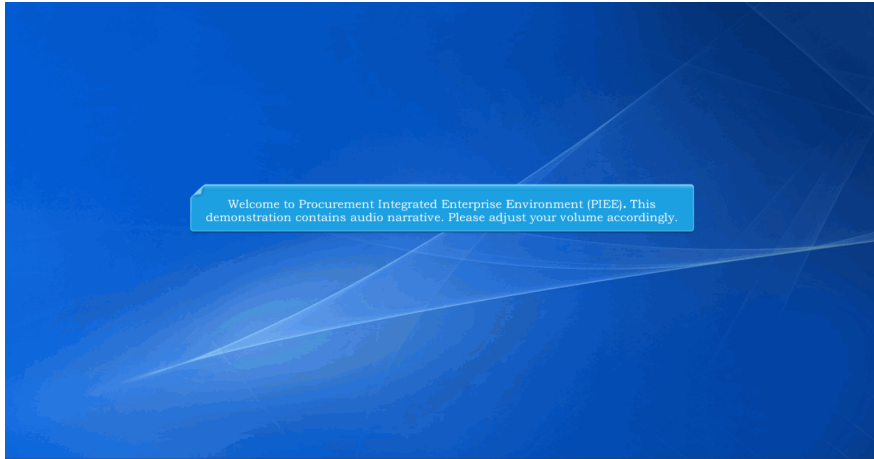
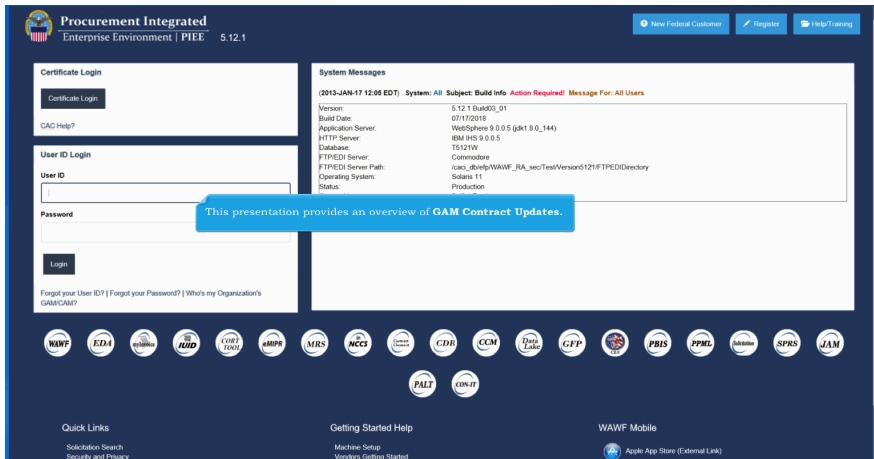


Intro



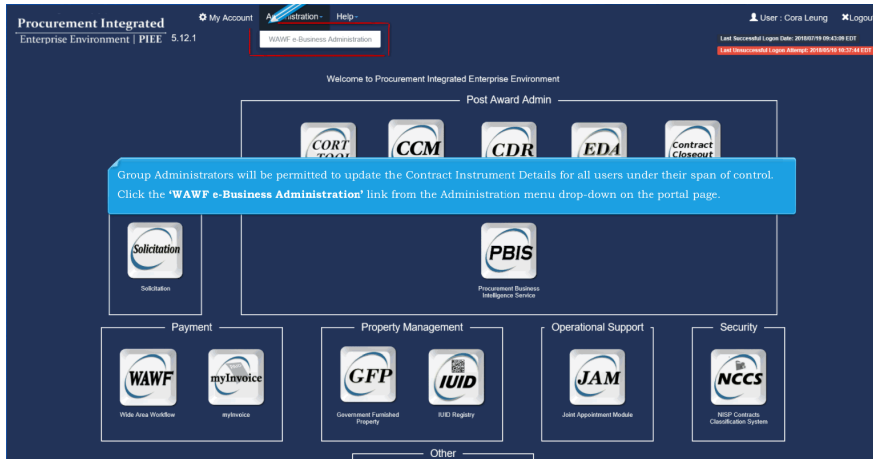
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



