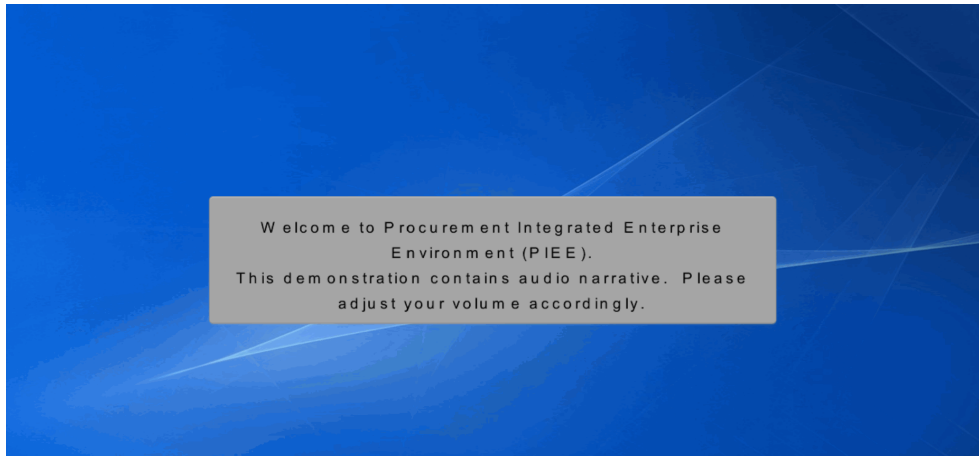
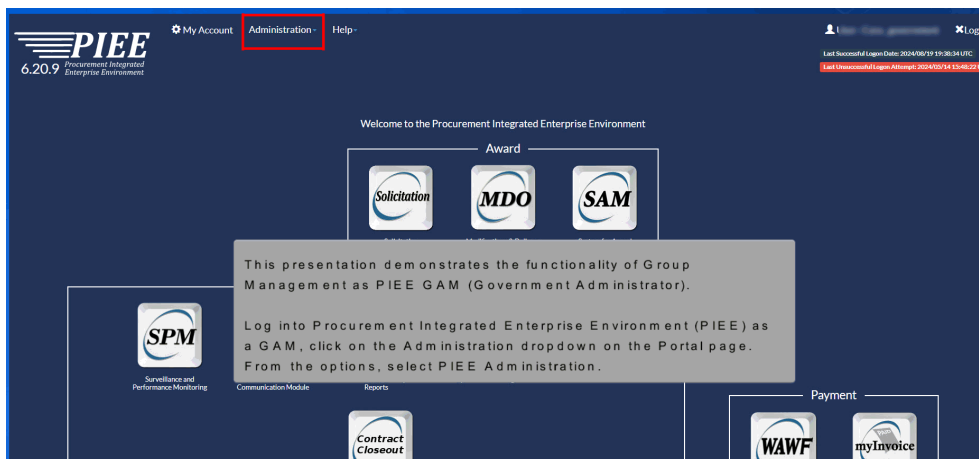


Intro



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

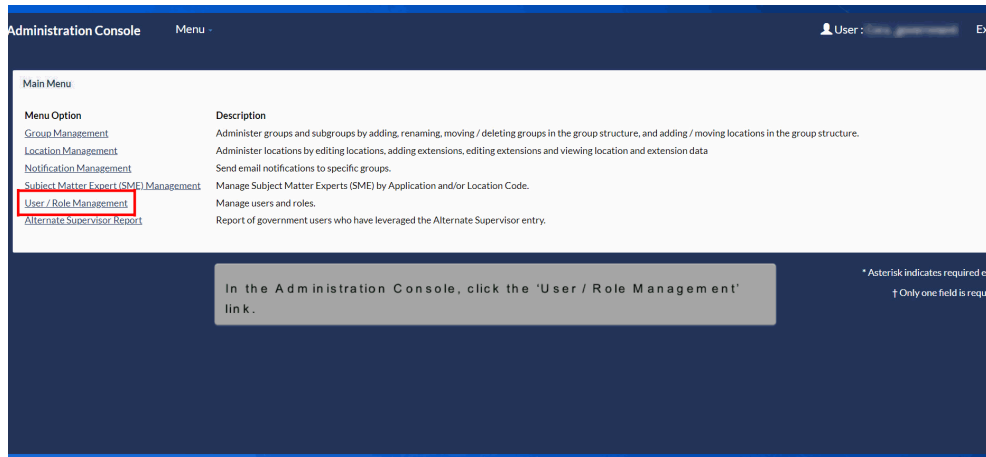
Step 1



This presentation demonstrates the functionality of Group Management as PIEE GAM (Government Administrator).

