Intro



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

Step 1 Image: Control of Conteneee

This presentation will demonstrate the functionality of Subject Matter Expert (SME) Management for the PIEE GAM (Government Administrator). In the Administration dropdown menu, select PIEE Administration.

SMEManagement

Step 2



On the Main Menu page, select Subject Matter Expert (SME) Management.

Step 3

dministratio	on Console	Menu					1 00 0		Exit
Subject Mat	Level 2 PFL add and ma GAMs in th	, GAMs have ; anage entries eir service/aj	he ability to update S for Location Codes wi gency to manage the S	ervice/M thin their ME list.	anagement se span of contr	ttings. Level 3-7 GAM ol unless a level 2 GA	Is will only have the ability to AM has chosen to allow all		
Current Grou									
TOP\DEPT OF	DEFENSE	EFENSE CONTRA	CT MANAGEMENT AGENC	Y (DCMA)					
Service / Ager	су				Service	Agency Management	Visibility		
DEFENSE		ANAGEMENT A	GENCY (DCMA)		v Level 2	GAMs All GAMs	Public Private		
L									
Location Cod Equal To Show 10	v entries	The Sec Once a will be	vice/Agency dropdow selection is made from loaded for that Service	n will cor n the mer e/Agency.	atain each Ser nu, the Visibil	vice/Agency the GAM ity setting and SME t	A has access to. able information		
First Name	Last Name	Phone No.	Email	11	Application 1	Group Name	Location ↓↑ Code ↓↑ User ID	Action	
All app	Sme	904-596- 7000	wawftest@caci.com		ССМ	DCMA LOS ANGELES	S0512A	CEdit 1	1
All app	Sme	904-596-	wawftest@caci.com		CDR	DCMA LOS ANGELES	S0512A	© <u>Edit</u>	

Level 2 PFL GAMs have the ability to update Service/Management settings. Level 3-7 GAMs will only have the ability to add and manage entries for Location Codes within their span of control unless a level 2 GAM has chosen to allow all GAMs in their service/agency to manage the SME list. The Service/Agency dropdown will contain each Service/Agency the GAM has access to. Once a selection is made from the menu, the Visibility setting and SME table information will be loaded for that Service/Agency.

dministratio	on Console	e Menu				\$100 M	Ex
Subject Matte	er Expert (SMB	E) Managemer V	isibility settings may be	updated by l	evel 2 GAMs.		
Current Grou TOP\DEPT O	p Path F DEFENSE\D	DEFENSE CONTRA	ICT MANAGEMENT AGENCY (DC	(MA)		_	
Service / Age	ncy			Ser	vice / Agency Management	Visibility	
DEFENSE		MANAGEMENT A	GENCY (DCMA)	v L	evel 2 GAMs All GAMs	Public Private	
Location Coc	le V		Application			Q Filter SReset	
Show 10	✓ entries		When visivility is priv only see results if the within that Service/A	ate, the user user is activ gency.	performing a search will e for the location code	Search:	
First Name 👫	Last Name ↓†	Phone No. 1	Cillan	от Аррисаци	n er Group vanie	Location	Action
All app	Sme	904-596- 7000	wawftest@caci.com	ССМ	DCMA LOS ANGELES	S0512A	C <u>Edit</u>
All app	Sme	904-596-	wawftest@caci.com	CDR	DCMA LOS ANGELES	\$0512A	CEdit 1

Visibility settings may be updated by level 2 GAMs. When visivility is private, the user performing a search will only see results if the user is active for the location code within that Service/Agency.

Step 5

dministratio	on Consol	e Menu -				\$100 mil	Exit
Subject Matte Current Grou TOP\DEPT OF	P Exp Loca exac p Patit the l F DEF an e	ation Code and it Location Cod Location Code. rvice/Agency g xact match is :	Application are mandat le entered, another searc SMEs entered without a group. The application se not found.	ory when searchi ch will be perform a Location Code a elected will detern	ng SMEs. If an SME is no ed to find an SME withir re automatically associa nine which Group Struct	ot found for the 1 the group path of ted with their level ure to search when	
Service / Age	ncy						
DEFENSE	CONTRACT	MANAGEMENTAC	GENCY (DCMA)	¥		ruum riivaid	
Location Coo	le		Application			Q.Filter CReset	
Equal To	*		- Select -			~	
Show 10	✓ entries					Search:	
First Name 🖺	Last Name ↓1	Phone No. 1	Email	1 Application	1 Group Name	Location ↓↑ Code ↓↑ User ID ↓↑	Action
All app	Sme	904-596- 7000	wawftest@caci.com	CCM	DCMA LOS ANGELES	S0512A	© <u>Edit</u> ∣ <u>Delete</u>
All app	Sme	904-596-	wawftest@caci.com	CDR	DCMA LOS ANGELES	50512A	© <u>Edit</u> ∰ Delete

