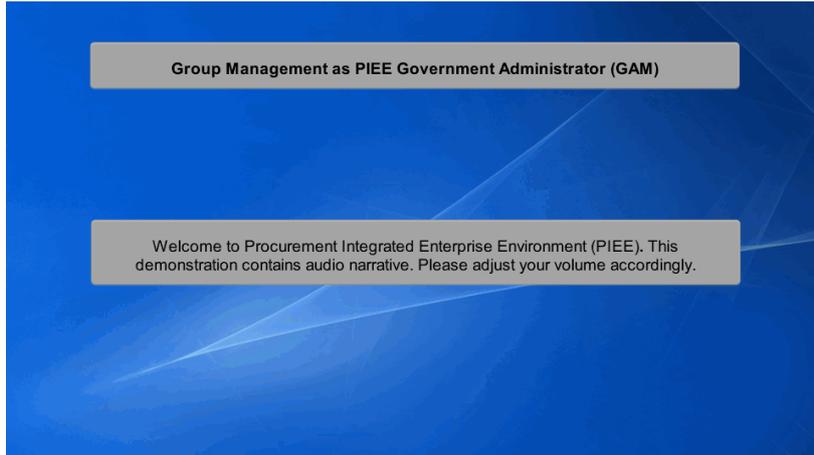
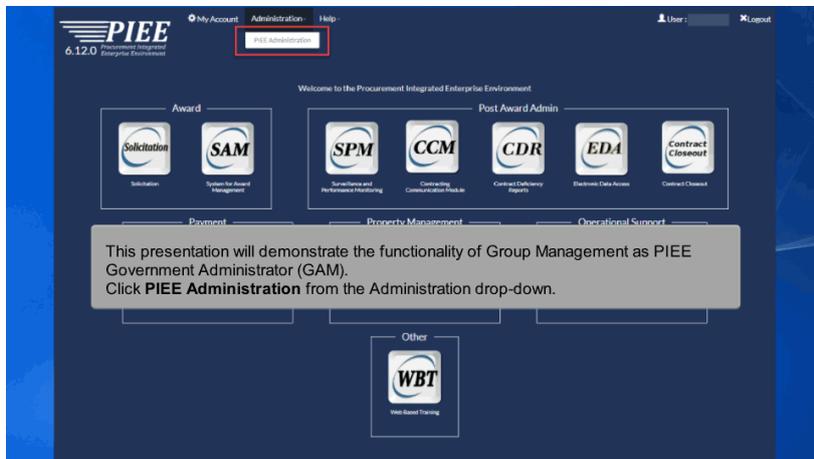


Intro



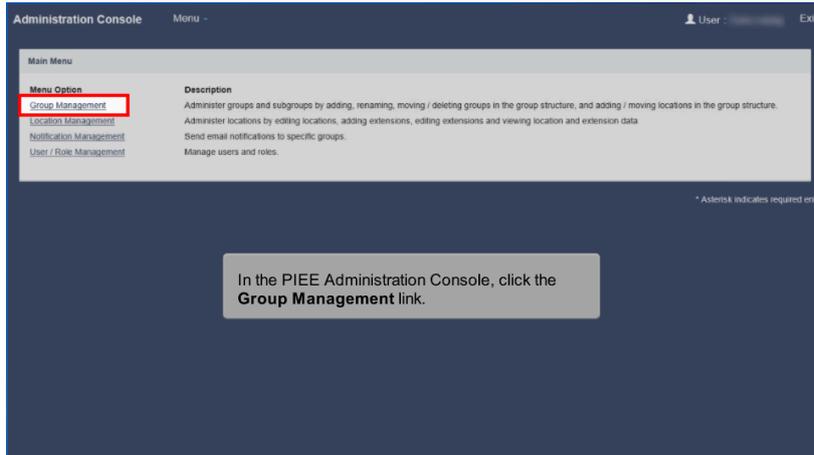
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. Group Management as PIEE Government Administrator (GAM)

Step 1



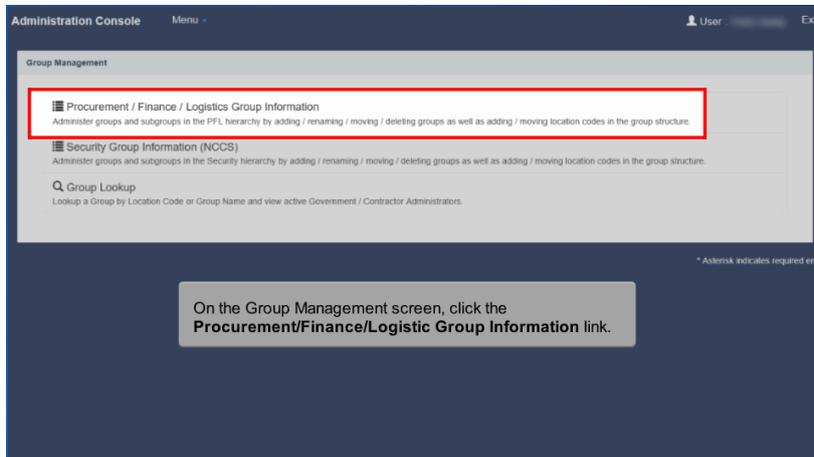
This presentation will demonstrate the functionality of Group Management as PIEE Government Administrator (GAM). Click PIEE Administration from the Administration drop-down.

Step 2



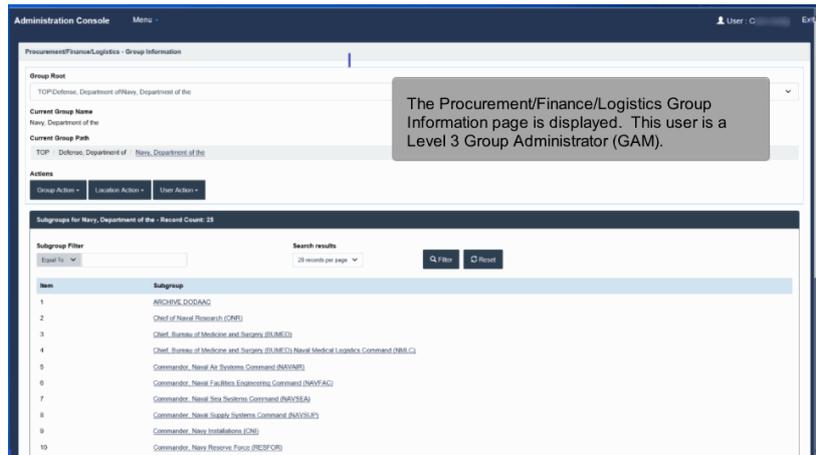
In the PIEE Administration Console, click the Group Management link.

Step 3



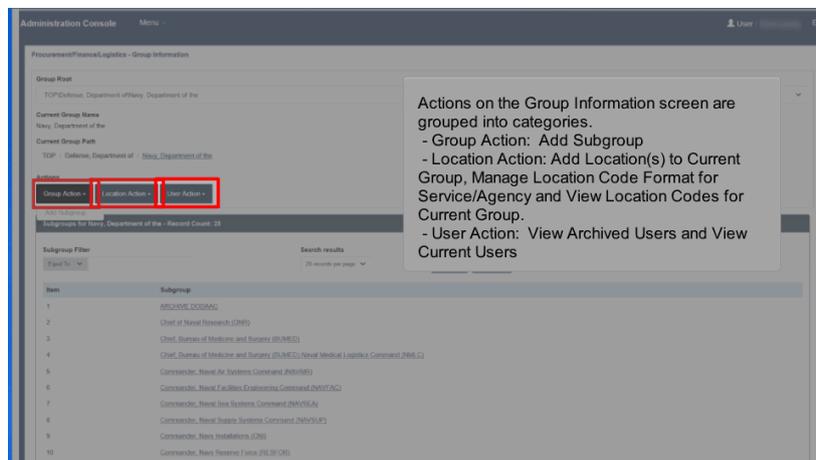
On the Group Management screen, click the Procurement/Finance/Logistic Group Information link.

Step 4



The Procurement/Finance/Logistics Group Information page is displayed. This user is a Level 3 Group Administrator (GAM).