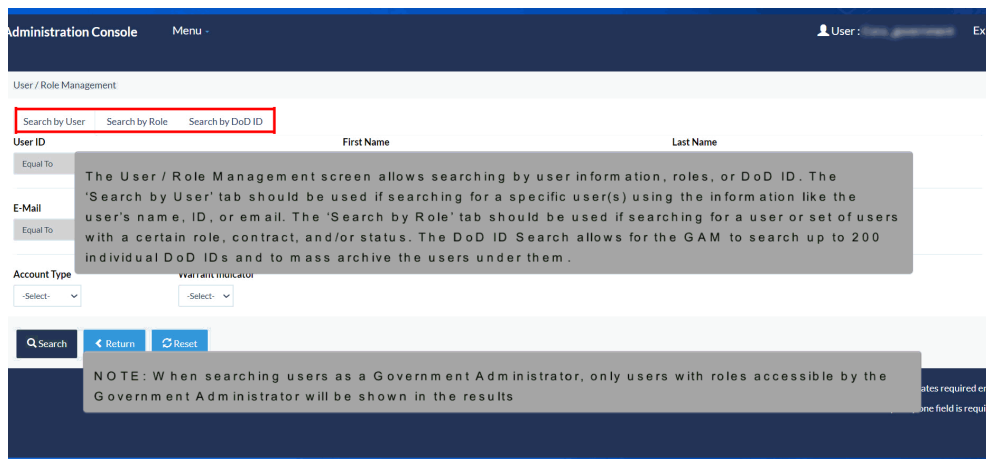
Log into Procurement Integrated Enterprise Environment (PIEE) as a GAM, click on the Administration dropdown on the Portal page. From the options, select PIEE Administration.

Step 2



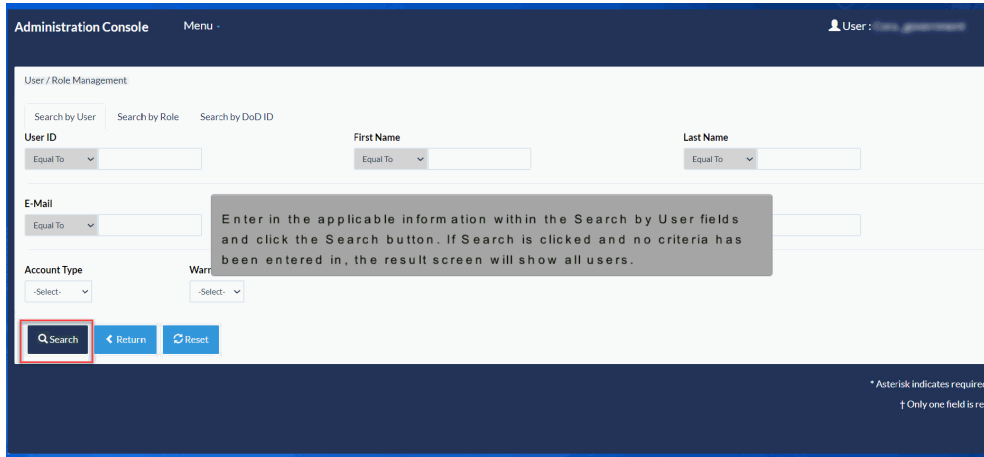
In the Administration Console, click the 'User / Role Management' link.

Step 3



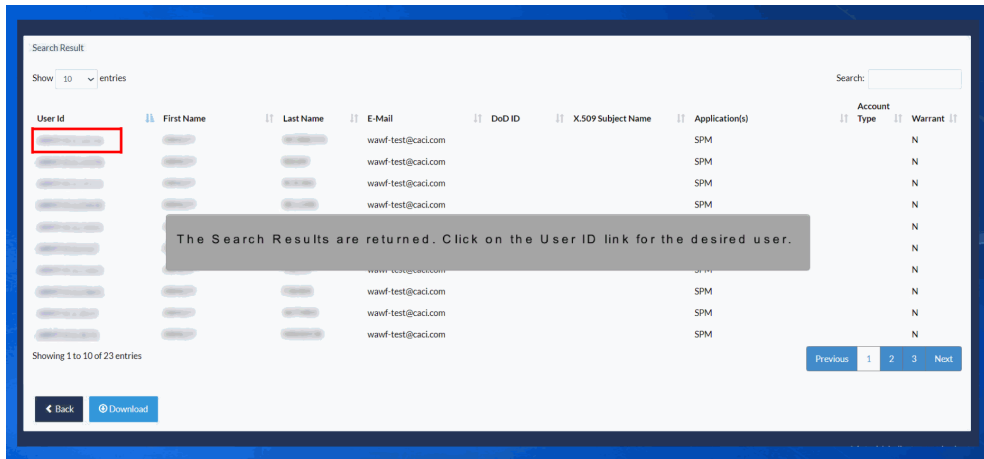
The User / Role Management screen allows searching by user information, roles, or DoD ID. The 'Search by User' tab should be used if searching for a specific user(s) using the information like the user's name, ID, or email. The 'Search by Role' tab should be used if searching for a user or set of users with a certain role, contract, and/or status. The DoD ID Search allows for the GAM to search up to 200 individual DoD IDs and to mass archive the users under them. NOTE: When searching users as a Government Administrator, only users with roles accessible by the Government Administrator will be shown in the results

