Intro

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

Step 1
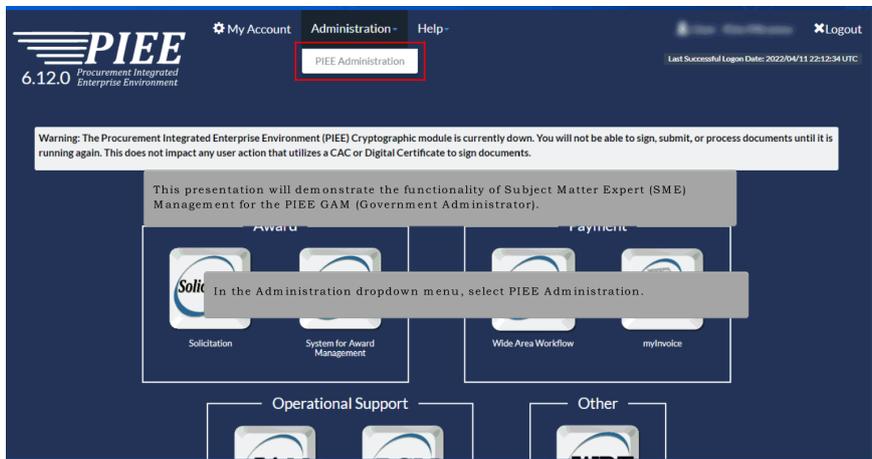
This presentation will demonstrate the functionality of Subject Matter Expert (SME) Management for the PIEE GAM (Government Administrator). In the Administration dropdown menu, select PIEE Administration.

Step 2
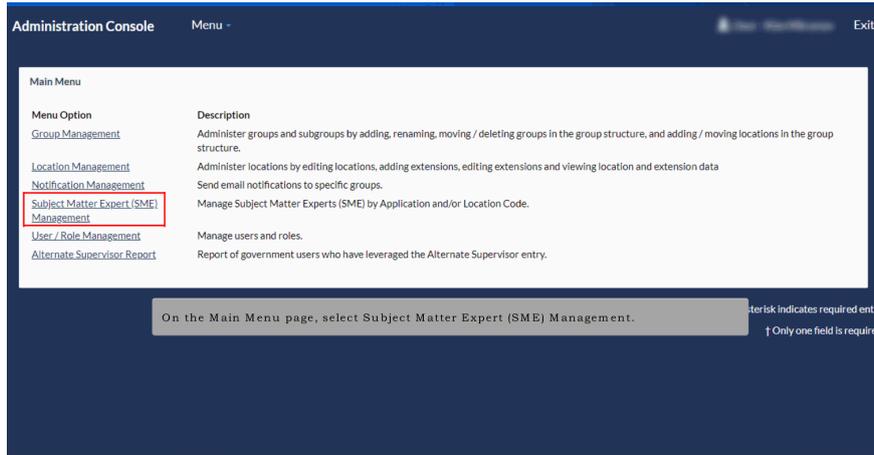
On the Main Menu page, select Subject Matter Expert (SME) Management.

Step 3
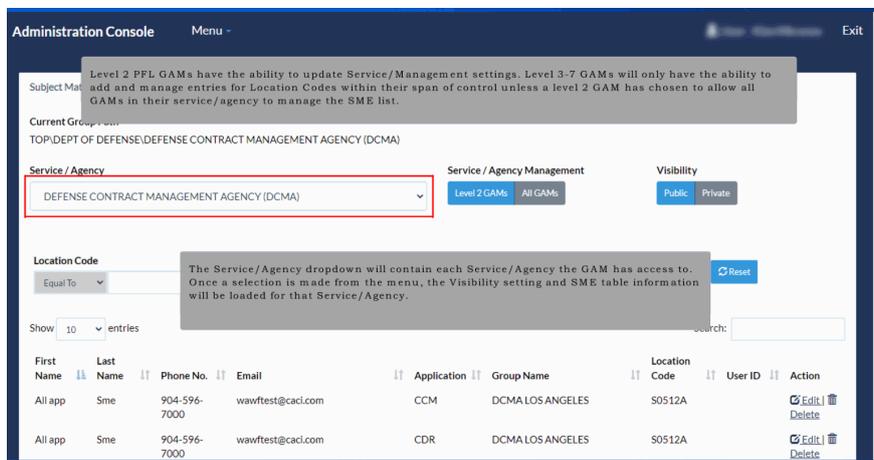
Level 2 PFL GAMs have the ability to update Service/Management settings. Level 3-7 GAMs will only have the ability to add and manage entries for Location Codes within their span of control unless a level 2 GAM has chosen to allow all GAMs in their service/agency to manage the SME list. The Service/Agency 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.

