

PIEE Level – Functions of Government Administrator (GAM)

Group Management

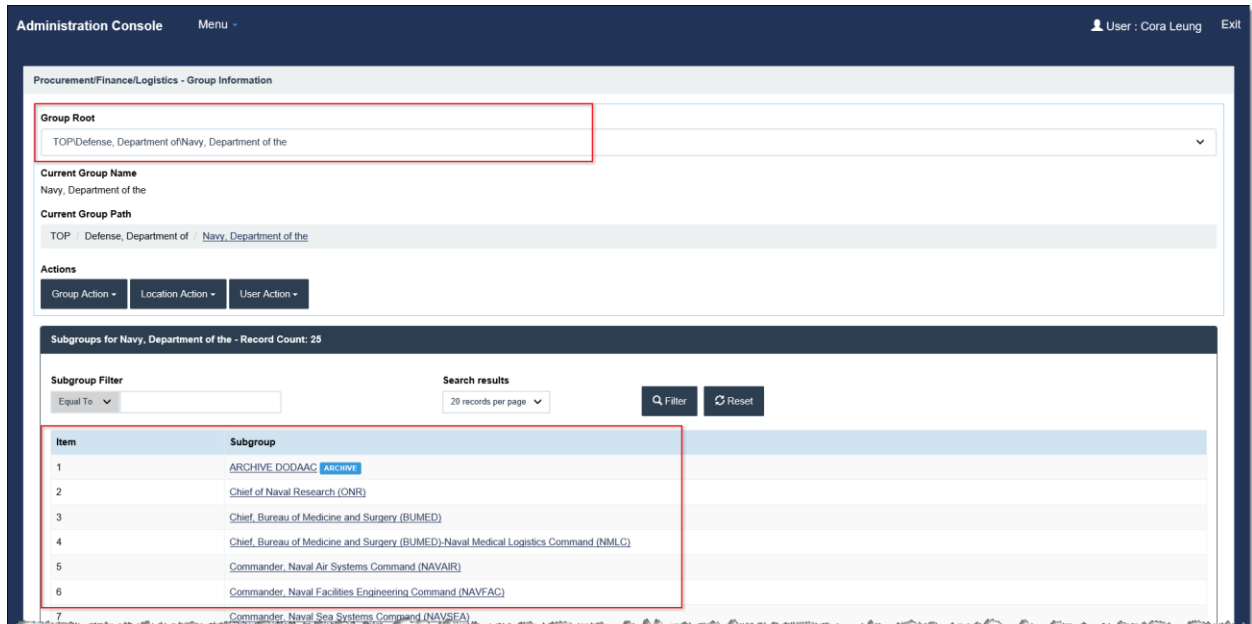
- Level 2 Only – Add, Move, Rename, and Delete Groups as well as Manage Location Codes within Agency.
 - To add, move, rename, and delete groups, open the PIEE Administration Console -> go to Group Management -> click on the 'Procurement/Finance/Logistics Group Information' tab -> select a group from the Group Root menu drop-down -> click the specific group link from the Subgroup table -> Click the 'Group Action' button and the following menu options will be displayed from the drop-down:
 - Add Subgroup
 - Rename Group
 - Move Group
 - Delete Group

The screenshot shows the 'Group Management' interface. At the top, there is a 'Group Root' dropdown menu set to 'TOP\Defense, Department of\0753 GOV LEVEL 2'. Below this, the 'Current Group Name' is '0753 GOV South Branch' and the 'Current Group Path' is 'TOP / Defense, Department of / 0753 GOV LEVEL 2 / 0753 GOV South Branch'. The 'Actions' section contains three buttons: 'Group Action', 'Location Action', and 'User Action'. The 'Group Action' dropdown menu is open, displaying a list of options: 'Add Subgroup', 'Rename Group', 'Move Group', and 'Delete Group'. Below the actions, there is a search bar with 'Search results' and '20 records per page'. A table with columns 'Item' and 'Subgroup' is shown, with the message 'No records found.'.