Step 4



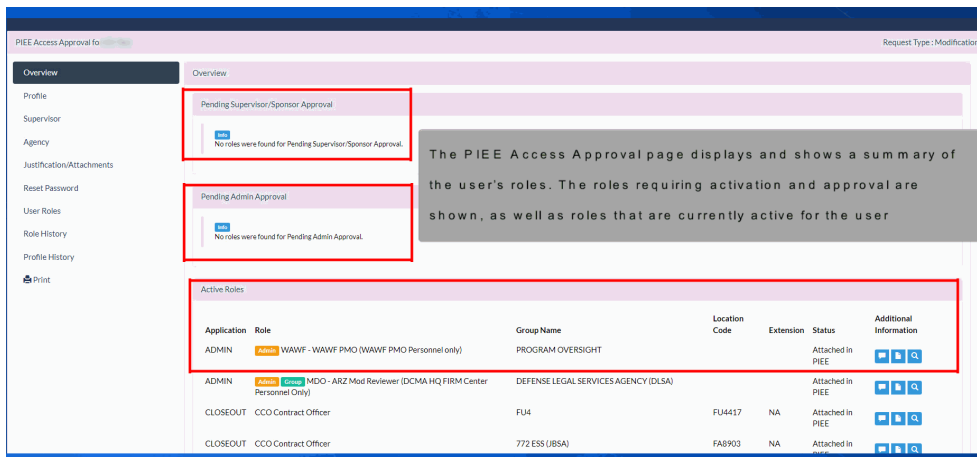
Enter in the applicable information within the Search by User fields and click the Search button. If Search is clicked and no criteria has been entered in, the result screen will show all users.

Step 5



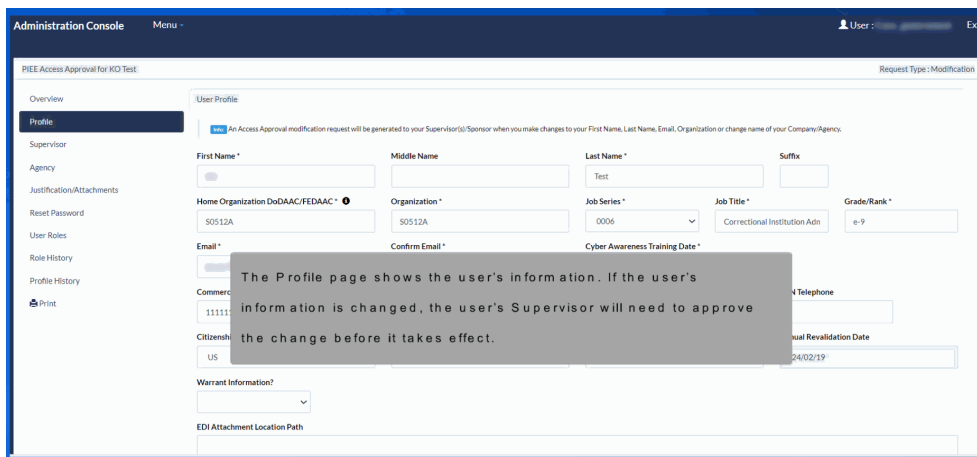
The Search Results are returned. Click on the User ID link for the desired user.

Step 6



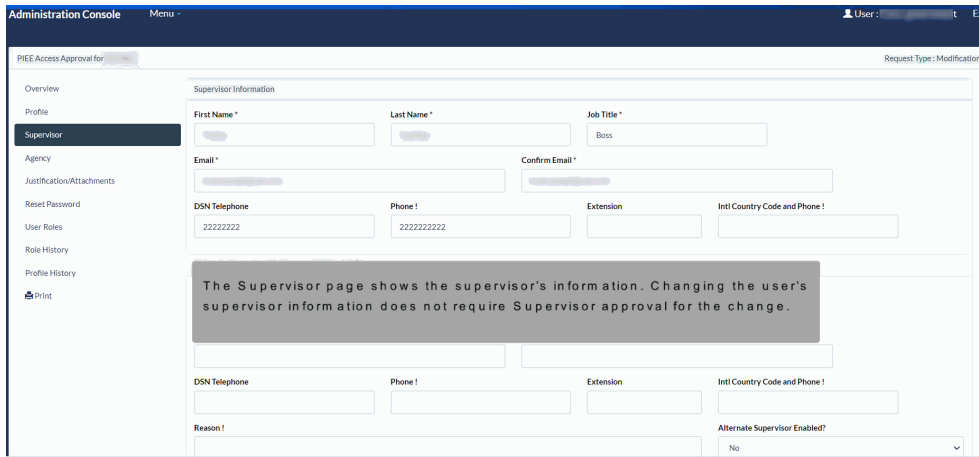
The PIEE Access Approval page displays and shows a summary of the user's roles. The roles requiring activation and approval are shown, as well as roles that are currently active for the user