Step 4
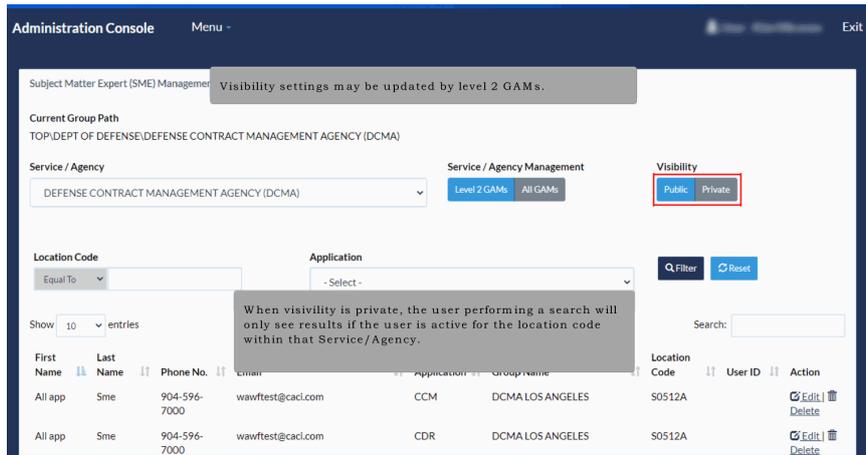
Visibility settings may be updated by level 2 GAMs. When visivility is private, the user performing a search will only see results if the user is active for the location code within that Service/Agency.

Step 5
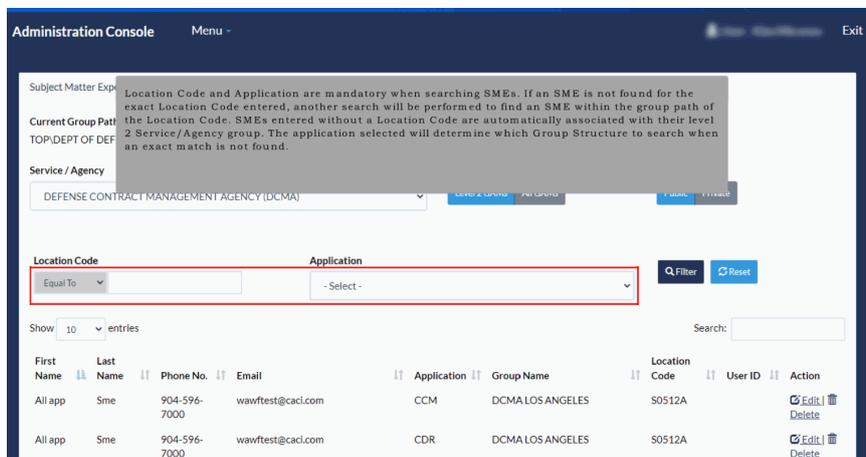
Location Code and Application are mandatory when searching SMEs. If an SME is not found for the exact Location Code entered, another search will be performed to find an SME within the group path of the Location Code. SMEs entered without a Location Code are automatically associated with their level 2 Service/Agency group. The application selected will determine which Group Structure to search when an exact match is not found.

Step 6
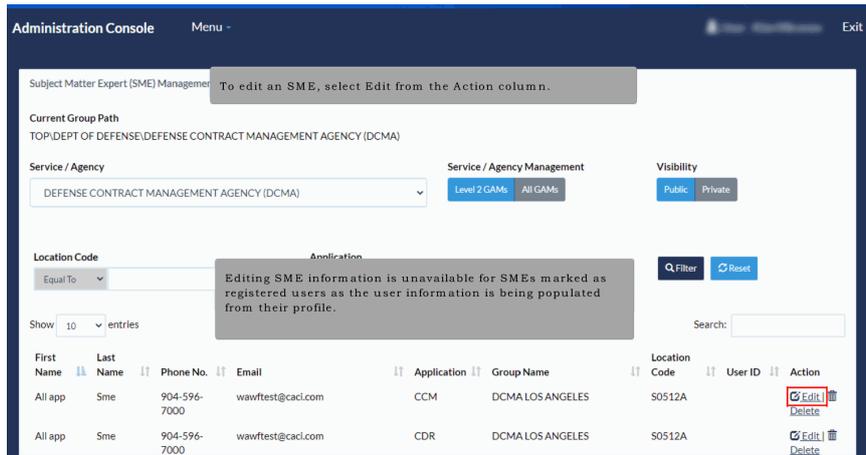
To edit an SME, select Edit from the Action column. Editing SME information is unavailable for SMEs marked as registered users as the user information is being populated from their profile.

