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

This presentation provides an overview of the NCCS Group Administrator Role (GAM) for the Location menu.
Step 2

After logging into the WAWF e-Business Suite, the NCCS GAM clicks the Administration dropdown and then selects the WAWF e-Business Administration link.

Step 3

The Administration Console for Group Administrators will display. Click on the links to Administer to the Groups, Locations, Roles and Users.
Step 4

Select the Location Management link.

Step 5

Select Location Information.
Step 6

Administrators will have the option of searching by Location Code or Group Name. Application is optional.

Step 7

Level 2 PFL GAMs, will see the following question on the search page - “Are you deactivating Pay Location Codes?” The answer will default to ‘No’. When changed to ‘Yes’, Location Code and Group Name will become optional fields and application will default to ