

DPC Admin Editing JAM/SPM Email Notifications

Reference Guide

JAM Homepage
SPM Homepage

Administration
Menu

Admin Email

Edit Email/Search

DPC Admin Role

DPC Admin users are the only users that can change or edit an email notification in JAM/SPM. The DPC Admin user is a department lead who performs role activation and deactivation, deployment, department oversight, management of JAM/SPM email notifications and troubleshooting on behalf of all department users.

Editor Features

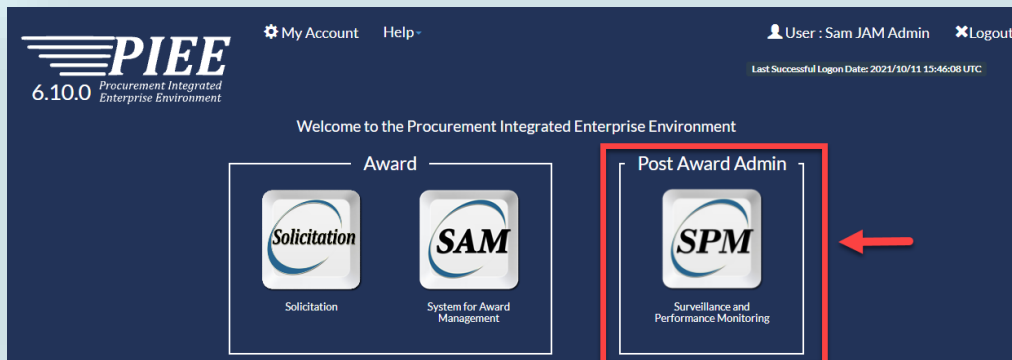
The system will provide an Editor to the DPC Admin user so that they view and edit email content that includes Email Notifications in JAM and SPM. Features include:

- Filtering
- Edit
- Preview
- Change or add Recipients
- Export to Excel
- Activate/Deactivate email Notification

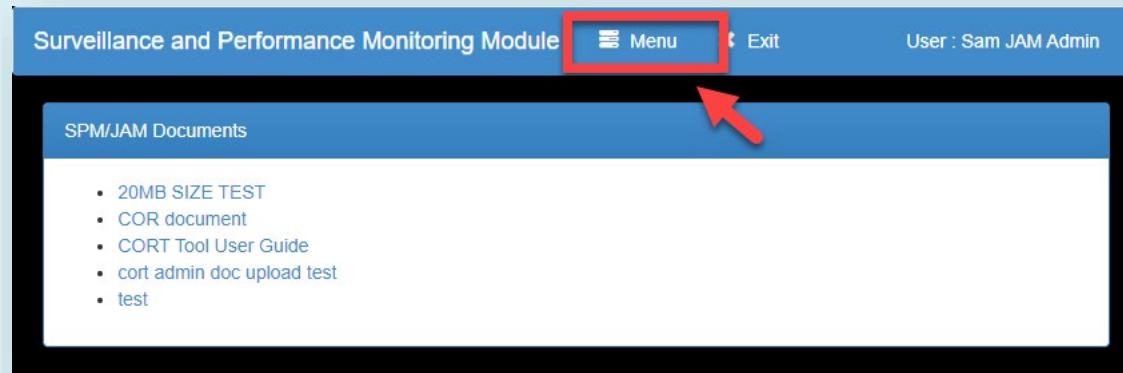
DPC Admin Editor

The Editor works the same in JAM as it does in SPM. The only difference is how the DPC Admin user gets to the Admin Emails.

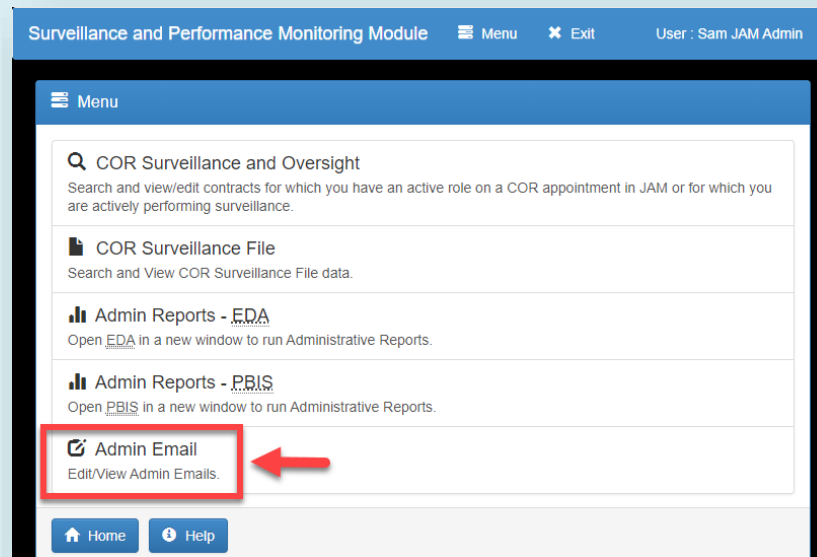
For SPM log in to PIEE as a DPC Admin and navigate to the **SPM Icon**.



Find and click the **Menu** button.



When the menu opens, DPC User will select the **Admin Email** section.

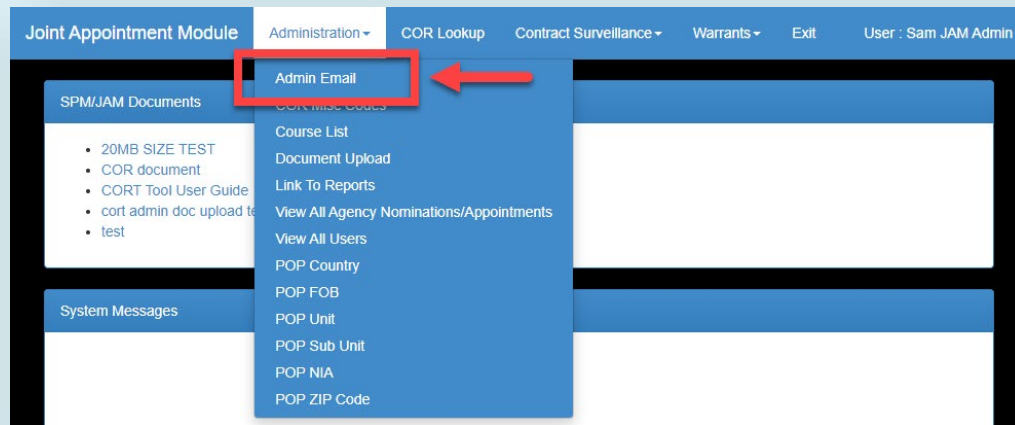


Note: From this point on, the Editor for JAM and SPM are the same.

For JAM, log in to PIEE as a DPC Admin and navigate to the **JAM Icon**.



Find the **Administration** drop-down tab and select **Admin Email**

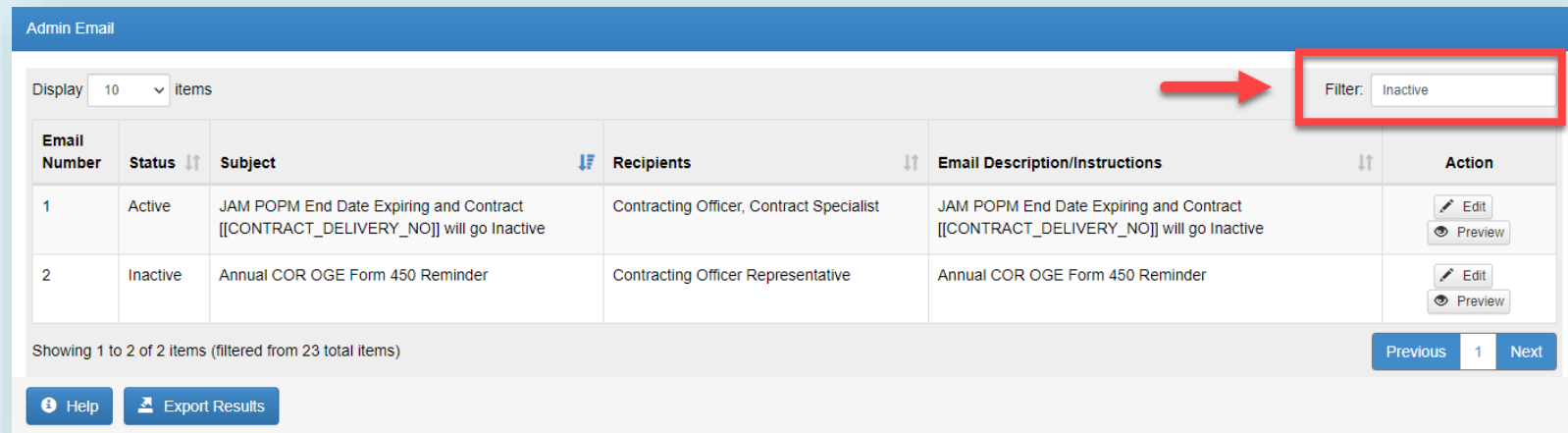


Note: From this point on, the editor for JAM and SPM instructions are the same.

The Admin Email Notification search results includes the following data:

- Email Number
- Recipients
- Status
- Email Description/Instructions
- Subject
- Action (Edit or Preview)

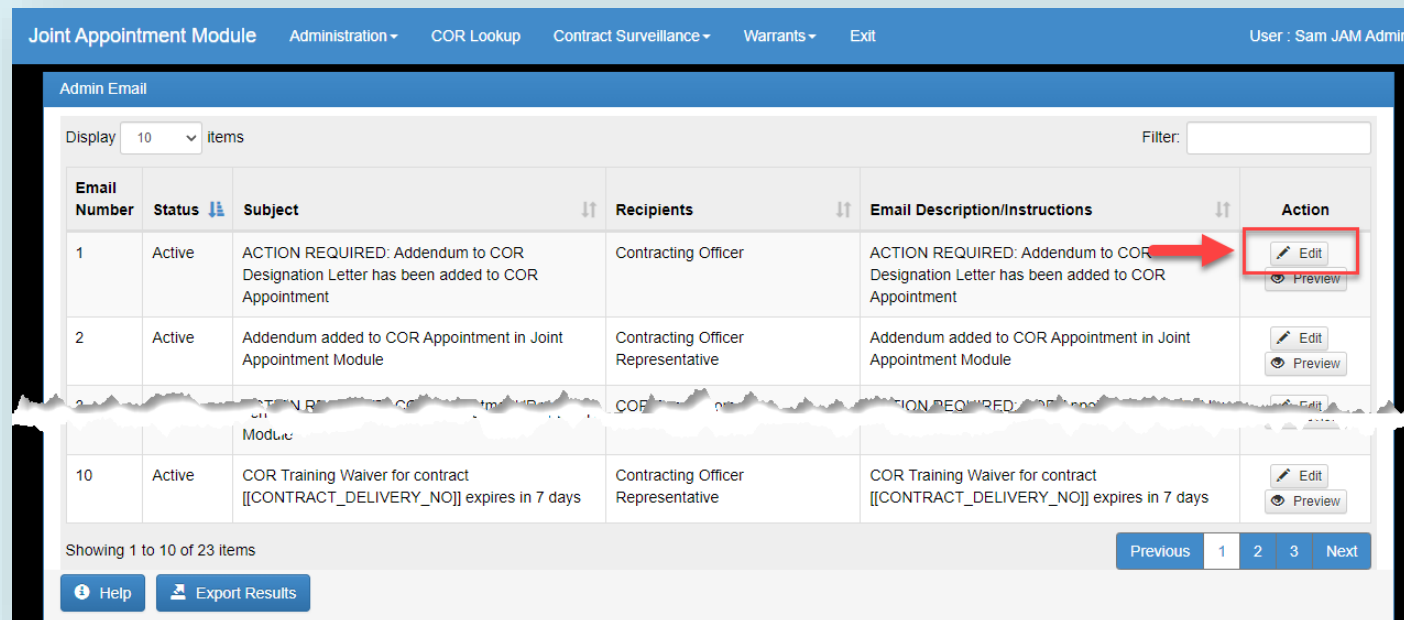
The DPC Admin user can opt to filter their results by certain criteria by entering information into the **Filter** field. As user types search criteria, the system will automatically start filtering results.



The screenshot shows the 'Admin Email' interface. At the top, there is a 'Display' dropdown set to '10' items. To the right, a 'Filter' field is highlighted with a red box and contains the text 'Inactive'. A red arrow points from the 'Filter' field towards the table. Below the filter is a table with columns: 'Email Number', 'Status', 'Subject', 'Recipients', 'Email Description/Instructions', and 'Action'. The table contains two rows of data. Below the table, it says 'Showing 1 to 2 of 2 items (filtered from 23 total items)'. At the bottom, there are 'Help' and 'Export Results' buttons.

Email Number	Status	Subject	Recipients	Email Description/Instructions	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

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



The screenshot shows the 'Joint Appointment Module' interface. At the top, there is a navigation bar with 'Administration', 'COR Lookup', 'Contract Surveillance', 'Warrants', and 'Exit'. The user is identified as 'User: Sam JAM Admin'. Below the navigation bar is the 'Admin Email' interface. It has a 'Display' dropdown set to '10' items and a 'Filter' field. Below the filter is a table with columns: 'Email Number', 'Status', 'Subject', 'Recipients', 'Email Description/Instructions', and 'Action'. The table contains several rows of data. The first row is highlighted, and the 'Edit' button in the 'Action' column is highlighted with a red box and a red arrow. Below the table, it says 'Showing 1 to 10 of 23 items'. At the bottom, there are 'Help' and 'Export Results' buttons.

Email Number	Status	Subject	Recipients	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	Edit Preview
3	Active	STATION RE...	COR...	ACTION REQUIRED: ...	Edit Preview
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	Edit Preview

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

Edit Email

INFO: Please allow 10 minutes for updates to take effect.

Description * ACTION REQUIRED: Addendum to COR Designation Letter

Subject * ACTION REQUIRED: Addendum to COR Designation Letter

Status * Active

To Contracting Officer Representative
COR Supervisors (includes Alternate)
Contracting Officer

Email Parameters
[[[CO_NAME]], [[CS_NAME]], [[COR_NAME]], [[CONTRACT_DELIVERY_NO]]]

Save Cancel Help

**Editor
Function**

Edit Email

INFO: Please allow 10 minutes for updates to take effect.

Description * 1 ACTION REQUIRED: Addendum to COR D...

Subject * 2 Agile 7243 ACTION REQUIRED: Addendum...

Status * 3 Active

To 4 Contracting Officer Representative
COR Supervisors (includes Alternate)
Contracting Officer
Contract Specialist
Adminstrating Contracting Officer
Quality Assurance Point of Contact
Manager
Additional Signatory

Body 5

Agile 7243
Dear [[CO_NAME]].

[[CS_NAME]] has added an Addendum to the COR Designation Letter to [[COR_NAME]]'s COR Appointment for [[CONTRACT_DELIVERY_NO]]. You must sign the Addendum to acknowledge this change.

Please log into PIEE and access the Joint Appointment Module (JAM) to view the COR Appointment. In JAM:

1. Click the 'My Appointments/Search for appointments where I am the CO' menu option.
2. Find the Appointment associated with contract number [[CONTRACT_DELIVERY_NO]] and click on the contract number link to open the appointment.
3. Review the Addendum to the COR Designation Letter and sign the Addendum.

The COR and COR Supervisor will receive an email that an Addendum to the COR Designation Letter has been added to the appointment once the Addendum has been signed.