Location Code and Application are mandatory when searching SMEs. If an SME is not found for the exact Location Code entered, another search will be performed to find an SME within the group path of the Location Code. SMEs entered without a Location Code are automatically associated with their level 2 Service/Agency group. The application selected will determine which Group Structure to search when an exact match is not found.

ministrati	on Console	Men	u -				
Subject Matte	er Expert (SME	Managemer	To edit an SME, select	Edit from th	e Action column.		
Current Grou TOP\DEPT O	ip Path ⊮F DEFENSE\D!	EFENSE CONT	FRACT MANAGEMENT AGENC	(DCMA)		_	
Service / Age	ncy				Service / Agency Management	Visibility	
DEFENSE	CONTRACT	ANAGEMEN ⁷	FAGENCY (DCMA)	~	Level 2 GAMs All GAMs	Public	Private
Location Co	de		Application	,		Q Filter	⊖ Reset
Location Co	de		Application	,		0.5%	
Equation			registered users as th	ie user inform	ation is being populate	d	
how 10	✓ entries		nom then prome.			Se	arch:
ihow 10 First Name 👫	 v entries Last Name ↓↑ 	Phone No.	t Email	Ĵî Applic	ation 🏦 Group Name	Se Location ↓1 Code	arch:
Show 10 First Name IL All app	 v entries Last Name ↓↑ Sme 	Phone No. 904-596- 7000	Email wawftest@caci.com	Lî Applic CCM	ation 👫 Group Name DCMA LOS ANGELES	Se Location Code S0512A	User ID J† Action

To edit an SME, select Edit from the Action column. Editing SME information is unavailable for SMEs marked as registered users as the user information is being populated from their profile.

Step 7

dministrati	ion Console							
		_	Edit Subject Matter Ex	pert (SME) Info				
Subject Matte	er Expert (SME) Managemer E P	dit all desired informat hone Number fields.	ion in the First N	ame, Last Name, Email, a	and/or		
Current Grou	up Path F DEFENSE\D	EFENSE CONTRA	DCMA LOS ANGELES					
Service / Age	ency		Location Code			Visibility		
DEFENSE	CONTRACT	1ANAGEMENT A	50512A			Public Priva	ite	
		Se	lect Save Changes to u	pdate the SME co	ntact information.			
Equal To	de V		First Name *			Q Filter	🕽 Reset	
			All app					
Show 10	✓ entries		Last Name *			Search	1:	
First Name 🏭	Last Name 🏼 🕸	Phone No. 1	± Save Changes	Î Cancel		Location Code 1	User ID 🔱	Action
All app	Sme	904-596- 7000				S0512A		C <u>Edit</u>
All app	Sme	904-596- 7000	wawftest@caci.com	CDR	DCMA LOS ANGELES	\$0512A		C <u>Edit </u>

Edit all desired information in the First Name, Last Name, Email, and/or Phone Number fields. Select Save Changes to update the SME contact information.

	Sme	904-596- 7000	wawftest@caci.com	EDA	DCMA LOS ANGELES	S0512A	© <u>Edit</u> ∣ ∰ <u>Delete</u>
All app	Sme	904-596- 7000	wawftest@caci.com	GFP	DCMA LOS ANGELES	S0512A	<mark>⊡ Edit </mark> 前 Delete
All app	Sme	904-596- 7000	wawftest@caci.com	PC	DCMA LOS ANGELES	S0512A	<u>© Edit</u> ∣ ∰ <u>Delete</u>
All app	Sme	904-596- 7000	wawftest@caci.com	WAWF	DCMA LOS ANGELES	S0512A	<mark>⊡Edit </mark> ∰ Delete
All app	Sme	904-596- 7000	wawftest@caci.com	IUID	DCMA LOS ANGELES	S0512A	<mark>© Edit</mark> ∎ Delete
All app	Sme	904-596- 7000 1	o add an SME record, s	elect the Add SM	AE button.	\$0512A	C <u>Edit</u> î
howing 1 to	10 of 59 entri	es			Previou	s 1 2 3 4	5 6 Next
NOTE Mana NOTE Visibi iewable by a	gement of the lity for the cur all authenticat is unavailable	SME List is current Service/Age ed users please of for SMEs that ha	ently open to all GAMs within the S ency is set to 'Private' making it vie hange the visibility to 'Public'. ve been marked as registered user	iervice/Agency. Please : wable by authenticated s because the user info	select 'Level 2 GAMs' to restrict mana lusers with active roles within the Se rmation is being pulled from their pro	agement of the SME List to L rvice/Agency only. If you wo ifile.	evel 2. uld like it to be
NOTE 'Edit'	● Add	SME					

To add an SME record, select the Add SME button.