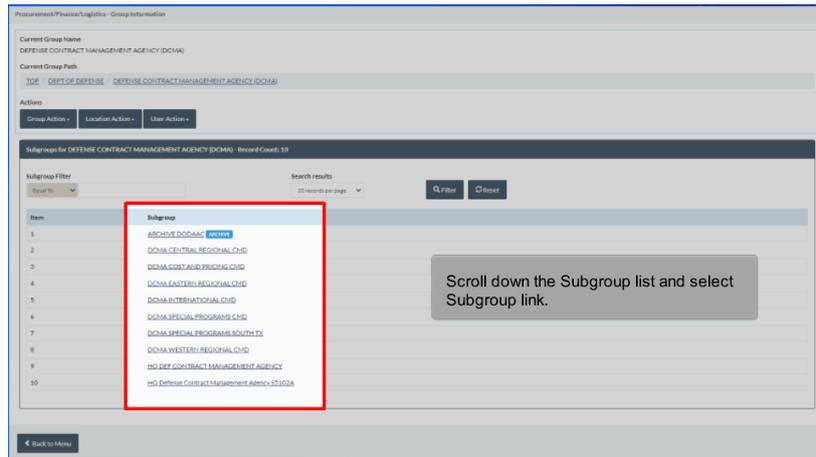
Step 5



Actions on the Group Information screen are grouped into categories.

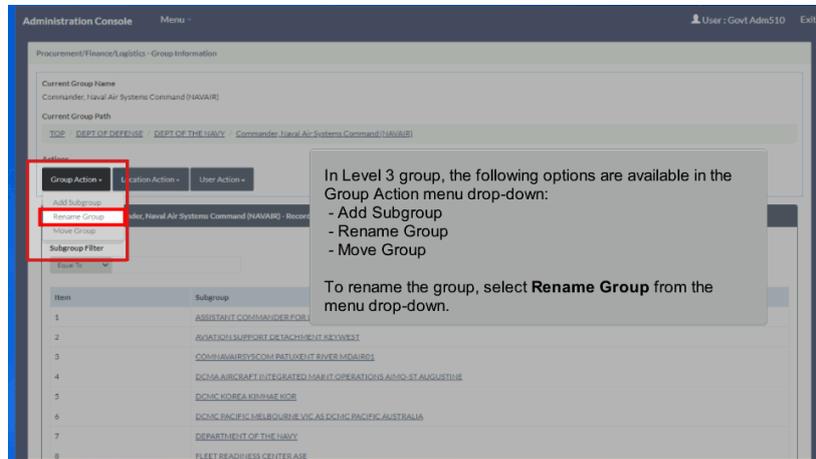
- Group Action: Add Subgroup
- Location Action: Add Location(s) to Current Group, Manage Location Code Format for Service/Agency and View Location Codes for Current Group.
- User Action: View Archived Users and View Current Users

Step 6



Scroll down the Subgroup list and select Subgroup link.

Step 7

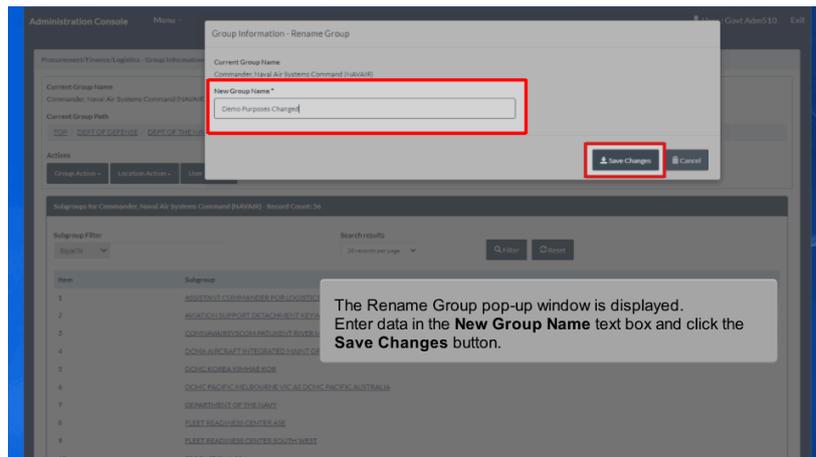


In Level 3 group, the following options are available in the Group Action menu drop-down:

- Add Subgroup
- Rename Group
- Move Group

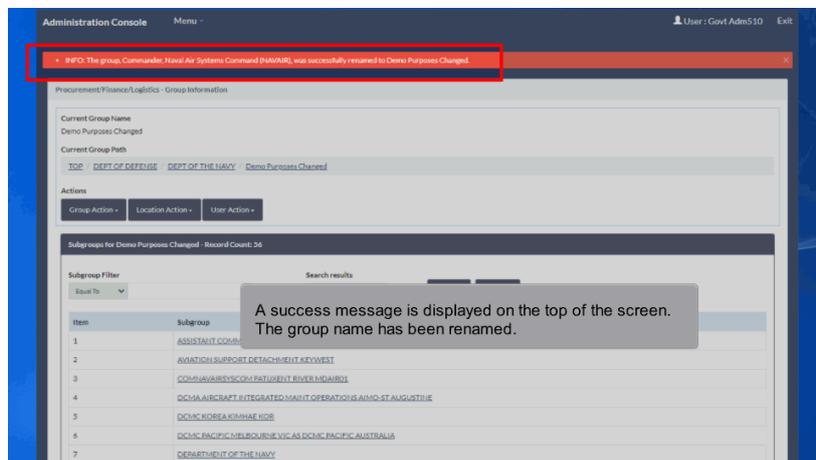
To rename the group, select Rename Group from the menu drop-down.

## Step 8



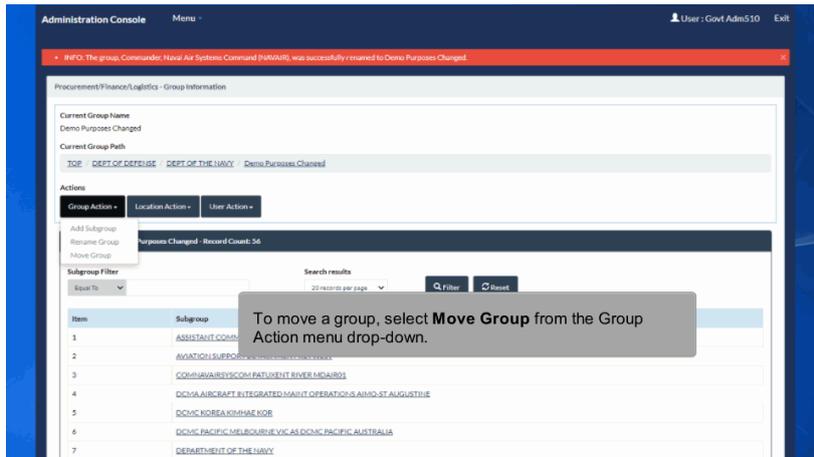
The Rename Group pop-up window is displayed.  
Enter data in the New Group Name text box and click the Save Changes button.

## Step 9



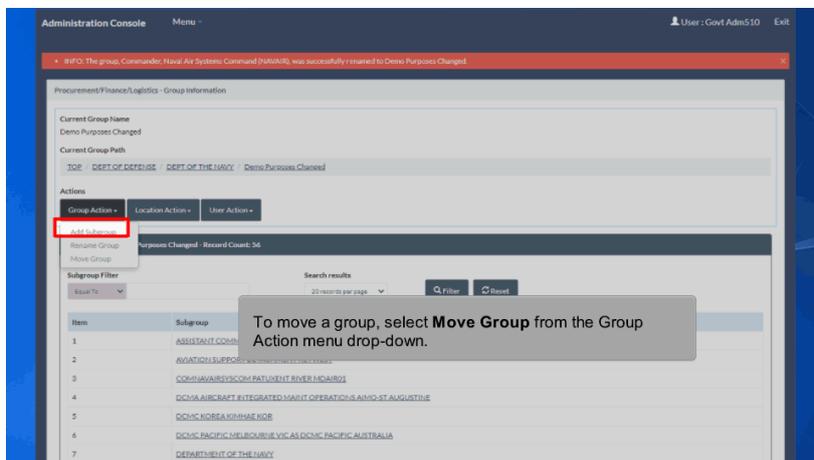
A success message is displayed on the top of the screen. The group name has been renamed.

Step 10

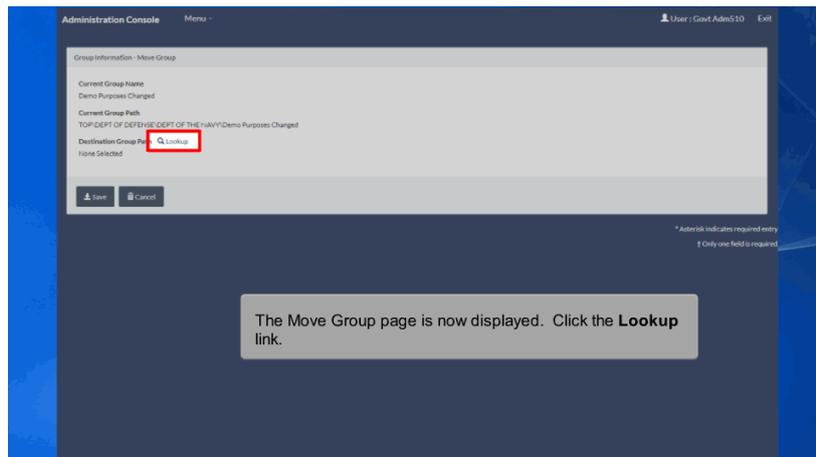


To move a group, select Move Group from the Group Action menu drop-down.

