

Inter/Intra Agency Transfers

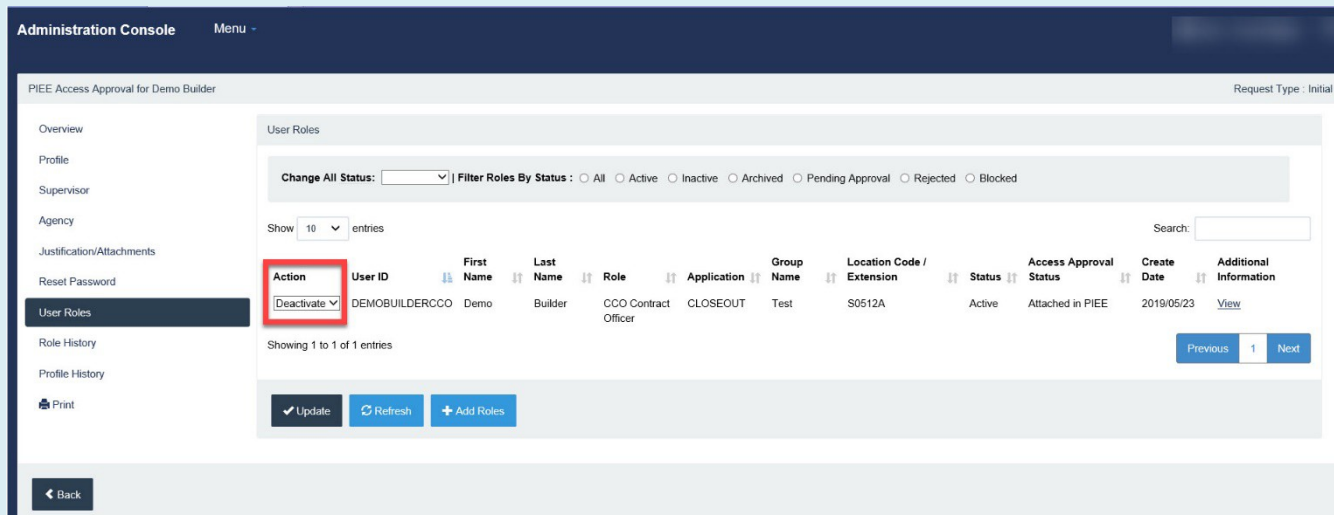
Reference Guide

* Within an Agency * Transfer to another Agency *

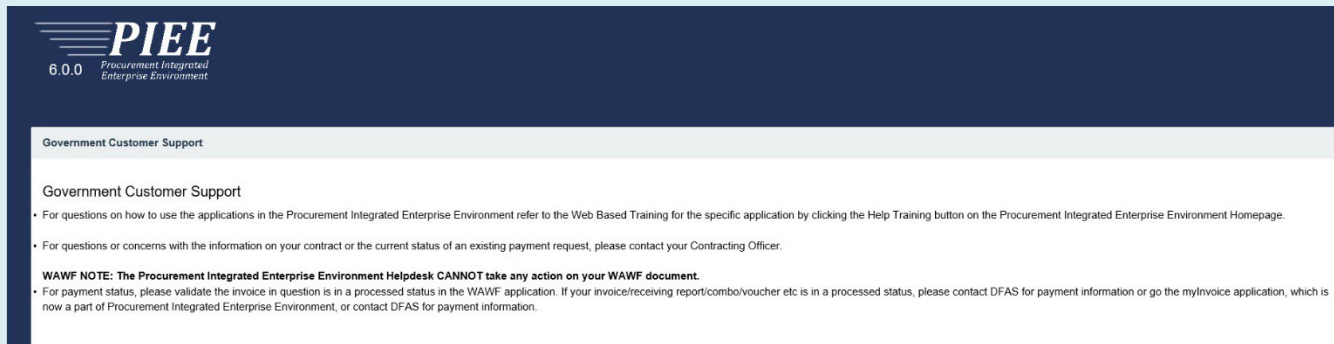
Step 1: Log in as a GAM (PIEE Government Administrator) and navigate to the Administration tab.



Step 2: Navigate to the User Roles and set all the roles to Deactivate.