Step 9

Administration Console	Menu -				1	Exit
Add Subject Matter Expert (SME	When adding an	SME, Location Code and	Application are required.			٦
TOP\DEPT OF DEFENSE\DEFEN	ISE CONTRACT MANAGE	MENT AGENCY (DCMA)				
Location Code	Application	۱*		_		
	CCM - C CDR - C CLOSEC CLS - CI EDA - EI GFP - G	contracting Communication Module ontract Deficiency Reporting UT - Contract Closeout ause Logic Service ectronic Data Access overnment Furnished Property bases Cord		•		
Is the SME a registered user?*						
No	~					
First Name *	Last Name		Email *	Phone Nur	nber *	
± Save Changes	ncel					

When adding an SME, Location Code and Application are required.

Administration Console Menu			A Tax Carllons	Exit
Add Subject Matter Expert (SME) Info	Entry requirements will depend	on whether the SME is a registe	red	
Group Dath	user. If no is selected from the d Email, and Phone Number are re	ropdown, First Name, Last Nam quired.	е,	
TOP\DEPT OF DEFENSE\DEFENSE CONTR				
Location Code	Application *			
	CCM - Contracting Communication Module CDR - Contract Deficiency Reporting CLOSEOUT - Contract Closeout CLS - Clause Logic Service EDA - Electronic Data Access GFP - Government Furnished Property DC - Burchese Conf.			
Is the SME a registered user? *				_
No 🗸				
First Name *	Last Name *	Email *	Phone Number *	
♦ Saue Changes				
L save changes.				

Entry requirements will depend on whether the SME is a registered user. If no is selected from the dropdown, First Name, Last Name, Email, and Phone Number are required.

Step 11

dd Subject Matter Expert (SME) Info				
iroup Path OP\DEPT OF DEFENSE\DEFENSE COM	If the SME is a registered user, sel identify the user ID and populate u	ect the Lookup button to iser data.		
ocation Code	Application *			
	CCM - Contracting Communication Module CDR - Contract Deficiency Reporting CLOSEOUT - Contract Closeout CLS - Clause Logic Service EDA - Electronic Data Access GFP - Government Furnished Property DC - Eurobean Cort		•	
s the SME a registered user? * Yes	Vser ID	Q Lookup		
	Last Name	Email		Phone Number

If the SME is a registered user, select the Lookup button to identify the user ID and populate user data.

Administration Console	Menu - User Lookup	
Add Subject Matter Expert (SME	i) Info User Search	
Group Path TOP\DEPT OF DEFENSE\DEFE	Q.Search+	
Location Code	NOTE: Maximum 200 results will be displayed.	l
	CLOSEOUT - Contract Closeout CLS - Clause Logic Service EDA - Bietronic Data Acces GFP - Government Furnished Property	l
Is the SME a registered user?* Yes	User ID Q Lookup	I
First Name	The User Lookup modal is displayed. Enter a last name or email address and select the Search button to retrieve user data. Make a selection from the search results to populate user data onto the Add Subject Matter Expert Info page.	
NOTE Select the 'Lookup' butto		
± Save Changes	net l	

The User Lookup modal is displayed. Enter a last name or email address and select the Search button to retrieve user data. Make a selection from the search results to populate user data onto the Add Subject Matter Expert Info page.

Step 13

Add Subject Matter Expert (SME) Info				
Group Path TOP\DEPT OF DEFENSE\DEFENSE CONT	Once all required data has RAC button to add the user to	been entered, select the SME table.	the Save Changes	
Location Code	Appreation			
	CCM - Contracting Communication 1 CDR - Contract Deficiency Reporting CLOSEOUT - Contract Closeout CLS - Clause Logic Service EDA - Electronic Data Access GFP - Government Furnished Proper DC - Durchase Cord	Module g	i .	
Is the SME a registered user? *	User ID			
Yes 🗸		Q Lookup		
First Name	Last Name	Email	Phone Number	
NOTE Select the 'Lookup' button to find th	e registered user.			
★ Save Changes				
			* Asterisk indicates red	uired entry.
			+ O-1 6-14	

Once all required data has been entered, select the Save Changes button to add the user to the SME table.

End



This concludes our demonstration.