Step 10

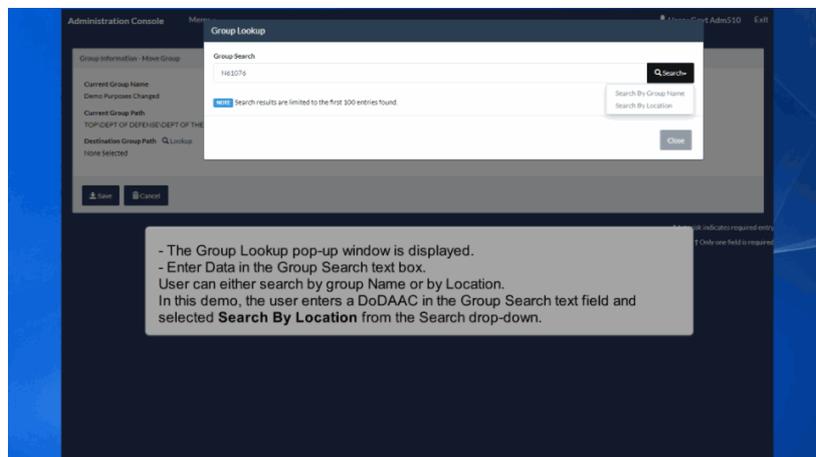


## Step 11



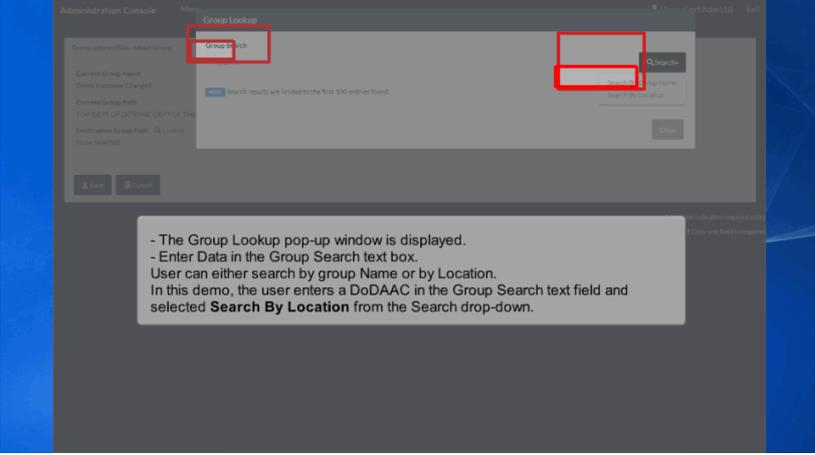
The Move Group page is now displayed. Click the Lookup link.

## Step 12



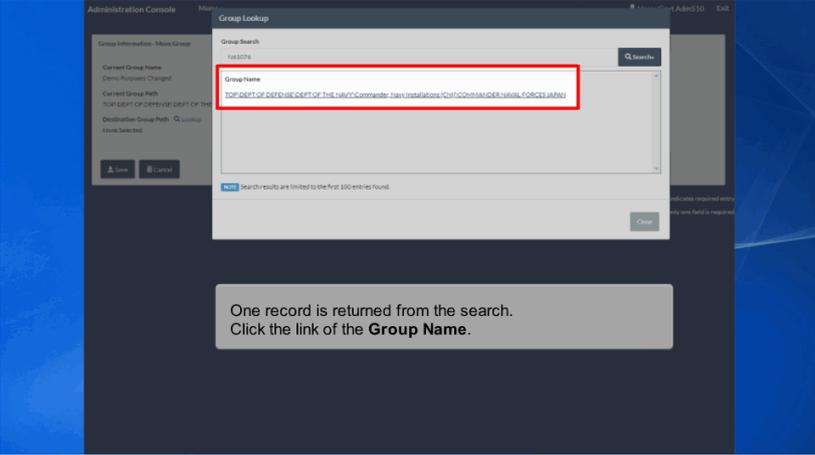
- The Group Lookup pop-up window is displayed.
  - Enter Data in the Group Search text box.
- User can either search by group Name or by Location.  
In this demo, the user enters a DoDAAC in the Group Search text field and selected Search By Location from the Search drop-down.

## Step 12



- The Group Lookup pop-up window is displayed.  
- Enter Data in the Group Search text box.  
User can either search by group Name or by Location.  
In this demo, the user enters a DoDAAC in the Group Search text field and selected **Search By Location** from the Search drop-down.

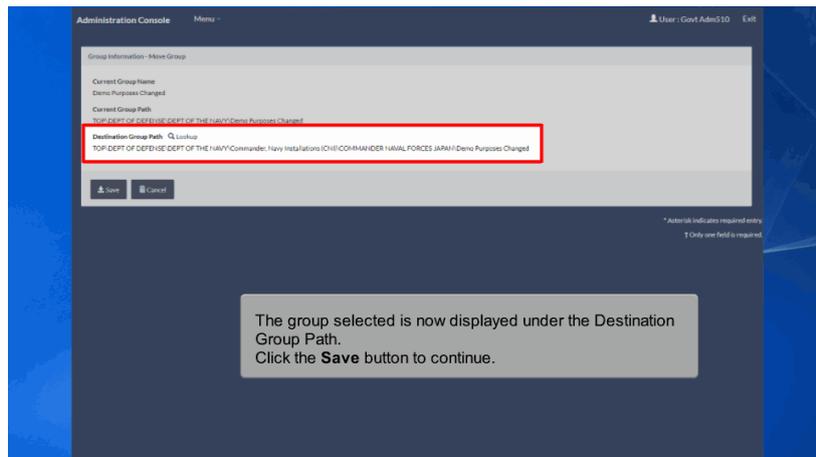
## Step 13



One record is returned from the search.  
Click the link of the **Group Name**.

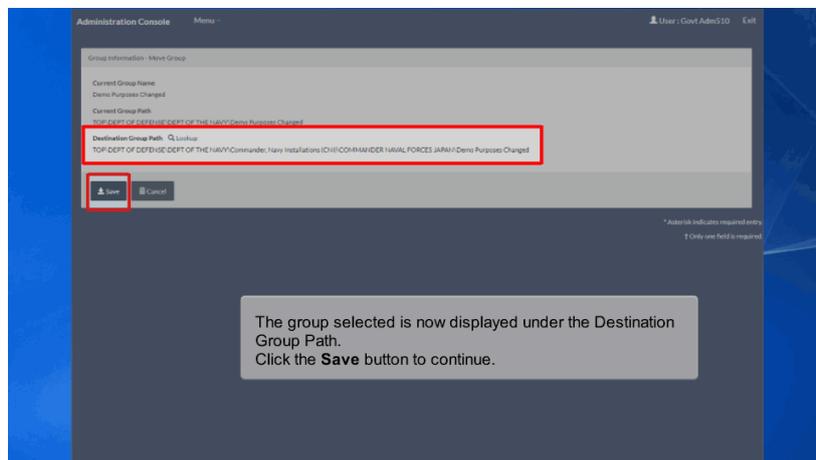
One record is returned from the search.  
Click the link of the Group Name.

Step 14

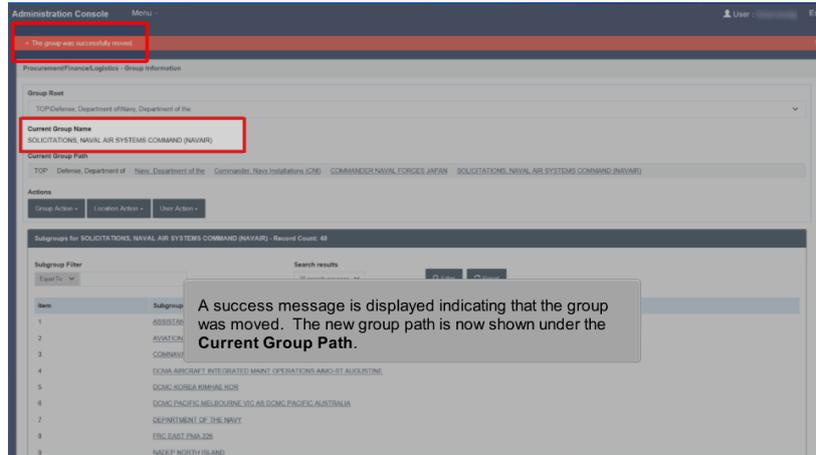


The group selected is now displayed under the Destination Group Path. Click the Save button to continue.