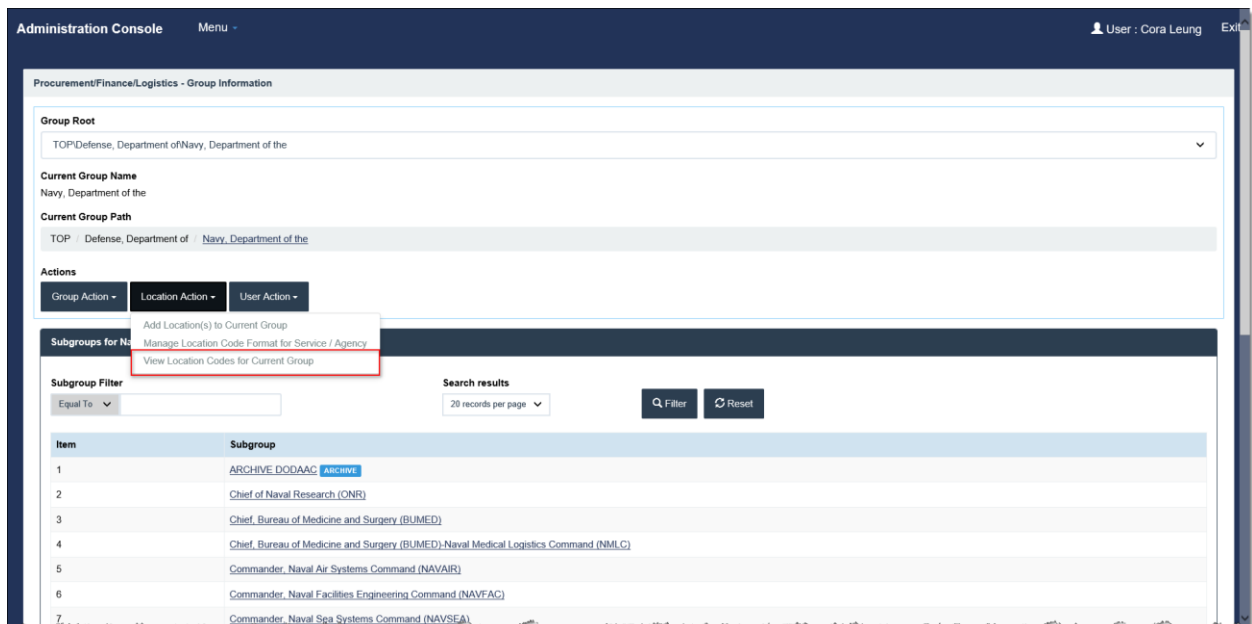
- Select the specific menu option from "Group Action" and complete the process
- To manage location codes, click the 'Location Action' button and the following menu options will be displayed from the drop-down:
 - Add Location(s) to Current Group
 - View Location Codes for Current Group

The screenshot shows the 'Administration Console' interface. At the top, there is a 'Menu' dropdown and a user profile for 'User : Cora Leung'. The main section is titled 'Procurement/Finance/Logistics - Group Information'. It features the same 'Group Root' dropdown and 'Current Group Name' as the previous screenshot. The 'Current Group Path' is 'TOP / Defense, Department of / 0753 GOV LEVEL 2 / 0753 GOV South Branch'. The 'Actions' section contains three buttons: 'Group Action', 'Location Action', and 'User Action'. The 'Location Action' dropdown menu is open, displaying two options: 'Add Location(s) to Current Group' and 'View Location Codes for Current Group'. Below the actions, there is a search bar with 'Search results' and '20 records per page'. A table with columns 'Subgroup Filter' and 'Subgroup' is shown, with the message 'No records found.'.

- Lookup Government Administrator for their structures.
 - Open the PIIIE Administration Console -> go to Group Management -> click the 'Group Lookup' tab -> Enter a location code and click 'Search' -> search results will be displayed on the screen with Group Type, Group Name, and a list of Government Administrators
- View Groups they are assigned to as well as any subgroups.
 - Open the PIIIE Administration Console -> go to Group Management -> select a group from the Group Root menu drop-down -> a list of Subgroup will be displayed in the Subgroups table for the selected group



- View Location Codes within their group and any subgroups.
 - Open the PIIIE Administration Console -> go to Group Management -> click on the 'Procurement/Finance/Logistics Group Information' tab -> select a group from the Group Root menu drop-down -> click the specific group link from the Subgroup table if applicable -> click 'View Location Codes for Current Group' from the 'Location Action' menu drop-down



- Manage Org. Emails and Extensions within their group and any subgroups.
 - Open the PIEE Administration Console -> go to Group Management -> click on the 'Procurement/Finance/Logistics Group Information' tab -> select a group from the Group Root menu drop-down -> click the specific group link from the Subgroup table -> click 'View Location Codes for Current Group' from the 'Location Action' button -> in the Location Codes table, click the 'Org Email' button then click the specific application