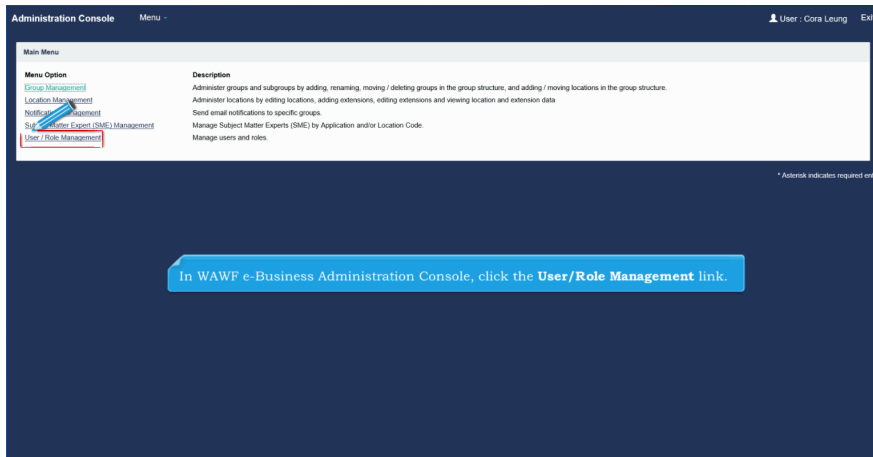
This presentation provides an overview of GAM Contract Updates.

Step 2



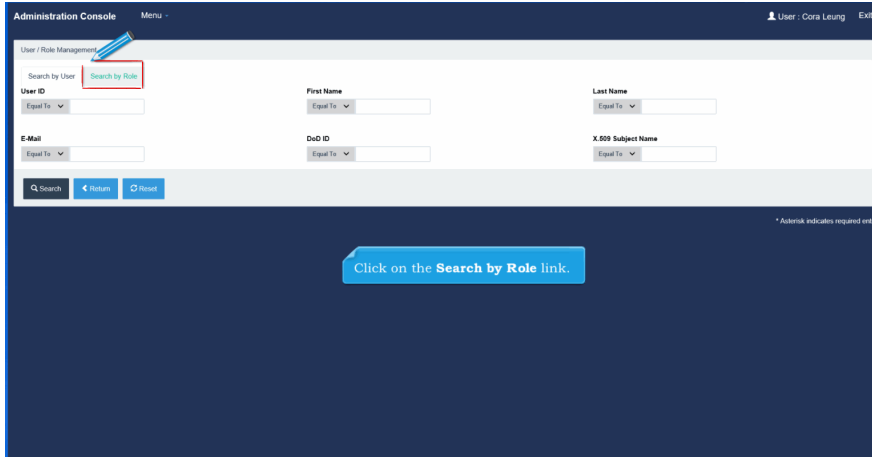
Group Administrators will be permitted to update the Contract Instrument Details for all users under their span of control. Click the 'WAWF e-Business Administration' link from the Administration menu drop-down on the portal page.

Step 3



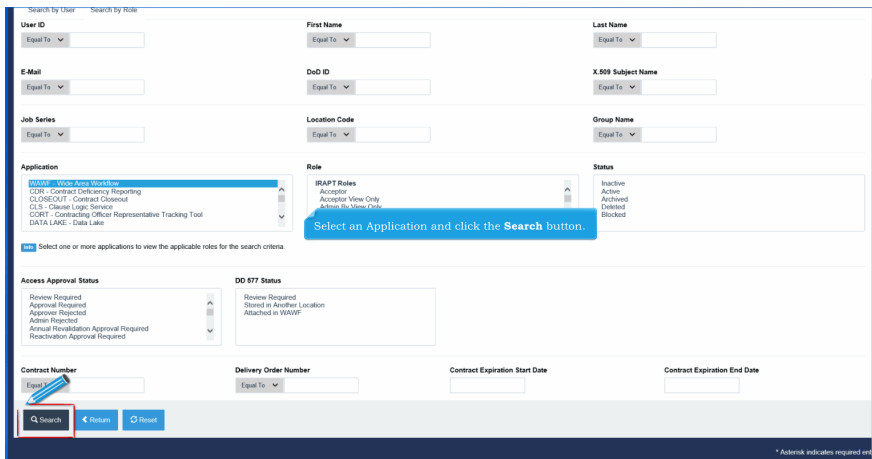
In WAWF e-Business Administration Console, click the User/Role Management link.