Step 14

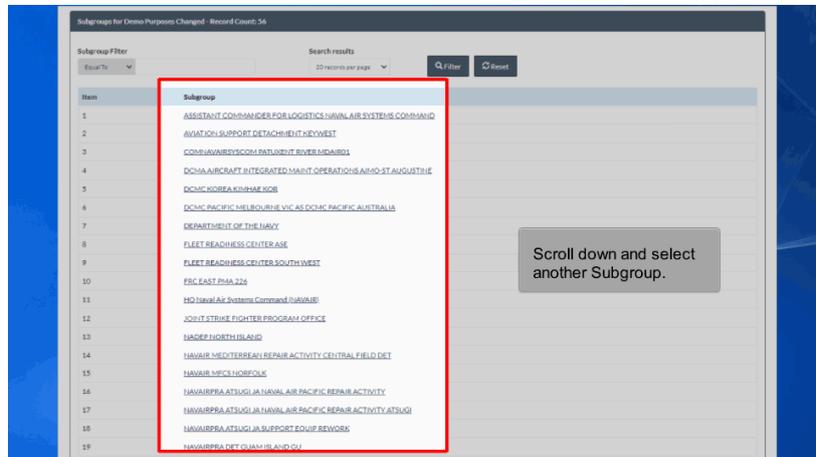


Step 15



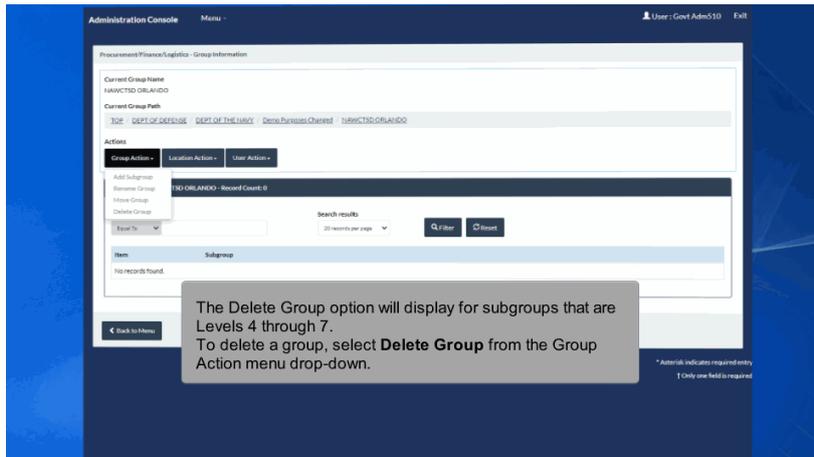
A success message is displayed indicating that the group was moved. The new group path is now shown under the Current Group Path.

Step 16



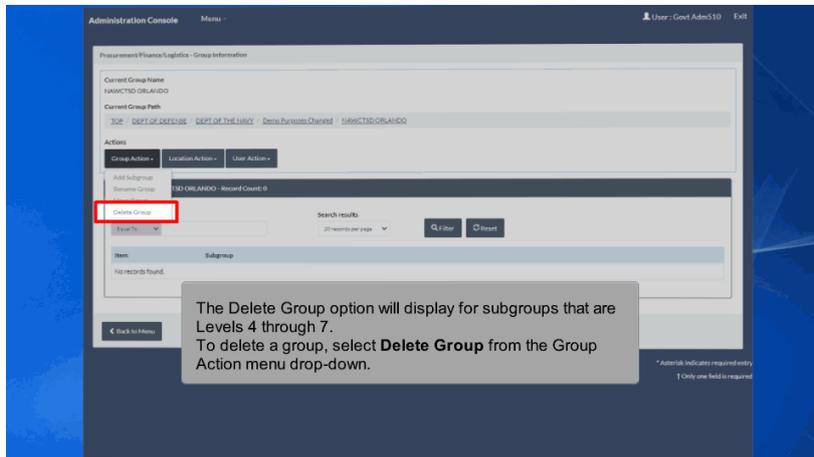
Scroll down and select another Subgroup.

Step 17

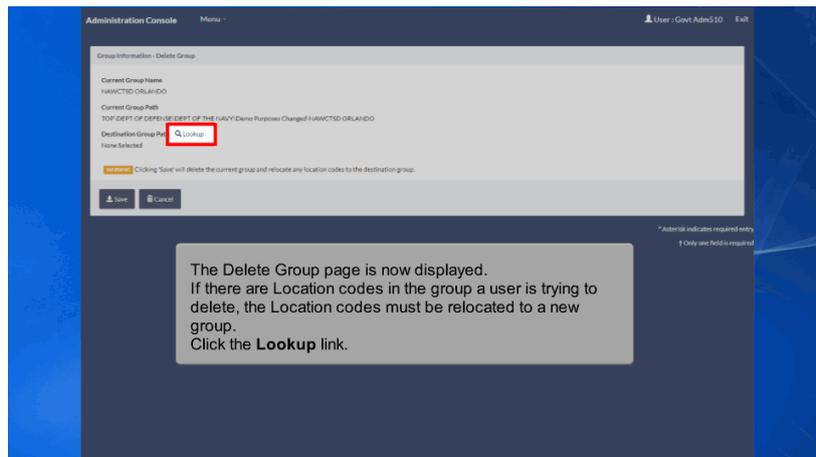


The Delete Group option will display for subgroups that are Levels 4 through 7. To delete a group, select Delete Group from the menu drop-down.

Step 17



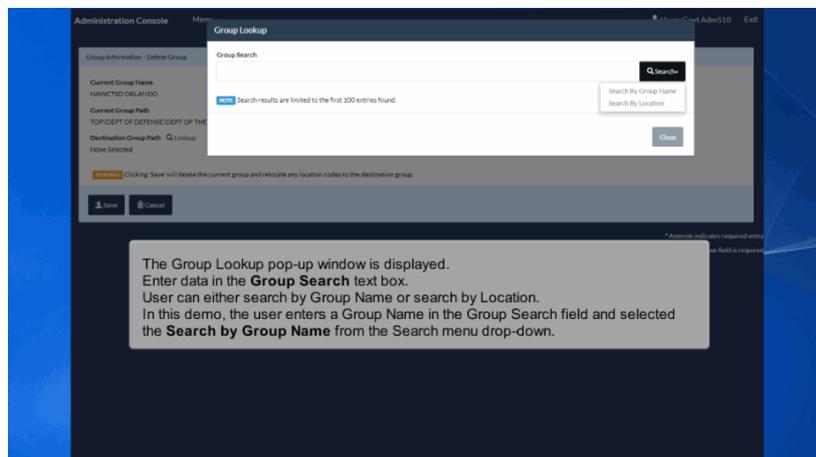
## Step 18



The Delete Group page is now displayed.

If there are Location codes in the group a user is trying to delete, the Location codes must be relocated to a new group. Click the **Lookup** link.

## Step 19



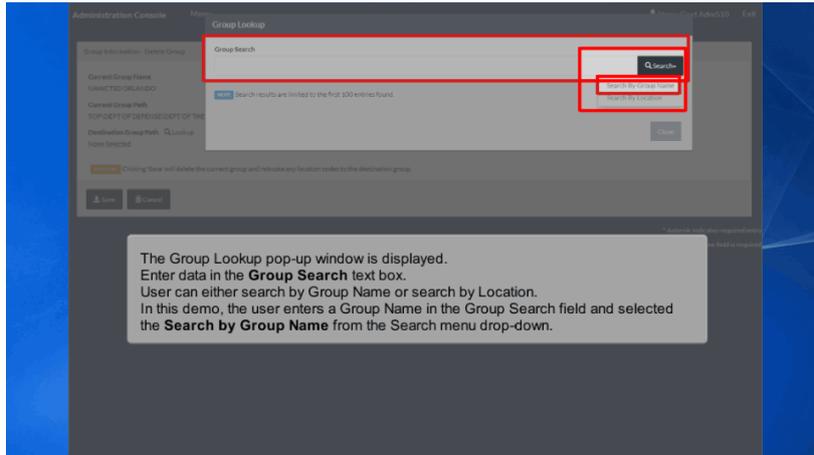
The Group Lookup pop-up window is displayed.

Enter data in the **Group Search** text box.