Step 7
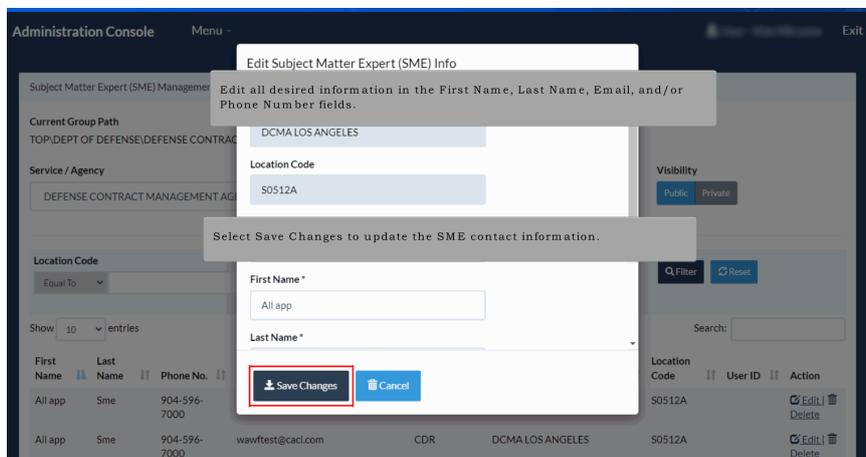
Edit all desired information in the First Name, Last Name, Email, and/or Phone Number fields. Select Save Changes to update the SME contact information.

Step 8
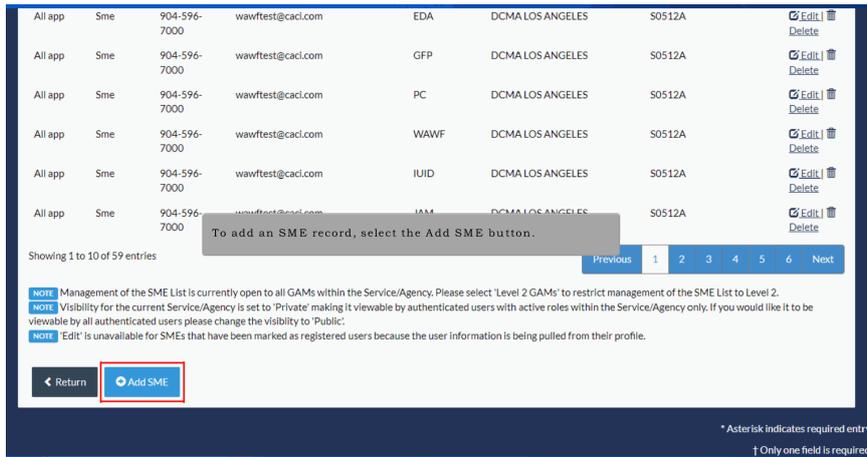
To add an SME record, select the Add SME button.

Step 9
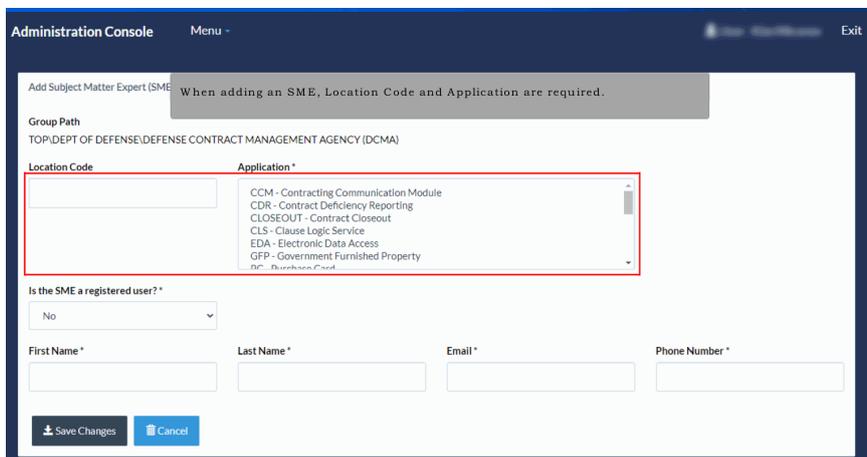
When adding an SME, Location Code and Application are required.