Step 7



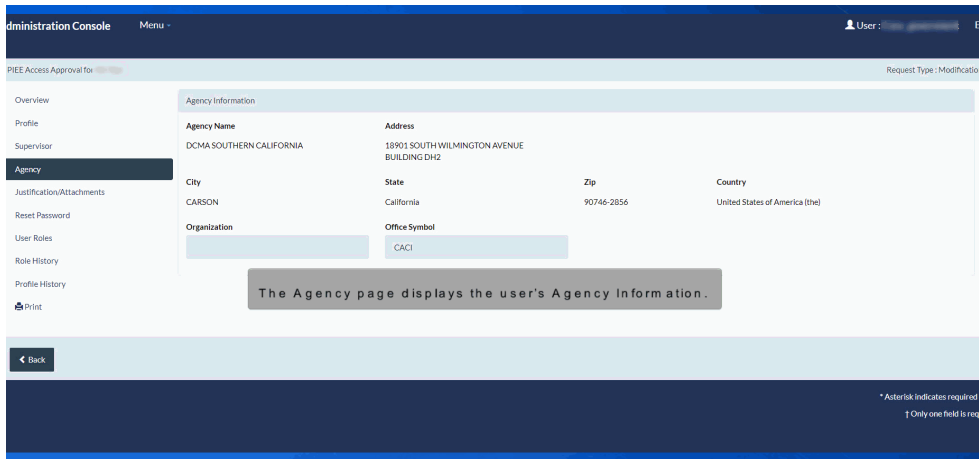
The Profile page shows the user's information. If the user's information is changed, the user's Supervisor will need to approve the change before it takes effect.

Step 8



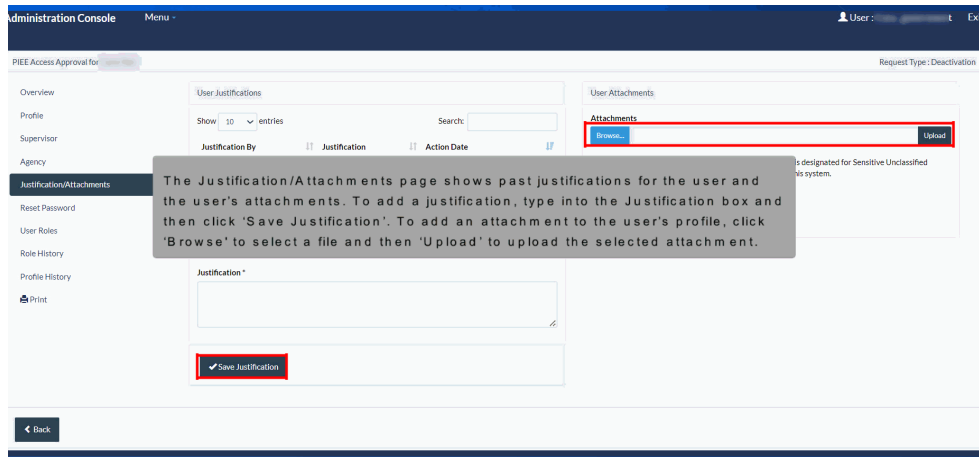
The Supervisor page shows the supervisor's information. Changing the user's supervisor information does not require Supervisor approval for the change.

Step 9



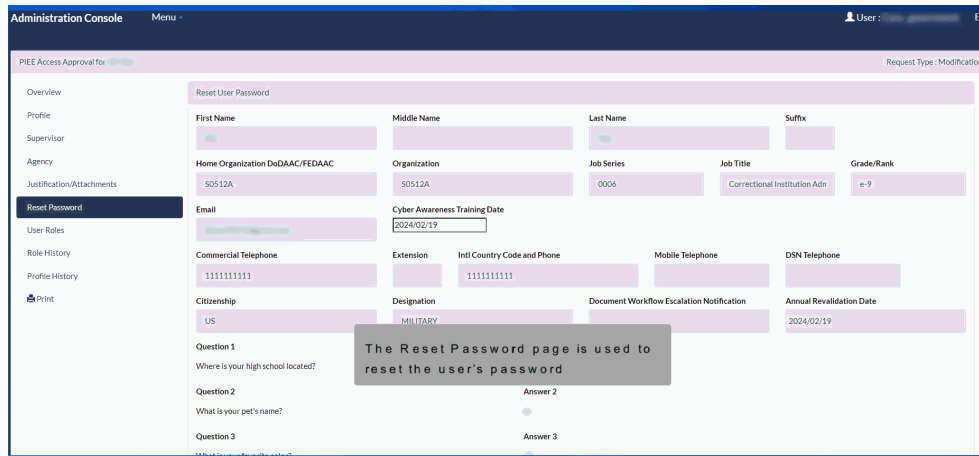
The Agency page displays the user's Agency Information.

Step 10



The Justification/Attachments page shows past justifications for the user and the user's attachments. To add a justification, type into the Justification box and then click 'Save Justification'. To add an attachment to the user's profile, click 'Browse' to select a file and then 'Upload' to upload the selected attachment.

Step 11



The Reset Password page is used to reset the user's password

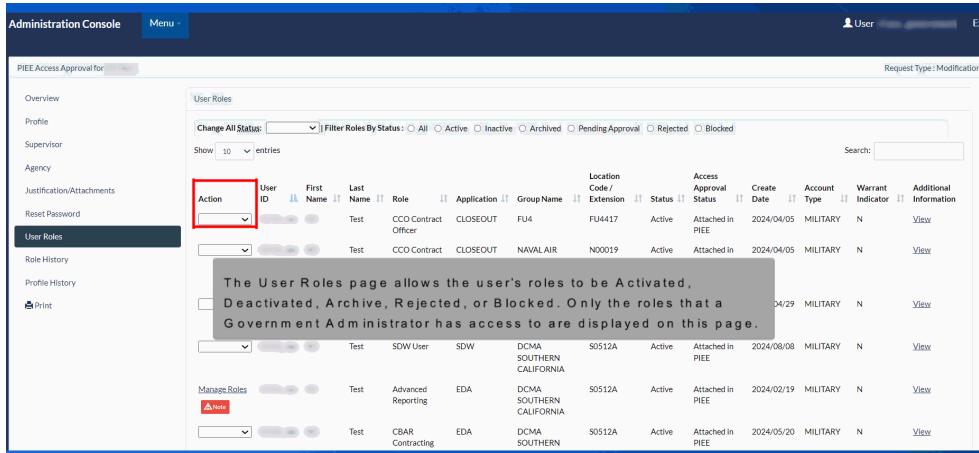
Step 12

To reset the user’s password, at the bottom of the page enter in the justification for resetting the password and then click on ‘Submit’.