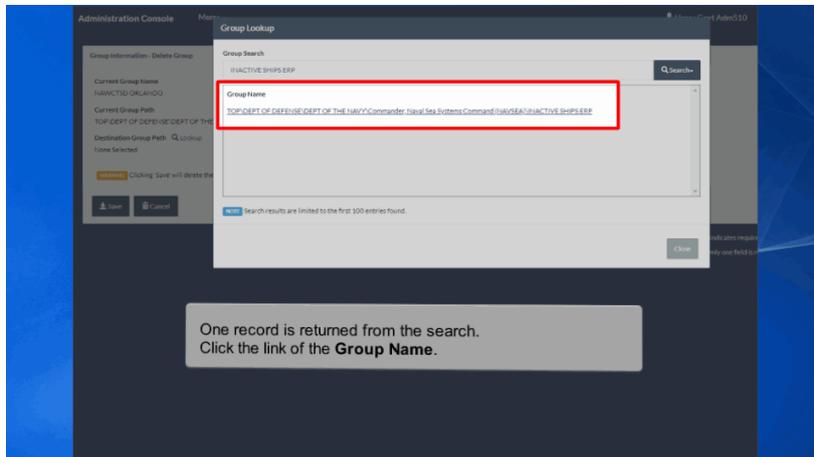
User can either search by Group Name or search by Location.

In this demo, the user enters a Group Name in the Group Search field and selected the **Search by Group Name** from the Search menu drop-down.

Step 19

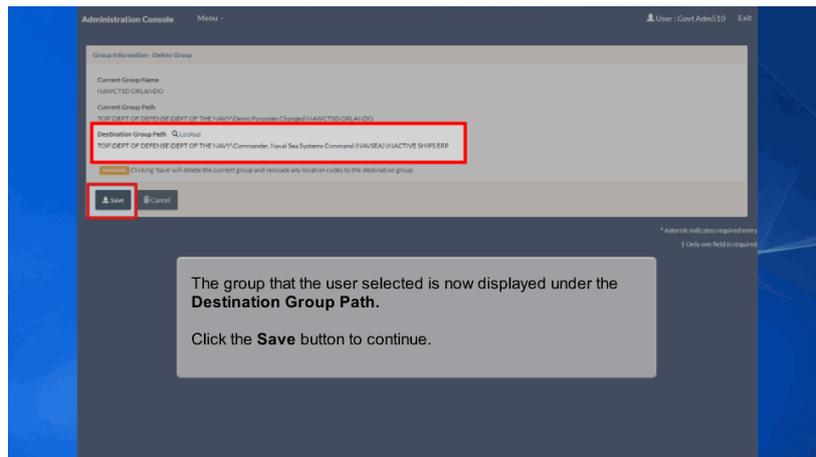


Step 20



One record is returned from the search. Click the link of the Group Name.

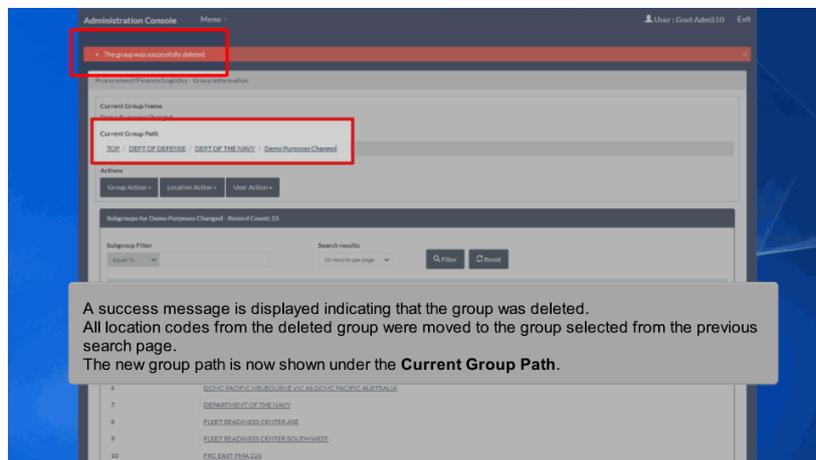
## Step 21



The group that the user selected is now displayed under the Destination Group Path.

Click the Save button to continue.

## Step 22

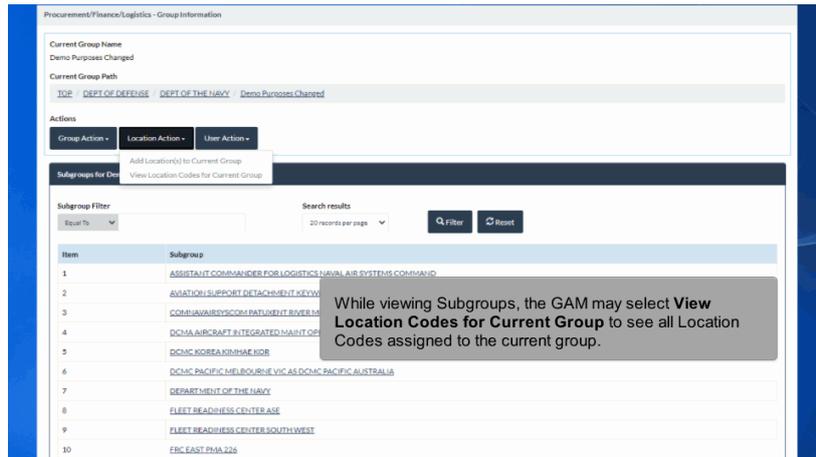


A success message is displayed indicating that the group was deleted.

All location codes from the deleted group were moved to the group selected from the previous search page.

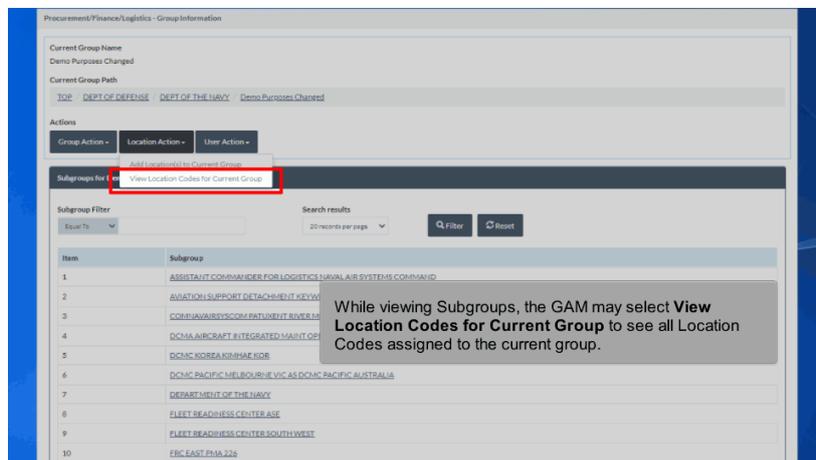
The new group path is now shown under the Current Group Path.

Step 23

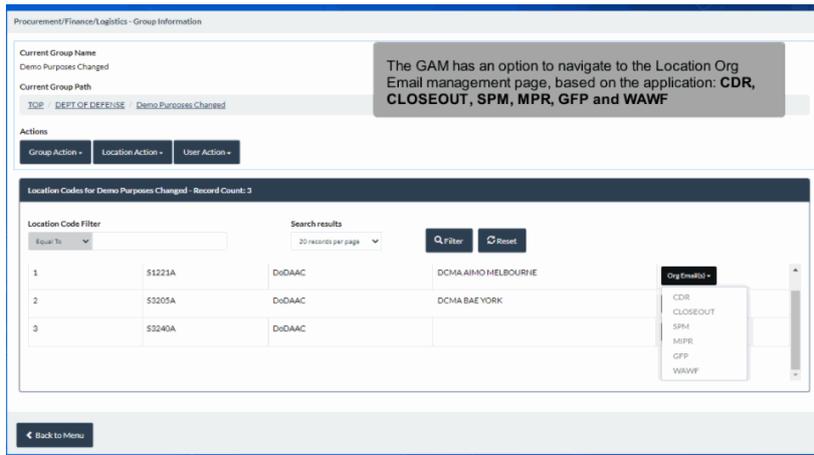


While viewing Subgroups, the GAM may select View Location Codes for Current Group to see all Location Codes assigned to the current group.

