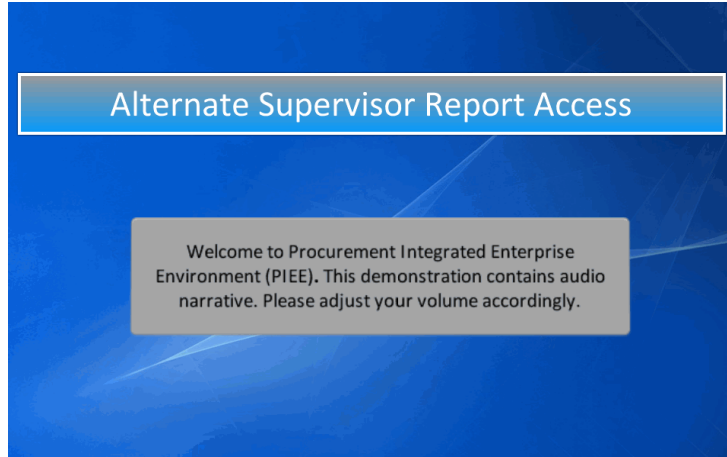


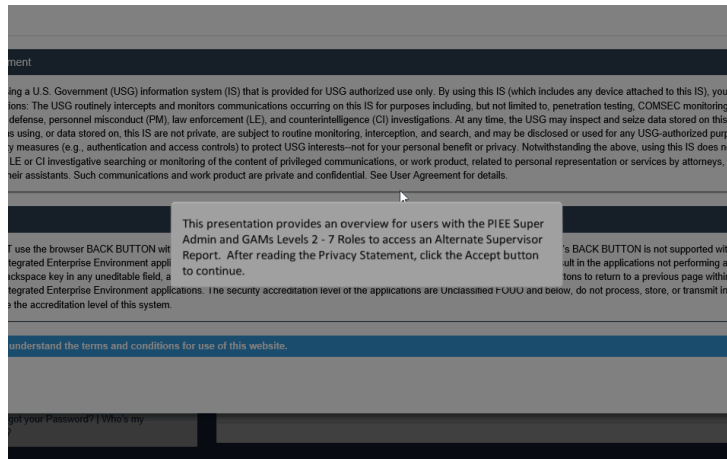
Intro



Alternate Supervisor Report Access

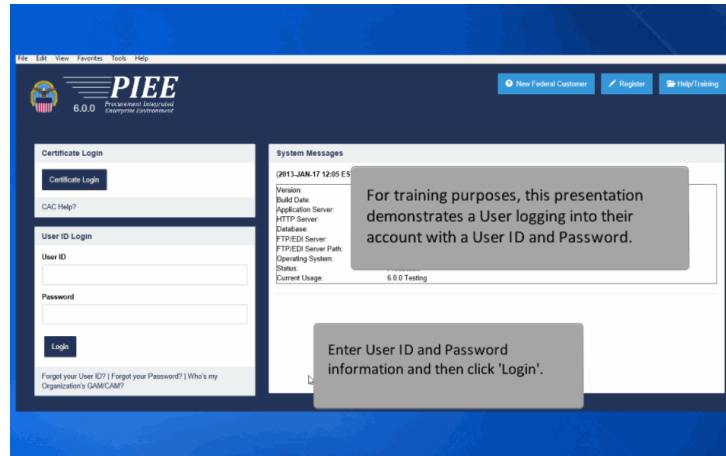
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



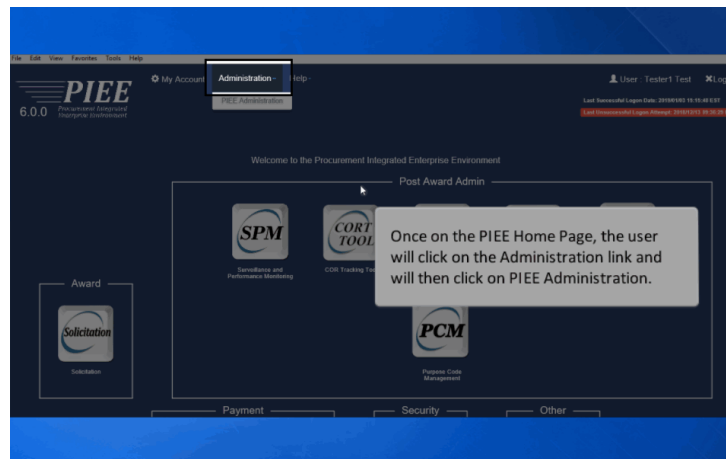
This presentation provides an overview for users with the PIEE Super Admin and GAMs Levels 2 - 7 Roles to access an Alternate Supervisor Report. After reading the Privacy Statement, click the Accept button to continue.