Step 13

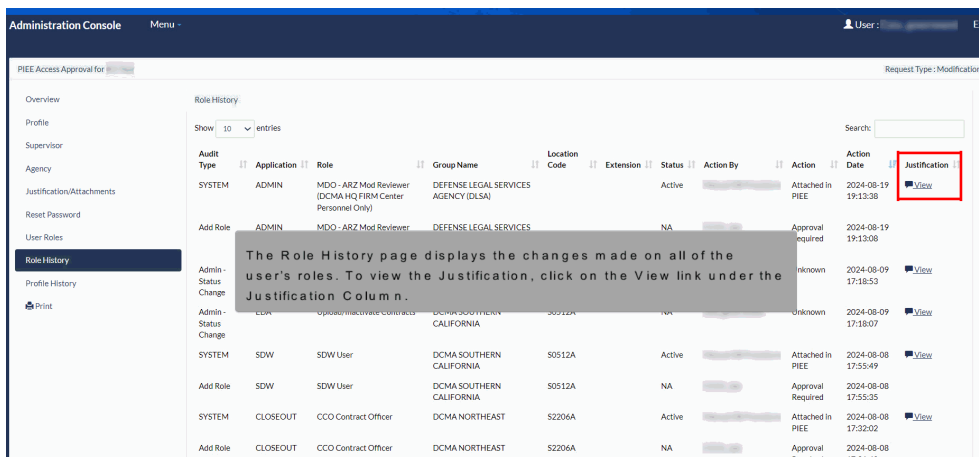
After clicking ‘Submit’, the top of the page display the user’s temporary password. When the user logs in with the given password, they are prompted to enter a new password for their account.

Step 14



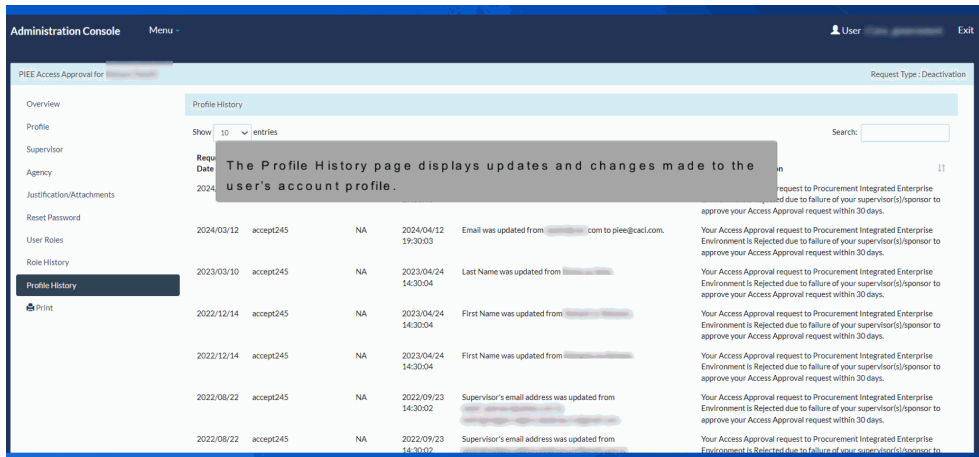
The User Roles page allows the user's roles to be Activated, Deactivated, Archive, Rejected, or Blocked. Only the roles that a Government Administrator has access to are displayed on this page.

Step 15



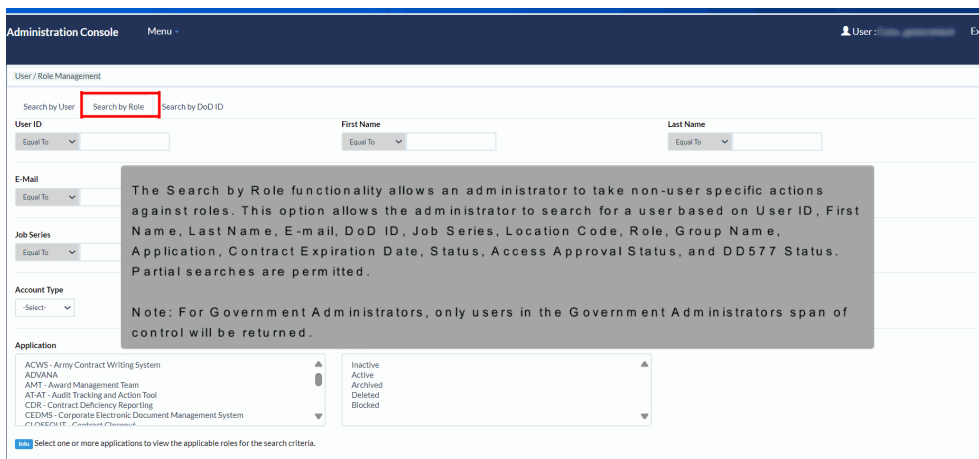
The Role History page displays the changes made on all of the user's roles. To view the Justification, click on the View link under the Justification Column.

