Add GPC Course page is displayed. Complete all required fields.' Below this, the 'Insert Break Point' checkbox is highlighted with a red box. A tooltip above it says: 'To add a break point, select the Insert Break Point checkbox.' The form contains several required fields: 'Course Order *', 'Course Type *' (dropdown), 'Component *' (dropdown), 'Course Code *', 'Course Description *', 'Course Frequency *' (dropdown), and 'Status *' (dropdown). At the bottom, there are three buttons: 'Add', 'Cancel', and 'Help'.

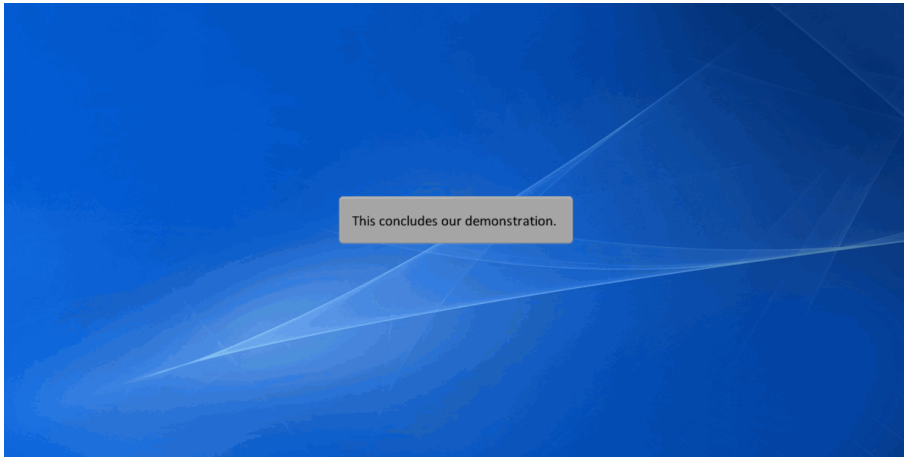
The Add GPC Course page is displayed. Complete all required fields. To add a break point, select the Insert Break Point checkbox.

Step 11

The screenshot shows the 'Add GPC Course' form with the 'Insert Break Point' checkbox checked. A message box above it says: 'If adding a break point to the course record, the Break Point Name field will be displayed.' A tooltip above the 'Add' button says: 'When finished adding GPC course information, select the Add button to save the record to the GPC Courses table.' The 'Break Point Name *' text input field is highlighted with a red box. The 'Status *' dropdown menu is also visible. The 'Add', 'Cancel', and 'Help' buttons are at the bottom.

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.