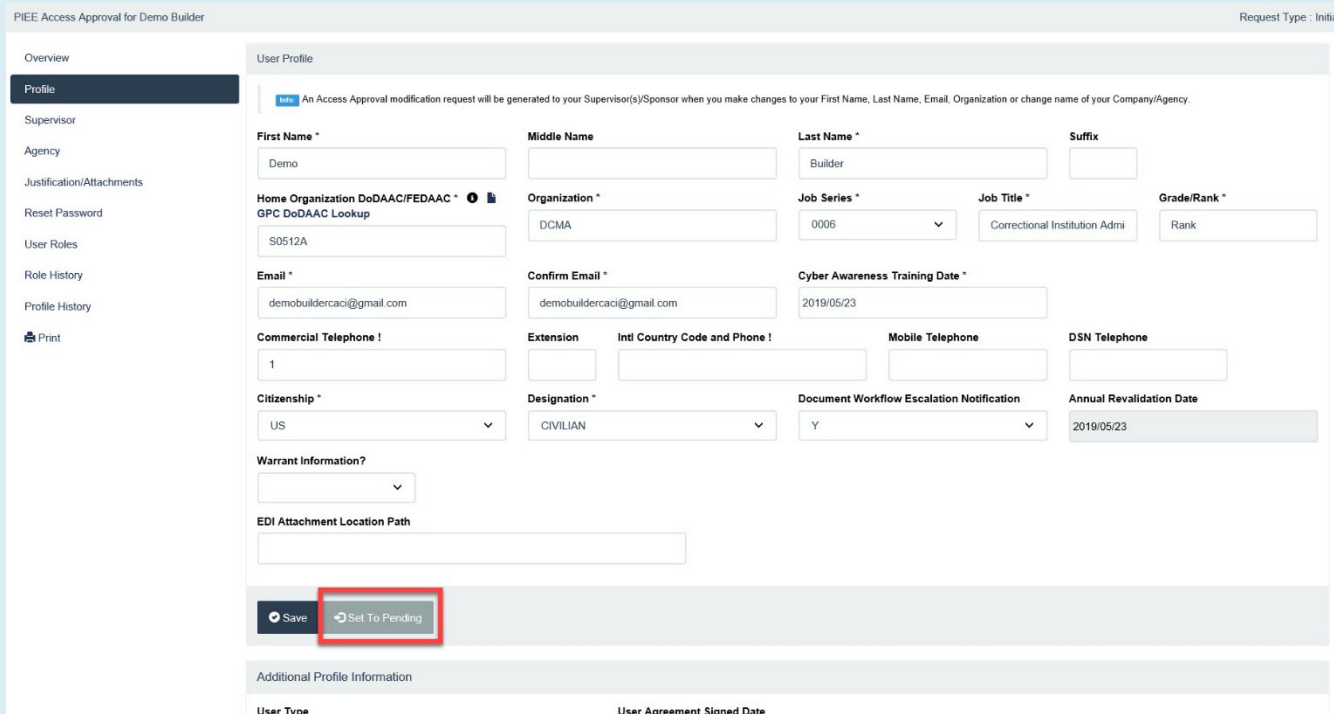


Step 3: Once the user roles are deactivated, the user will need to contact the Help Desk (PIEE Administrator).



The screenshot shows the top of the PIEE 6.0.0 interface. The header includes the PIEE logo and version number. Below the header is a section titled "Government Customer Support" with a sub-header "Government Customer Support". The content includes several bullet points: "For questions on how to use the applications in the Procurement Integrated Enterprise Environment refer to the Web Based Training for the specific application by clicking the Help Training button on the Procurement Integrated Enterprise Environment Homepage.", "For questions or concerns with the information on your contract or the current status of an existing payment request, please contact your Contracting Officer.", and a "WAWF NOTE: The Procurement Integrated Enterprise Environment Helpdesk CANNOT take any action on your WAWF document." followed by instructions on how to handle payment status inquiries.

Step 4: The Help Desk will then set the account to Pending.



The screenshot shows the "PIEE Access Approval for Demo Builder" user profile page. The page has a sidebar with navigation options: Overview, Profile (selected), Supervisor, Agency, Justification/Attachments, Reset Password, User Roles, Role History, Profile History, and Print. The main content area is titled "User Profile" and contains a form with various fields. A red box highlights the "Set To Pending" button at the bottom of the form. The form fields include: First Name (Demo), Middle Name, Last Name (Builder), Suffix, Home Organization DoDAAC/FEDAAC (S0512A), Organization (DCMA), Job Series (0006), Job Title (Correctional Institution Admi), Grade/Rank (Rank), Email (demobuildercaci@gmail.com), Confirm Email (demobuildercaci@gmail.com), Cyber Awareness Training Date (2019/05/23), Commercial Telephone (1), Extension, Intl Country Code and Phone, Mobile Telephone, DSN Telephone, Citizenship (US), Designation (CIVILIAN), Document Workflow Escalation Notification (Y), and Annual Revalidation Date (2019/05/23). There is also a "Warrant Information?" dropdown and an "EDI Attachment Location Path" field.

Step 5: The User will login and then update their profile information (such as Home Organization Location Code). Click Submit after updating the information.

PIEE 6.0.0 Procurement Integrated Enterprise Environment

User : Demo Builder Status: Pending Logout

User Maintenance

An Access Approval modification request will be generated to your Supervisor(s)/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.