Step 16



The Profile History page displays updates and changes made to the user's account profile.

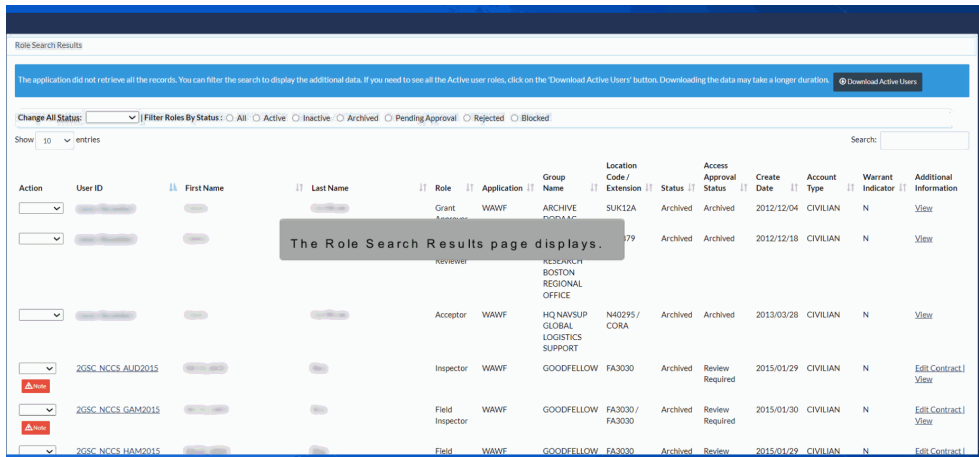
Step 17



The Search by Role functionality allows an administrator to take non-user specific actions against roles. This option allows the administrator to search for a user based on User ID, First Name, Last Name, E-mail, DoD ID, Job Series, Location Code, Role, Group Name, Application, Contract Expiration Date, Status, Access Approval Status, and DD577 Status. Partial searches are permitted.

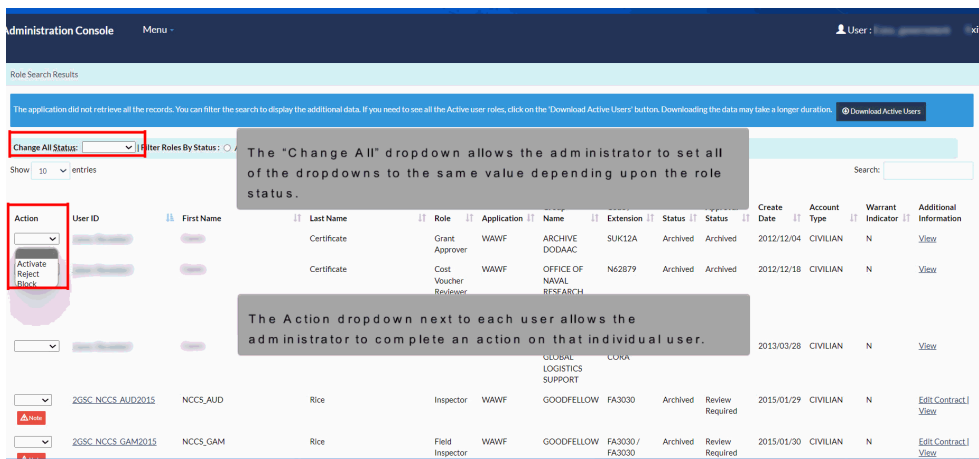
Note: For Government Administrators, only users in the Government Administrators span of control will be returned.

Step 18



The Role Search Results page displays.

Step 19



The "Change All" dropdown allows the administrator to set all of the dropdowns to the same value depending upon the role status. The Action dropdown next to each user allows the administrator to complete an action on that individual user.

Step 20

Role Search Results

The application did not retrieve all the records. You can filter the search to display the additional data. If you need to see all the Active user roles, click on the 'Download Active Users' button. Downloading the data may take a longer duration. [Download Active Users](#)

Change All Status: Filter Roles By Status: All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Account Type	Warrant Indicator	Additional Information
				Grant	WAWF	ARCHIVE	SUK12A	Archived	Archived	2012/12/04	CIVILIAN	N	View
										2/16	CIVILIAN	N	View
				Acceptor	WAWF	HQ NAVSUP GLOBAL LOGISTICS SUPPORT	N40295 / CORA	Archived	Archived	2013/03/28	CIVILIAN	N	View
	2GSC_NCCS_AUD2015			Inspector	WAWF	GOODFELLOW	FA3030	Archived	Review Required	2015/01/29	CIVILIAN	N	Edit Contract View
	2GSC_NCCS_GAM2015			Field Inspector	WAWF	GOODFELLOW	FA3030 / FA3030	Archived	Review Required	2015/01/30	CIVILIAN	N	Edit Contract View
	2GSC_NCCS_HAM2015			Field	WAWF	GOODFELLOW	FA3030	Archived	Review	2015/01/29	CIVILIAN	N	Edit Contract View

The User ID link takes the administrator to the PIEE Access Approval page for that user. From there the administrator can view, add comments, add attachments, and review forms for the user.