Current Group Path
TOP / Defense, Department of / Defense Contract Management Agency / DCMA EASTERN REGIONAL COMMAND

Actions
Group Action ▾ Location Action ▾ User Action ▾

Location Codes for DCMA EASTERN REGIONAL COMMAND - Record Count: 1

Location Code Filter
Equal To ▾

Search results
20 records per page ▾

Item	Location Code	Location Code Type	Activity Name	Action
1	S2204A	DoDAAC	DCMA EASTERN REGION COMMAND	<input type="button" value="Org Email(s) ▾"/>

Location Management

- Level 2 Only – Deactivate Location Codes within their Agency. (Only applicable to PFL Structure)
 - To deactivate location codes, open the PIEE Administration Console -> go to Location Management -> click the 'Location Information' tab -> for Pay DoDAAC, select 'Yes' from the deactivating Pay Location Codes menu drop-down; for non-Pay DoDAAC, select 'Yes' from the deactivating Non-Pay Location Codes menu drop-down -> enter all other fields on the search criteria page and click the 'Search' button -> on the search results page, select the checkbox for the specific DoDAAC and click 'Save Changes'

Administration Console Menu - User : Cora Leung Exit

Deactivate Non Pay Locations - Search Result - Found 1 Records

Show entries Search:

Location Code	Location Code Type	Activity Name	PFL Group	Current Status	Change Status
FU4417	DoDAAC	FU4417 1 SOCS SOCS	TOP/Defense, Department of Air Force, Department of the AFSOC/HURLBURT	Active	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

NOTE Check the box under the 'Change Status' column for each Location Code to deactivate / activate and click 'Save Changes' to update status.

* Asterisk indicates required entry
† Only one field is required

- Manage Org. Emails and Extensions within their group and any subgroups.
 - To manage Org. Emails, open the PIEE Administration Console -> go to Location Management -> click the 'Location Information' tab -> on the search criteria page,

select 'No' for both deactivating Pay and Non-Pay Location Codes from the menu drop-down, then enter Location Code or Group Name, select the specific Application from the menu drop-down and click 'Search' -> the Search Result page will be displayed -> click 'Edit' to update and click 'Delete' to remove the record

Administration Console Menu User : Cora Leung Exit

Search Result - Found 33 Records

Show 10 entries Search:

[Select All 33 Records](#) | [Deselect All 33 Records](#)

Application	Location Code	Extension	Location Type	Primary Org. Email	Secondary Org. Email(s)	Select	Action(s)
WAWF	FU4417	NA	DoDAAC	wawf-test@caci.com	ajeffiessupervisor@gmail.com ; fktbills@gmail.com ; ksharma@caci.com	<input type="checkbox"/>	Edit
WAWF	FU4417	1234	DoDAAC	wawf@caci.com		<input type="checkbox"/>	Edit Delete
WAWF	FU4417	ACCEPT	DoDAAC	wawf@caci.com		<input type="checkbox"/>	Edit Delete
WAWF	FU4417	5	DoDAAC	wawf5@wawf.com		<input type="checkbox"/>	Edit Delete
WAWF	FU4417	4	DoDAAC	wawf4@wawf.com		<input type="checkbox"/>	Edit Delete
WAWF	FU4417	111	DoDAAC	wawf-test@caci.com		<input type="checkbox"/>	Edit Delete
WAWF	FU4417	12345	DoDAAC	wawf-test@caci.com		<input type="checkbox"/>	Edit Delete
WAWF	FU4417	12356	DoDAAC	wawf-test@caci.com		<input type="checkbox"/>	Edit Delete

Notification Management

- Send email notifications to specific groups of users within their span of control.
 - Open the PIIIE Administration Console -> go to Notification Management -> click 'Send Notifications' -> on the Send Notifications – Entry screen, select the specific Application from the menu drop-down, enter mandatory fields and click 'Next' -> on the Send Notifications – Search screen, select the Search Type from the menu drop-down, enter the Search Type search criteria and click 'Add Notification Filter' button -> click the 'Send' button

Search Type - Location Code

Role:

Location Code *:

[+ Add Notification Filter](#)

Notification Filters

Group	Subgroup	Location Code	Role	Action
	N	FU4417	All Roles	Delete

[← Previous](#) [✉ Send](#)