Step 23

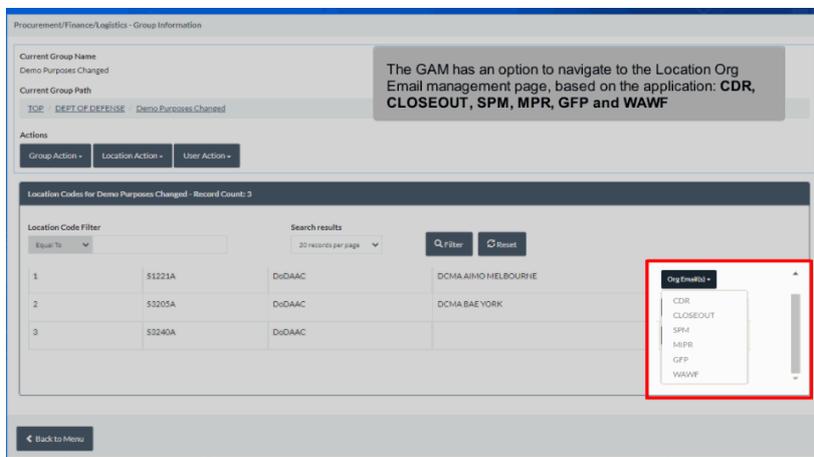


Step 24

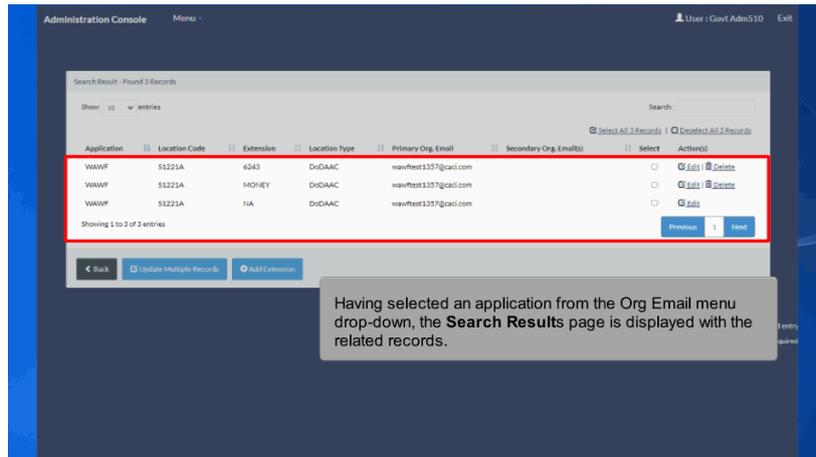


The GAM has an option to navigate to the Location Org Email management page, based on the application: CDR, CLOSEOUT, SPM, MPR, GFP and WAWF

Step 24

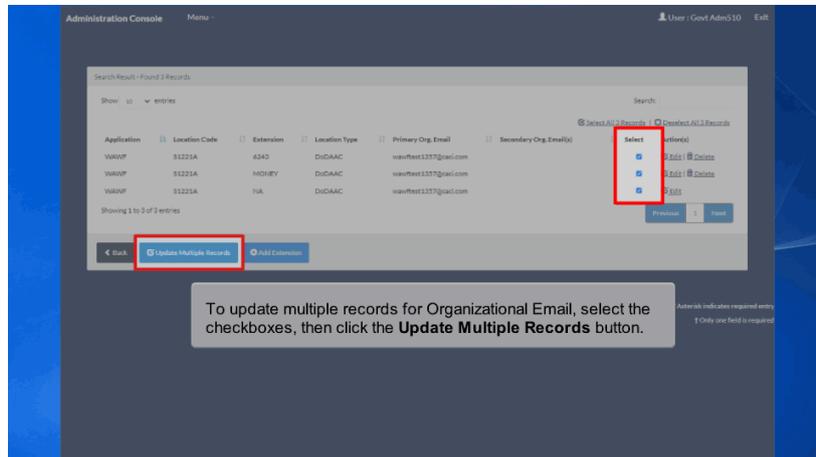


Step 25



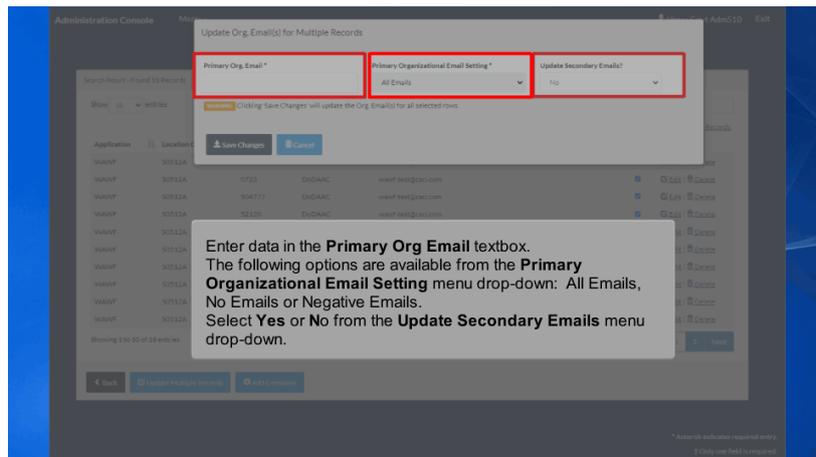
Having selected an application from the Org Email menu drop-down, the Search Results page is displayed with the related records.

Step 26



To update multiple records for Organizational Email, select the checkboxes, then click the Update Multiple Records button.

## Step 27

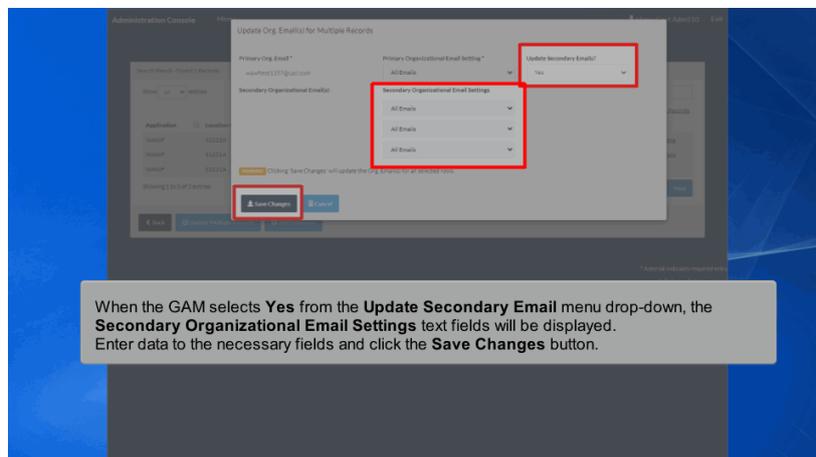


Enter data in the Primary Org Email textbox.

The following options are available from the Primary Organizational Email Setting menu drop-down: All Emails, No Emails or Negative Emails.

Select Yes or No from the Update Secondary Emails menu drop-down.

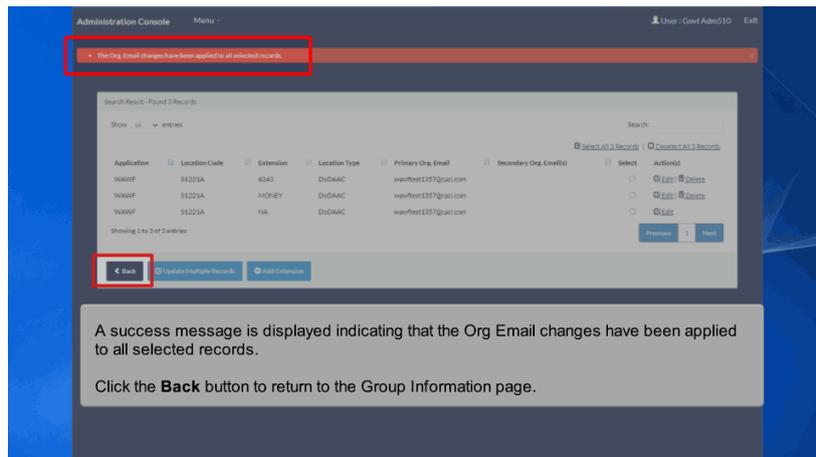
## Step 28



When the GAM selects Yes from the Update Secondary Email menu drop-down, the Secondary Organizational Email Settings text fields will be displayed.

Enter data to the necessary fields and click the Save Changes button.