Step 2



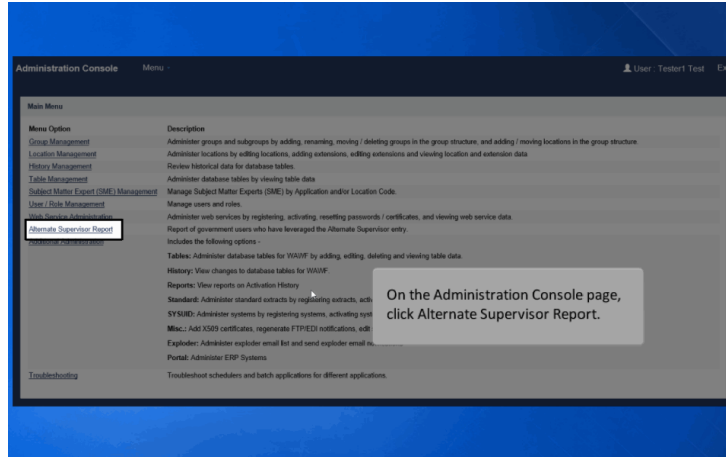
For training purposes, this presentation demonstrates a User logging into their account with a User ID and Password. Enter User ID and Password information and then click 'Login'.

Step 3



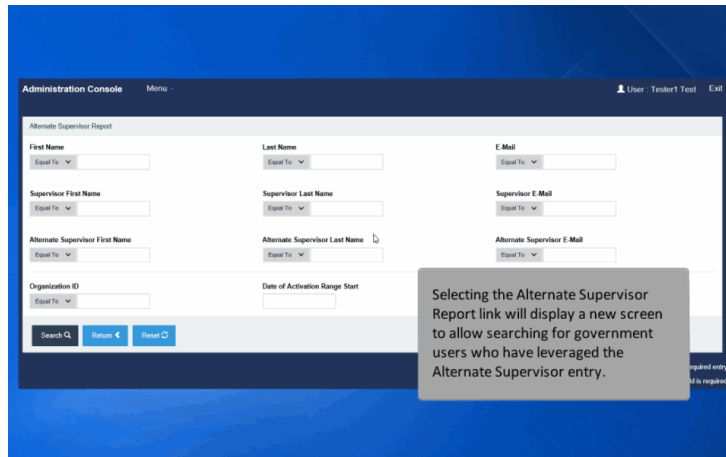
Once on the PIEE Home Page, the user will click on the Administration link and will then click on PIEE Administration.

Step 4



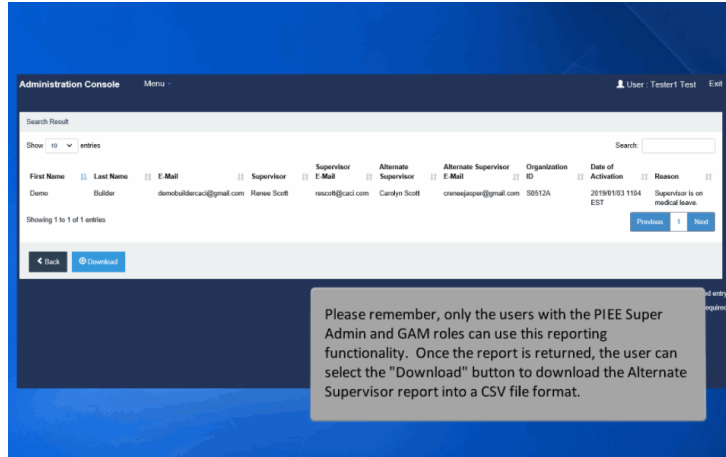
On the Administration Console page, click Alternate Supervisor Report.

Step 5



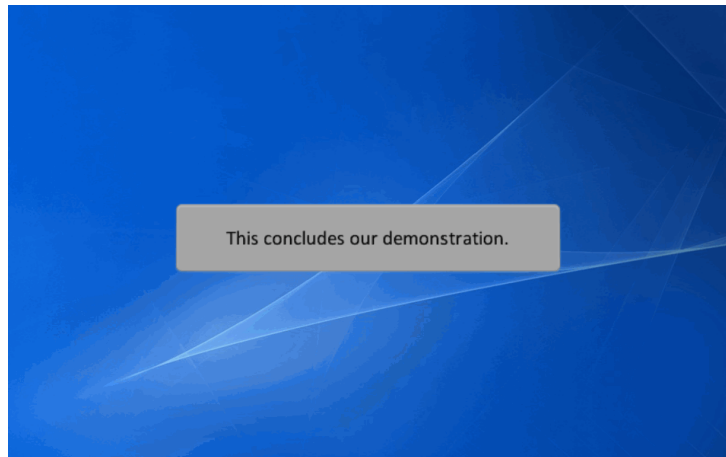
Selecting the Alternate Supervisor Report link will display a new screen to allow searching for government users who have leveraged the Alternate Supervisor entry.

Step 6



Please remember, only the users with the PIEE Super Admin and GAM roles can use this reporting functionality. Once the report is returned, the user can select the "Download" button to download the Alternate Supervisor report into a CSV file format.

End



This concludes our demonstration.