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Step 21

Role Search Results

The application did not retrieve all the records. You can filter the search to display the additional data. If you need to see all the Active user roles, click on the 'Download Active Users' button. Downloading the data may take a longer duration. [Download Active Users](#)

Change All Status: Filter Roles By Status: All Active Inactive Archived Pending Approval Rejected Blocked

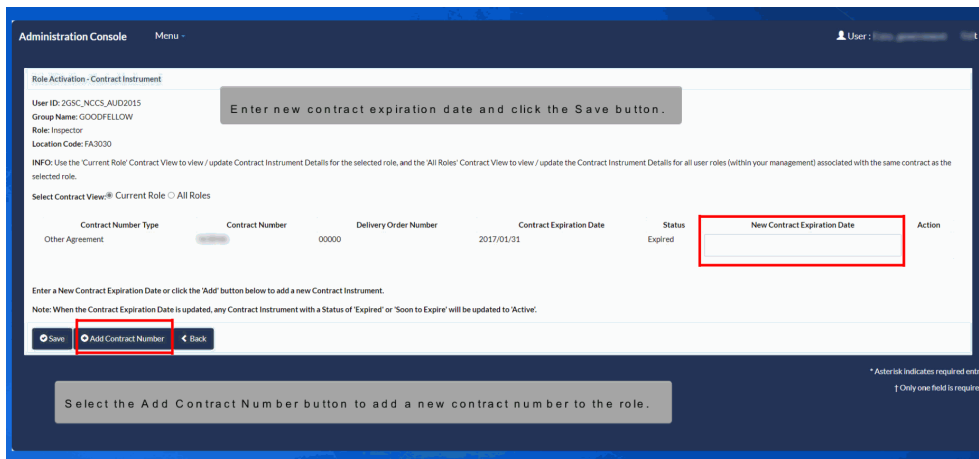
Show 10 entries

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Account Type	Warrant Indicator	Additional Information
				Grant	WAWF	ARCHIVE	SUK12A	Archived	Archived	2012/12/04	CIVILIAN	N	View
												N	View
				Acceptor	WAWF	HQ NAVSUP GLOBAL LOGISTICS SUPPORT	N40295 / CORA	Archived	Archived	2013/03/28	CIVILIAN	N	View
	2GSC_NCCS_AUD2015			Inspector	WAWF	GOODFELLOW	FA3030	Archived	Review Required	2015/01/29	CIVILIAN	N	Edit Contract View
	2GSC_NCCS_GAM2015			Field Inspector	WAWF	GOODFELLOW	FA3030 / FA3030	Archived	Review Required	2015/01/30	CIVILIAN	N	Edit Contract View
	2GSC_NCCS_HAM2015			Field	WAWF	GOODFELLOW	FA3030	Archived	Review	2015/01/29	CIVILIAN	N	Edit Contract View

If the role is for a Support Contractor and the administrator has authorization to edit contract instrument details such as the expiration date, the Edit Contract link appears. Clicking Edit Contract presents a screen to edit contract instrument details.

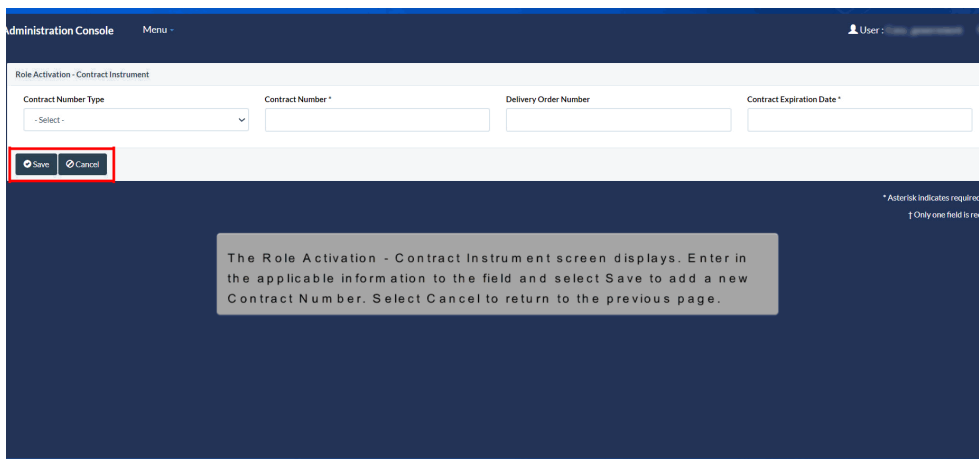
If the role is for a Support Contractor and the administrator has authorization to edit contract instrument details such as the expiration date, the Edit Contract link appears. Clicking Edit Contract presents a screen to edit contract instrument details.