Step 4



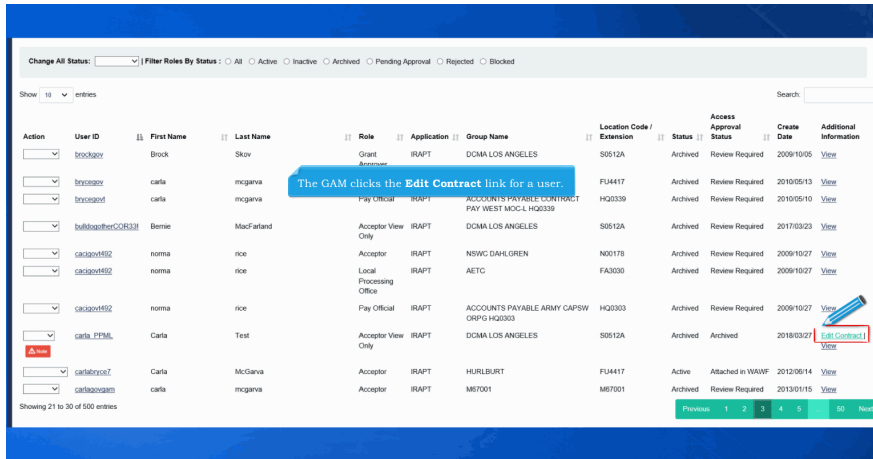
Click on the Search by Role link.

Step 5



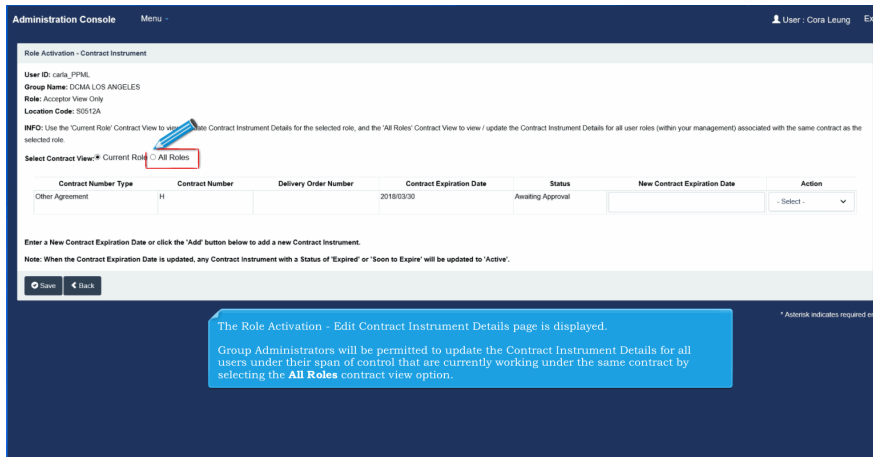
Select an Application and click the Search button.

Step 6



The GAM clicks the Edit Contract link for a user.