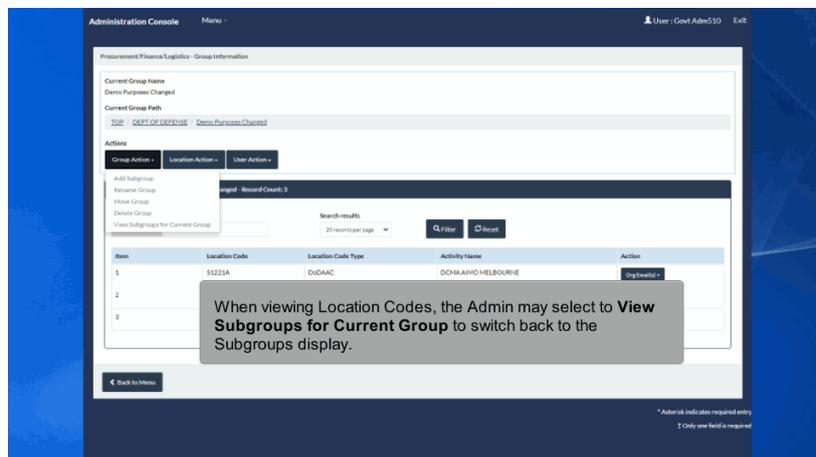
## Step 29



A success message is displayed indicating that the Org Email changes have been applied to all selected records.

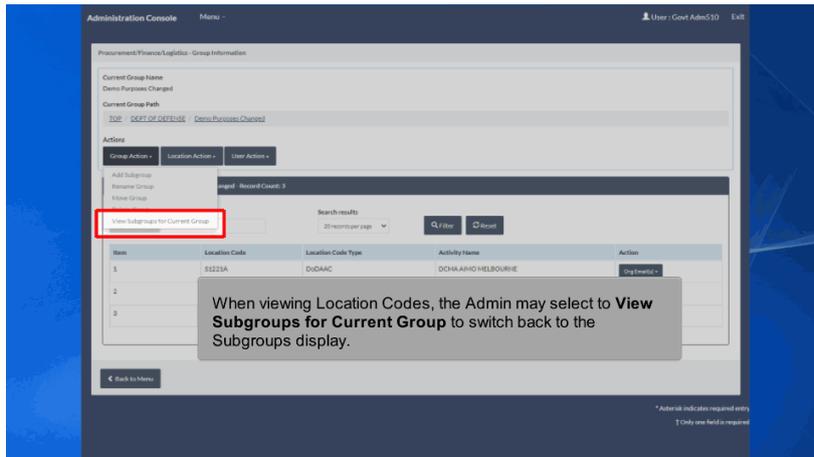
Click the Back button to return to the Group Information page.

## Step 30

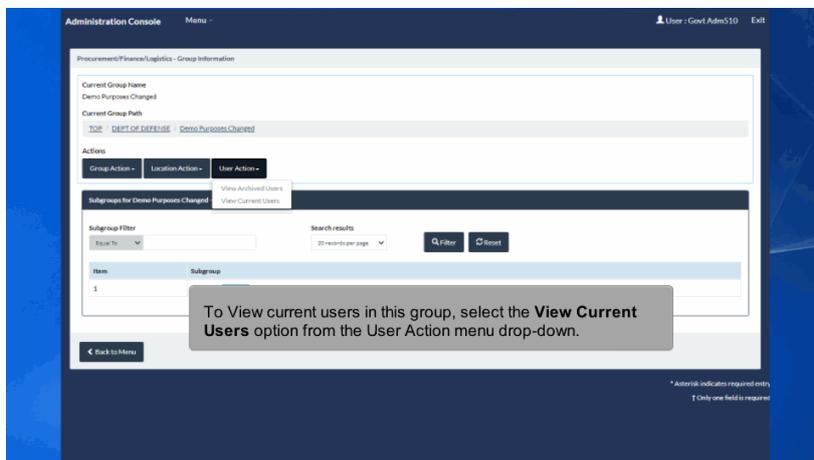


When viewing Location Codes, the Admin may select to View Subgroups for Current Group to switch back to the Subgroups display.

Step 30

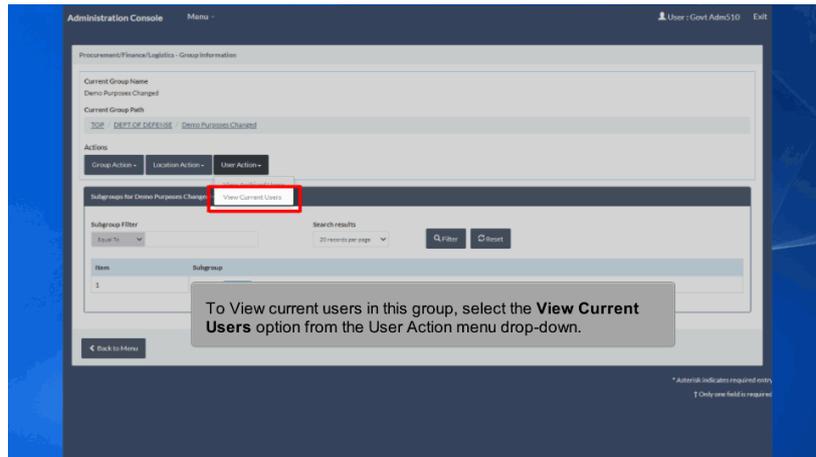


Step 31

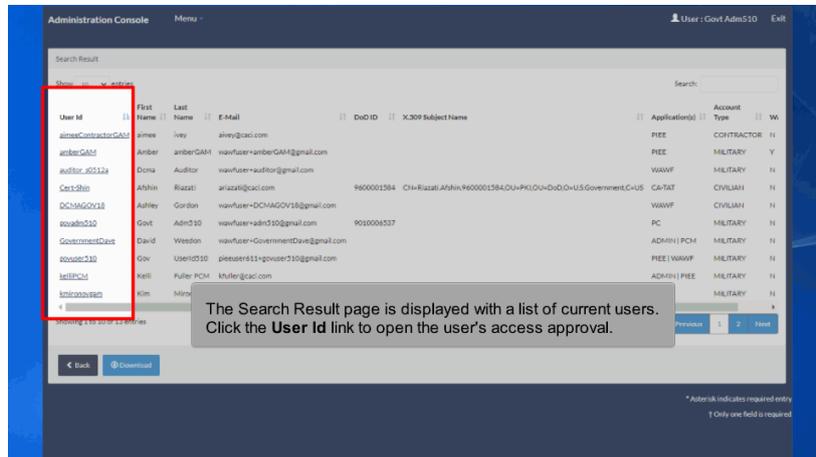


To View current users in this group, select the View Current Users option from the User Action menu drop-down.

Step 31



Step 32



The Search Result page is displayed with a list of current users. Click the User Id link to open the user's access approval.

## Step 33

The User Details screen is displayed with information specific to the user. The following menu options are available:

- Overview
- Profile
- Supervisor or Sponsor
- Agency or Company
- Justification/Attachments
- Reset Certificate or Password
- User Roles
- GAM/CAM Letter (for GAM/CAM users only)
- Role History
- Profile History

Application	Role	Group Name	Location Code	Extension	Status	Additional Information
WAWP	Group View All	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)			Attached in PEE	
PIE	Government Administrator	AETC			Attached in PEE	
HSPR	Initiator	GOODFELLOW	PA3030	1/A	Attached in PEE	
WAWP	Acceptor	HQDEPT OF DEFENSE EDUCATION ACTIVITY (DDEA) HE1224	HE1224	1/A	Attached in PEE	
WAWP	Issue By View Only	HQDEPT OF DEFENSE EDUCATION ACTIVITY (DDEA) HE1224	HE1224	1/A	Attached in PEE	
SRM	Contract Specialist	HQDEPT OF DEFENSE EDUCATION ACTIVITY (DDEA) HE1224	HE1224	1/A	Attached in PEE	
EDA	Contracts	HQDEPT OF DEFENSE EDUCATION ACTIVITY (DDEA) HE1224	HE1224	1/A	Attached in PEE	

The User Details screen is displayed with information specific to the user. The following menu options are available:

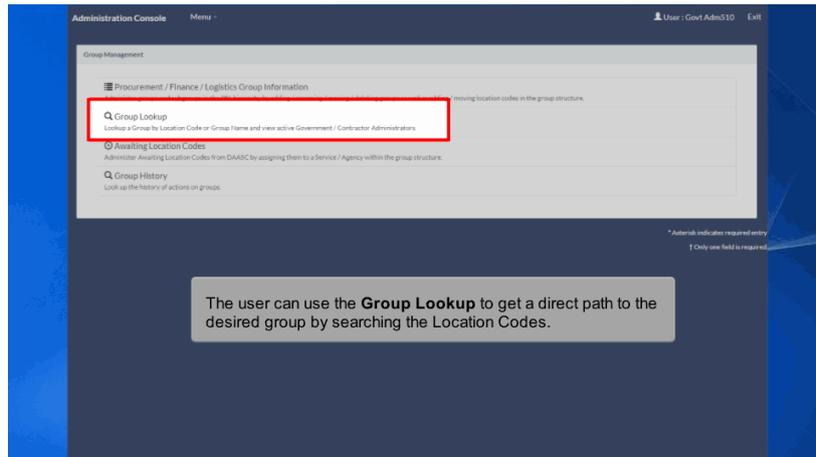
- Overview
- Profile
- Supervisor or Sponsor
- Agency or Company
- Justification/Attachments
- Reset Certificate or Password
- User Roles
- GAM/CAM Letter (for GAM/CAM users only)
- Role History
- Profile History