First Name * Demo	Middle Name	Last Name * Builder	Suffix
Home Organization DoDAAC/FEDAAC * GPC DoDAAC Lookup HQ0419	Organization * DCMA	Job Series * 0006	Job Title * Correctional Institution Administrator
Grade/Rank * Rank	Email * demobuldercaci@gmail.com	Confirm Email * demobuldercaci@gmail.com	Cyber Awareness Training Date * 2019/05/23
Commercial Telephone ! 1	Extension	Intl Country Code and Phone !	Mobile Telephone
Citizenship * US	Designation * CIVILIAN	DSN Telephone	
Warrant Information?			

Submit Cancel Help Justification/Attachments

!! Symbol indicates situational entry, at least one is required.

Step 6: The User will also update their Supervisor according to their new organization under My Account.

PIEE 6.0.0 Procurement Integrated Enterprise Environment

My Account Help

User : Demo Builder Logout

Last Successful Login Date: 2019/05/22 15:31:33 EDT
Last Unsuccessful Login Attempt: 2019/05/29 12:53:37 EDT

Supervisor Maintenance

First Name * John	Last Name * Smith	Job Title * Supervisor
Email *	Confirm Email *	
DSN Telephone	Phone ! 1	Extension
	Intl Country Code and Phone !	

Submit Cancel Help

* Asterisk indicates required entry.
!! Symbol indicates situational entry, at least one is required.

Step 7: The User will add their user roles needed in their new organization.

PIEE 6.0.0 Procurement Integrated Enterprise Environment

My Account Help - Logout

Last Successful Logon Date: 2019/05/22 15:31:33 EDT
Last Unsuccessful Logon Attempt: 2019/05/29 12:53:37 EDT

User ID: demobuilderco

Add Roles

1. Profile
2. Supervisor / Agency
3. Roles
4. Justification
5. Summary
6. Agreement

Roles

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Accepter
- Accepter View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

Step 3. Click 'Add Roles'

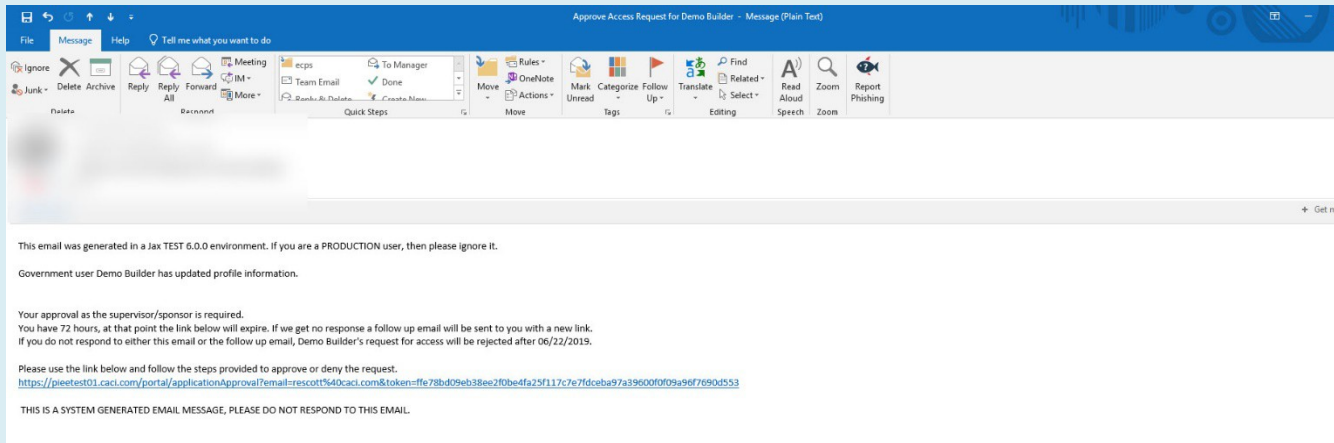
Step 4. Fill out the required information for the applicable applications

If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Help

! Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

Step 8: Once the User completes the update process, an email will be sent to the User's new supervisor to approve or reject.



Step 9: After the Supervisor approval, the GAM will receive an email to activate roles for the new role requests. The GAM will log in and set the roles to Activate. The process is now complete.

The screenshot displays the 'Administration Console' interface for 'PIEE Access Approval for Demo Builder'. The 'User Roles' section is active, showing a table of roles. The 'Action' column for two roles is highlighted with a red box, indicating the 'Activate' action is being performed. The table columns include User ID, First Name, Last Name, Role, Application, Group Name, Location Code / Extension, Status, Access Approval Status, Create Date, and Additional Information. The roles listed are 'CCO Contract Officer' for 'HURLBURT' and 'Test' for 'S0512A', both with a status of 'Inactive'.

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
Activate	demobuildercco	Demo	Builder	CCO Contract Officer	CLOSEOUT	HURLBURT	FU4417	Inactive	Inactive	2019/03/22	View
Activate	demobuildercco	Demo	Builder	CCO Contract Officer	CLOSEOUT	Test	S0512A	Inactive	Inactive	2019/03/22	View

Showing 1 to 4 of 4 entries

Buttons: Update, Refresh, Add Roles