Email Parameters
[[[CO_NAME]], [[CS_NAME]], [[COR_NAME]], [[CONTRACT_DELIVERY_NO]]]

Save Cancel Help

Editable areas of the Email Notification for the DPC Admin:

1. Description
2. Subject
3. Status (DPC Admin can make email notifications active or inactive)
4. To (Recipients)
5. Body of Email

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

Joint Appointment Module Administration - COR Lookup Contract Surveillance - Warrants - Exit User : Sam JAM Admin

Edit Email

INFO: Please allow 10 minutes for updates to take effect.

Description * Subject * Status * To

ACTION REQUIRED: Addendum to COR D Agile 7243 ACTION REQUIRED: Addendur Active Contracting Officer Representative
COR Supervisors (includes Alternate)
Contracting Officer
Contract Specialist

Save Cancel Help

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

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.

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

Saving/ Cancelling Edit

Joint Appointment Module Administration - COR Lookup Contract Surveillance - Warrants - Exit

Admin Email

Email Notification has been successfully updated.

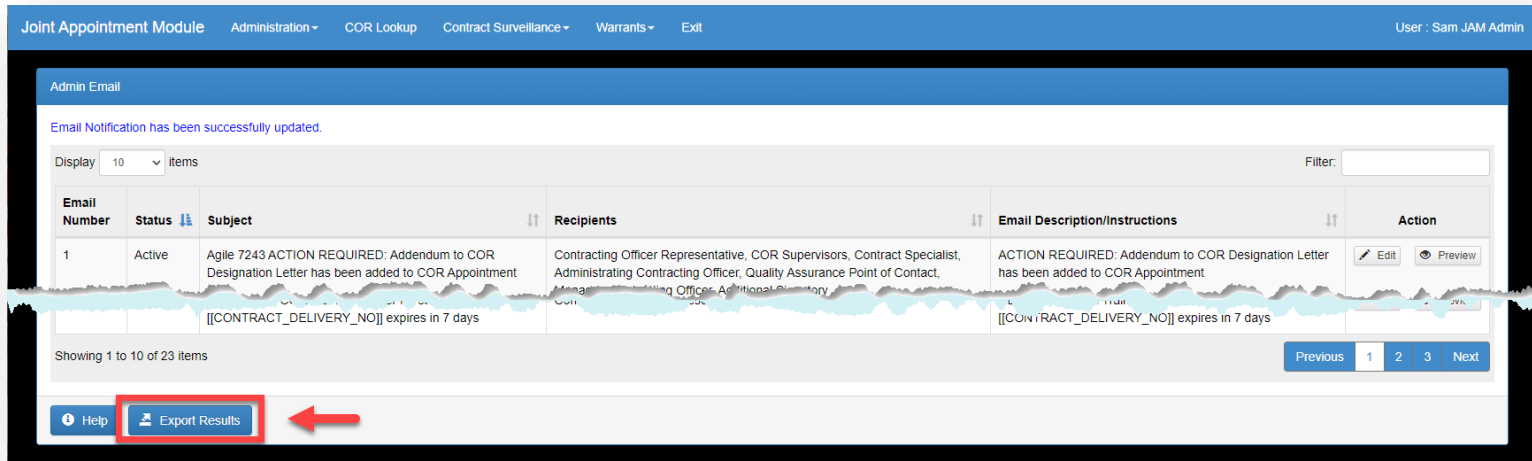
Display 10 items

Email Number	Status	Subject	Recipients
1	Active	Agile 7243 ACTION REQUIRED: Addendum to COR Designation Letter has been added to COR Appointment [[CONTRACT_DELIVERY_NO]] expires in 7 days	Contracting Officer Representative Adminstrating Contracting Office Managing Contracting Officers Ad

Showing 1 to 10 of 23 items

Help Export Results

To export the Admin Email Notification Search results, select the **Export Results** button.



Export Admin Email Search Results

Sample Excel Spreadsheet Export:

