User Profile Alternate Supervisor

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

Step 1

This presentation will demonstrate an Alternate Supervisor approving a role.
Step 2

The Supervisor and Alternative Supervisor will receive an email when a user needs a role approved.

Step 3

The Supervisor or Alternate Supervisor will need to click on the link with a certificate and follow the steps to approve or deny the request.
Clicking the Supervisor or Alternate Supervisor approval link will display this page with any of the necessary pending approvals for the user.

The Supervisor or Alternate Supervisor will have the ability to approve or reject the user's requested roles.
Step 6

When the Supervisor submits their approvals, they will be required to select an appropriate certificate to sign their approval. The first Supervisor to act on the account is the action provider. The second person to respond will receive a message the account has already been approved.

Step 7

When all steps have been completed, the Supervisor or Alternate Supervisor will receive a success message.
This concludes our demonstration.