Step 10

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

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

Step 12
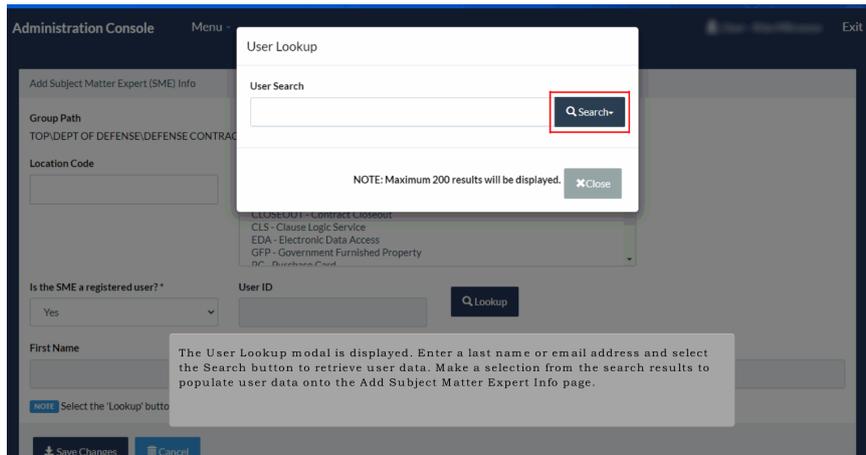
The User Lookup modal is displayed. Enter a last name or email address and select the Search button to retrieve user data. Make a selection from the search results to populate user data onto the Add Subject Matter Expert Info page.

Step 13
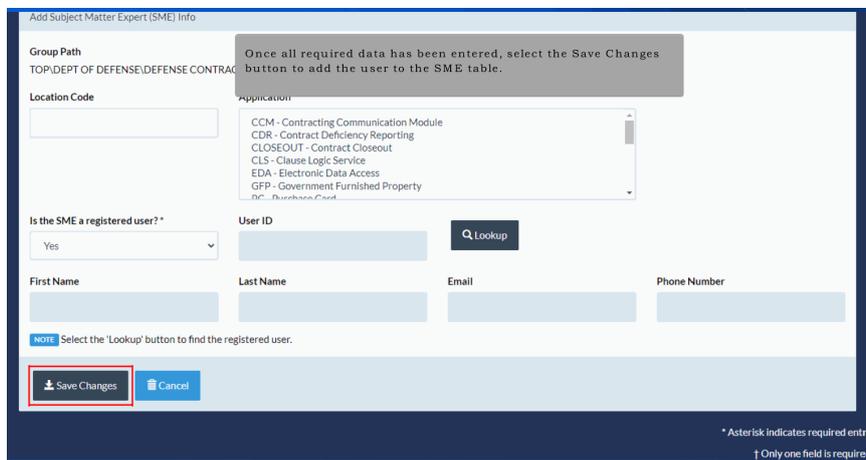
Once all required data has been entered, select the Save Changes button to add the user to the SME table.

End
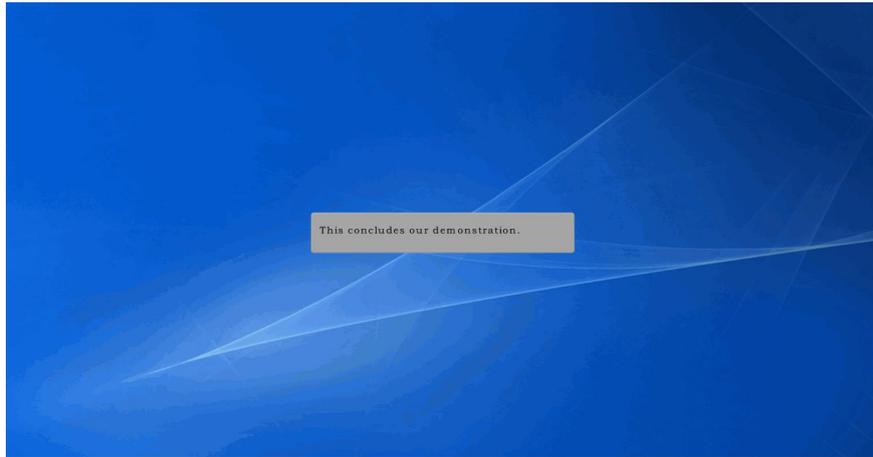
This concludes our demonstration.