Step 22



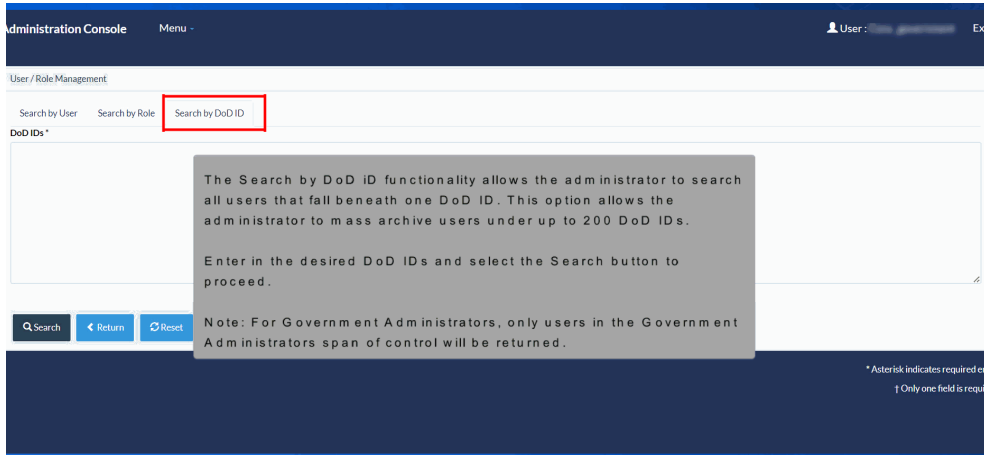
Enter new contract expiration date and click the Save button. Select the Add Contract Number button to add a new contract number to the role.

Step 23



The Role Activation - Contract Instrument screen displays. Enter in the applicable information to the field and select Save to add a new Contract Number. Select Cancel to return to the previous page.

Step 24



The Search by DoD ID functionality allows the administrator to search all users that fall beneath one DoD ID. This option allows the administrator to mass archive users under up to 200 DoD IDs.

Enter in the desired DoD IDs and select the Search button to proceed.

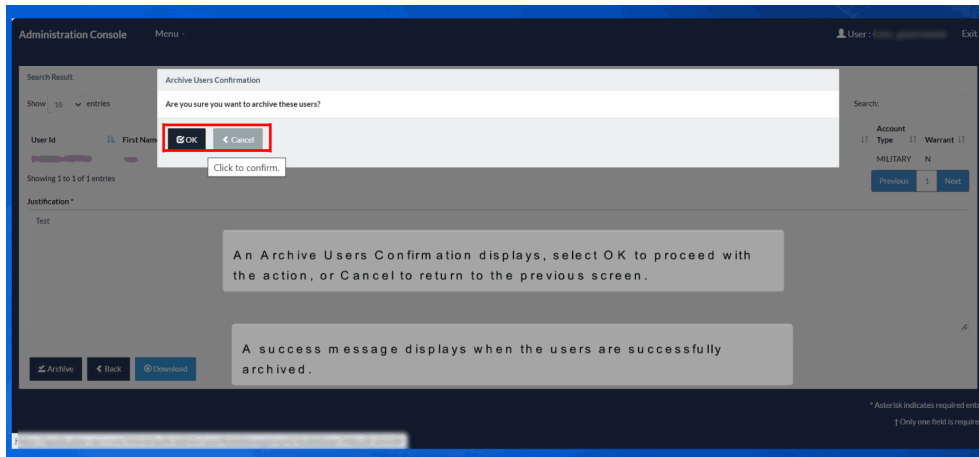
Note: For Government Administrators, only users in the Government Administrators span of control will be returned.

Step 25



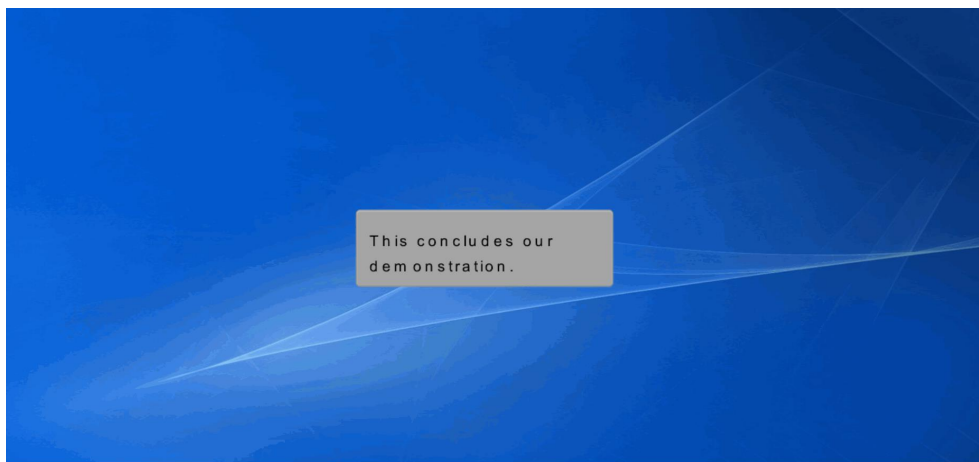
The users that fall under the searched DoD IDs are returned. Enter a Justification into the field and select Archive to archive the returned users.

Step 26



An Archive Users Confirmation displays, select OK to proceed with the action, or Cancel to return to the previous screen. A success message displays when the users are successfully archived.

End



This concludes our demonstration.