## Step 34

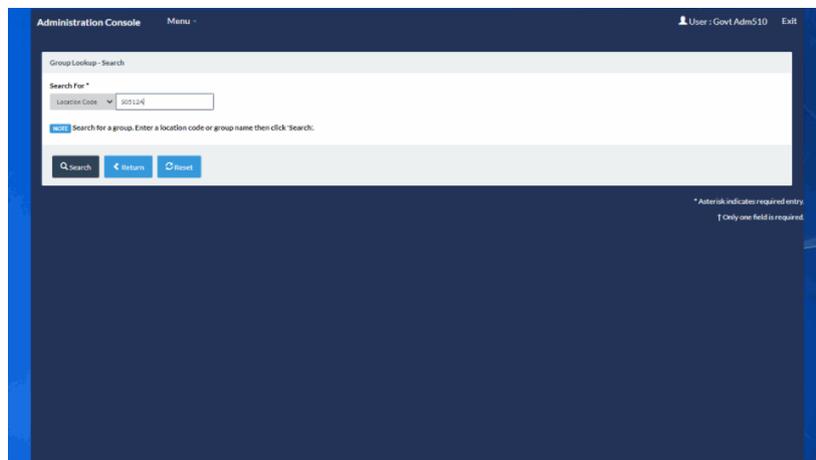
The user can use the **Group Lookup** to get a direct path to the desired group by searching the Location Codes.

The user can use the Group Lookup to get a direct path to the desired group by searching the Location Codes.

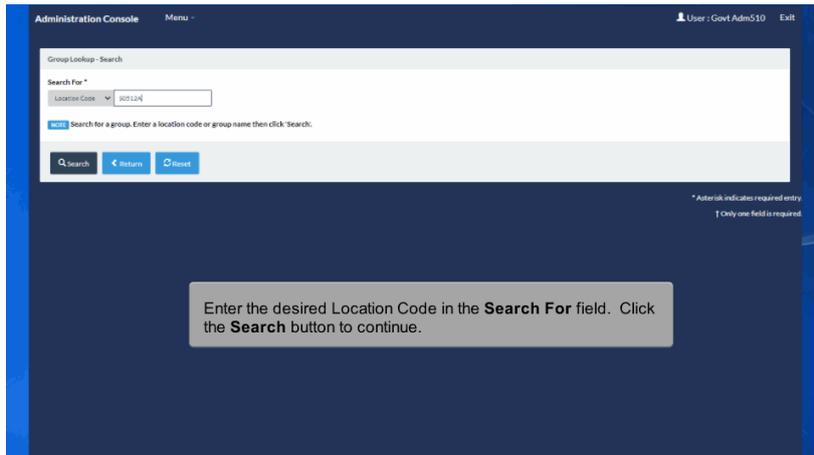
Step 34



Step 35

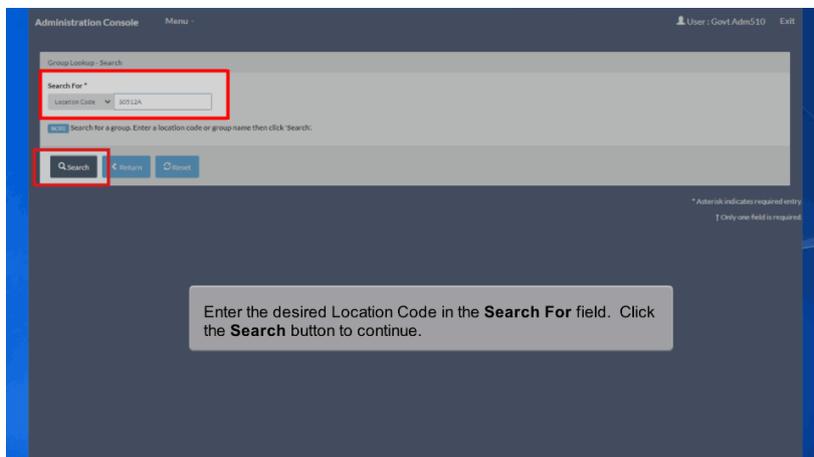


Step 35

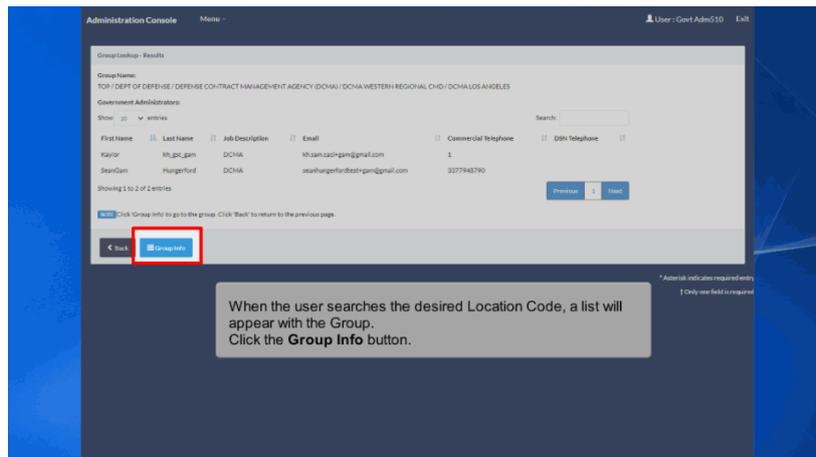


Enter the desired Location Code in the Search For field. Click the Search button to continue.

Step 35

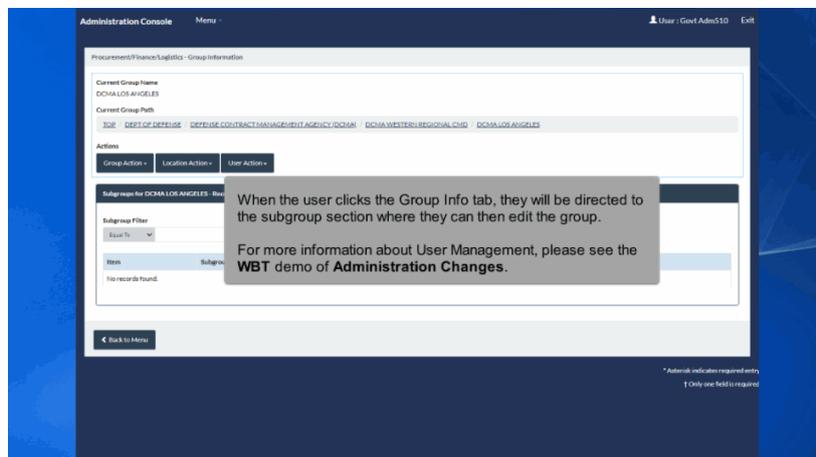


## Step 36



When the user searches the desired Location Code, a list will appear with the Group. Click the Group Info button.

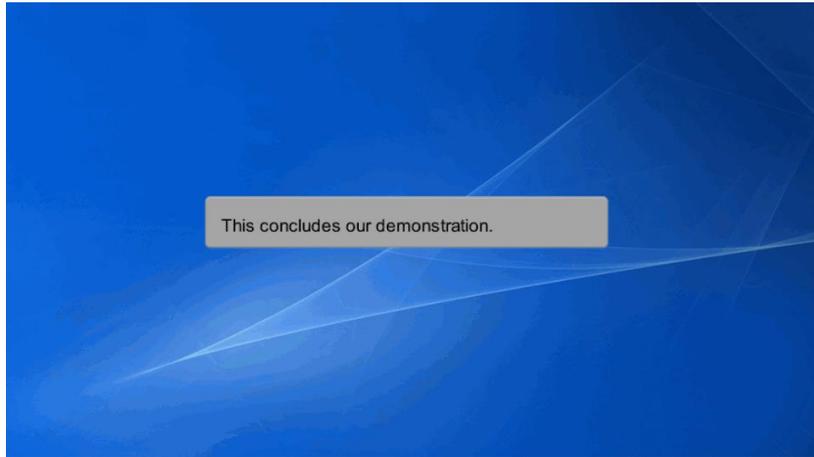
## Step 37



When the user clicks the Group Info tab, they will be directed to the subgroup section where they can then edit the group.

For more information about User Management, please see the WBT demo of Administration Changes.

End



This concludes our demonstration.