	DPC Adn	nin Editing .	JAM/S Reference G	PM Email I	Notific	ations
JAM Ho SPM Ho	omepage	→ Administration → Menu		Admin Email		Edit Email/Search
DPC Admin Role	DPC Admin users are the lead who performs role and troubleshooting or	ne only users that can char e activation and deactivati n behalf of all department	nge or edit an e on, deploymer users.	email notification in JAN nt, department oversigh	I/SPM. The DP t, manageme	C Admin user is a department nt of JAM/SPM email notifications
Editor Features	The system will provide in JAM and SPM. Featu • Filtering • Edit	an Editor to the DPC Admi ures include: • Preview • Change c	n user so that t or add Recipier	hey view and edit emai • Ex nts • A	I content that oport to Excel ctivate/Deact	includes Email Notifications tivate email Notification
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the menu opens,	, DPC User will select the	e Admin Email sectio	n.
veillance and Performance	Monitoring Module 🗮 Menu 🗙 B	xit User : Sam JAM Admin	
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Note: From this point on, the Editor for JAM and SPM are the same.

A TO O Procurement Integrated	PC Admin and navigate	to the JAM Icon . Luser : Sam JAM Admin KLogout Last Successful Logon Date: 2021/10/07 16:10:49 UTC
6.10.0 Enterprise Environment	elcome to the Procurement Integrated Er	terprise Environment Other Web Based Training
d the Administration drop-	down tab and select Ad	min Email Warrants + Exit User : Sam JAM Admin
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te: From this point on, the o	editor for JAM and SPM ir	nstructions are the same.
 Admin Email Notification Email Number Recipients 	 search results includes th Status Email Description/Inst 	e following data: • Subject • Action (Edit or Preview)

The DPC Admin user can opt to filter their results by certain criteria by entering information into the **Filter** field. As user types search criteria, the system will automatically start filtering results.

Display 10	0 v items	5				\rightarrow	Filter:	Inactive
Email Number	Status ↓†	Subject	47	Recipients	l1	Email Description/Instructions	J†	Action
1	Active	JAM POPM End Date Expiring and Contract [[CONTRACT_DELIVERY_NO]] will go Inactive		Contracting Officer, Contract Specialist		JAM POPM End Date Expiring and Contract [[CONTRACT_DELIVERY_NO]] will go Inactive		Edit Preview
2	Inactive	Annual COR OGE Form 450 Reminder		Contracting Officer Representative		Annual COR OGE Form 450 Reminder		Edit Preview
Showing 1 t	o 2 of 2 items	(filtered from 23 total items)						Previous 1 N
😫 Help	🛃 Export	Results						

A list of Email notifications will appear. Search for the email that needs editing and select the **Edit** button.

Display	10 🗸 iten	ns		Filter:	
Email Number	Status 🏨	Subject	Recipients 1	Email Description/Instructions	Action
1	Active	ACTION REQUIRED: Addendum to COR Designation Letter has been added to COR Appointment	Contracting Officer	ACTION REQUIRED: Addendum to COR Designation Letter has been added to COR Appointment	Edit Preview
2	Active	Addendum added to COR Appointment in Joint Appointment Module	Contracting Officer Representative	Addendum added to COR Appointment in Joint Appointment Module	EditPreview
2		Modue	COF	TION REQUIRED: OF ADD	
10	Active	COR Training Waiver for contract [[CONTRACT_DELIVERY_NO]] expires in 7 days	Contracting Officer Representative	COR Training Waiver for contract [[CONTRACT_DELIVERY_NO]] expires in 7 days	EditPreview
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INFO: Please allow 10 minutes for update	s to take effect.					
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[[[CO_NAME]], [[CS_NAME]], [[COR_NAM	IE]], [[CONTRACT_DELIVERY_N	40]]]				
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Agile 7243					<u>ـ</u>	
Dear [[CO_NAME]],						
[[CS_NAME]] has added an Addendum to the COR D	signation Letter to [[COR_NAME]]'s COR Ap	pointment for [[CONTRACT_DELIVERY_NO)]]. You must sign the Addendum to ack	nowledge this change.		
Please log into PIEE and access the Joint Appointmer	t Module (JAM) to view the COR Appointmen	t. In JAM:				
1. Click the 'My Appointments/Search for appointr	nents where I am the CO' menu option.					
 Find the Appointment associated with contract Review the Addendum to the COR Designation 	number [[CONTRACT_DELIVERY_NO]] and Letter and sign the Addendum.	click on the contract number link to open the	appointment.			
The COR and COR Supervisor will receive an email the	at an Addendum to the COR Designation Let	ter has been added to the appointment once	the Addendum has been signed.		.	
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Email Parameters						
[[[CO_NAME]], [[CS_NAME]], [[COR_NAME]], [[CON	[RACT_DELIVERY_NO]]]					
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Editor

Function

Once all changes have been made. DPC Admin user can select to **Save** the changes or **Cancel** the changes.

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Selecting the **Cancel** button will take user back to the Email Search Results.

Saving/ Selecting the Save button will take user back to the Email Search results page with a success message that the Email Notification was successfully updated.

Cancelling Edit

Important Reminder: There is a 10-minute delay on any changes to take effect on updated email notifications after they are saved.

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