* Asterisk indicates required entry

Subject Matter Expert (SME) Management

- The menu option is displayed at Level 2 to manage Subject Matter Experts for their service /agency. GAMs at Level 3-7 will see the menu option if a Level 2 GAM has chosen to allow all GAMs in their Service / Agency to manage the SME list.
 - Open the PIEE Administration Console -> go to Subject Matter Expert (SME) Management

Subject Matter Expert (SME) Management

Service / Agency: Air Force, Department of the

Service / Agency Management: Level 2 GAMs All GAMs

Visibility: Public Private

First Name	Last Name	Phone No.	Email	Application	Location Code	Action
Reema	Smith	555-123-5489	reema.smith36@us.af.mil	CORT	FU4417	Edit Delete
Judy	James	555-987-2948	judy.james22@us.af.mil	IRADT		Edit Delete
Brad	Cooper	345-748-2984	brad.cooper			Edit Delete
David	Mercedes	456-837-4958	david.mercedes	EDR		Edit Delete
Stephen	King	612-758-2948	stephen.king75@usa			Edit Delete

NOTE Visibility for the current Service/Agency is set to 'Public' making it viewable by all authenticated users. If you would like to limit visibility to users within the Service/Agency please change the visibility to 'Private'.

[Return](#) [Add SME](#)

'Service / Agency Management' and 'Visibility' settings may only be updated by a Level 2 GAM.

GAMs at Levels 3-7 will only be permitted to add and manage entries for Location Codes within their span of control.

The Service/Agency dropdown will contain each Service/Agency the GAM is active for at Level 2. Each time the dropdown is changed, the Visibility setting and SME table information will be loaded for that Service / Agency.

The GAM may add a new SME, edit contact information for an existing SME, or delete the SME. Location Code is the only optional field on add.

User / Role Management

- Manage users within their group and any subgroups including reset password / certificate.
 - Open the PIEE Administration Console -> go to User / Role Management -> on the Search by User tab, enter search criteria fields and click 'Search' -> the search results screen will display a list of users that were returned from the search -> to manage a specific user, click the "User Id" link for that user -> the User Details screen will be displayed with information specific to the user -> select the menu options on the left to update the User's Profile

Administration Console Menu - User : Cora Leung Exit

PIEE Access Approval for Casey Smith Request Type : Deactivation

Overview

Pending Supervisor/Sponsor Approval

Info No roles were found for Pending Supervisor/Sponsor Approval.

Pending Admin Approval

Info No roles were found for Pending Admin Approval.

Active Roles

- Manage user's roles within their group and any subgroups.
 - Open the PIEE Administration Console -> go to User / Role Management -> click on the 'Search by Role' tab -> enter search criteria fields and click the 'Search' button -> the search results screen will display a list of roles returned from the search
 - Note. The search by Role functionality allows GAM to take non-user specific actions against roles.

1. The Manage By Role Results will contain the roles returned from the search.

Manage By Role - Results

2. A "Change All" dropdown will allow the administrator to set all of the dropdowns to the same value depending upon the role status.

3. The User ID link will take the administrator to the User Details screen. From there the administrator can view and add comments and attachments and review forms for the user.

4. 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 will appear. Clicking Edit Contract will present a screen to edit contract instrument details. The screen will look similar to what exists today.

5. The Administrator may change a role status by selecting a value from the Actions dropdown for that role. Values in the dropdown are as follows: Activate, Deactivate, Archive, Reject, Block, Unblock

6. Roles that are part of a job series must all be set to the same activation status. Validations will be put into place to ensure this is done.

7. Click the update button to submit the activation changes.

Action	User ID	First Name	Last Name	Location Code /	Access Approval	Create	Additional
	btdevzov01	Gov	Ben				
	caciaovt492	norma	rice				
	caciaovt492	norma	rice				
	caciaovt492			ANGELES			
	carla	Support Contr			View Required	2009/12/29	View
New	carlaovt				View Required	2013/09/29	View Edit Contract
	carlaovt				View Required	2008/09/12	View
	carlaovt				View Required	2008/06/11	View
	carlaovt	Carla	McGarva	Inspector	IRAPT	DCMA LOS ANGELES	50512A Archived Review Required 2008/06/10 View
	carlaovt	Carla	McGarva	Ship To View Only	IRAPT	HURLBURT	FU4417 Archived Review Required 2011/05/31 View
	carlaovt					HURLBURT	View