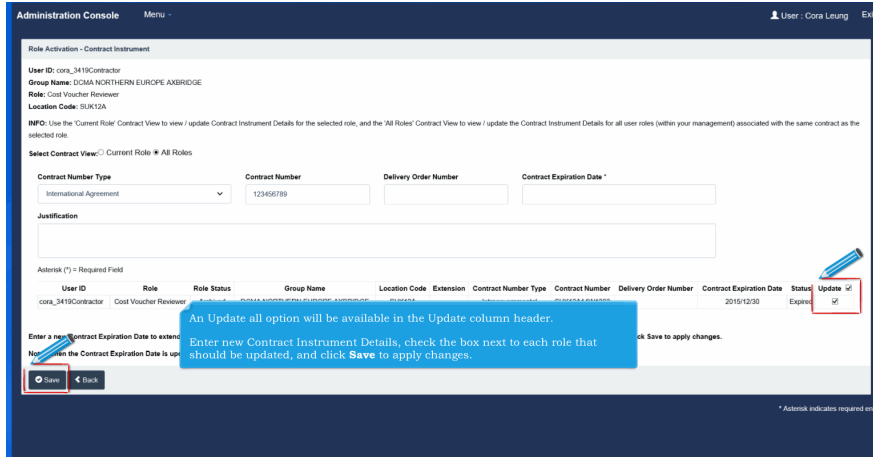
Step 7



The Role Activation - Edit Contract Instrument Details page is displayed.

Group Administrators will be permitted to update the Contract Instrument Details for all users under their span of control that are currently working under the same contract by selecting the All Roles contract view option.

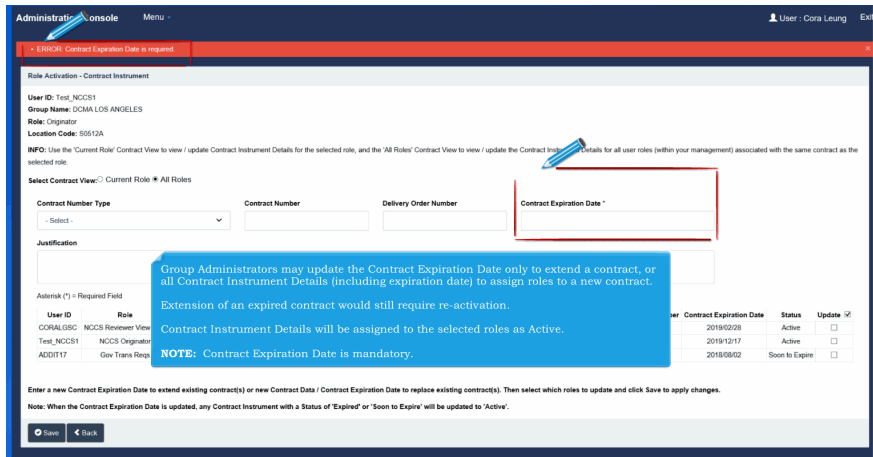
Step 8



An Update all option will be available in the Update column header.

Enter new Contract Instrument Details, check the box next to each role that should be updated, and click Save to apply changes.

Step 9



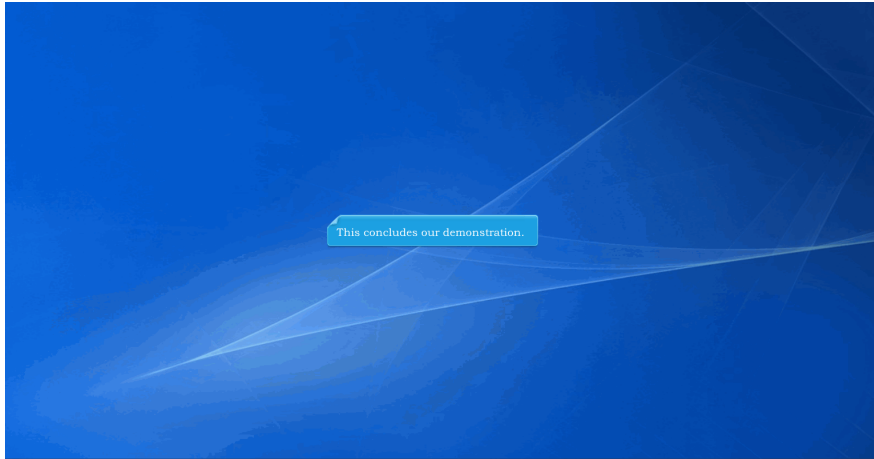
Group Administrators may update the Contract Expiration Date only to extend a contract, or all Contract Instrument Details (including expiration date) to assign roles to a new contract.

Extension of an expired contract would still require re-activation.

Contract Instrument Details will be assigned to the selected roles as Active.

NOTE: Contract Expiration Date is mandatory.

End



This concludes our demonstration.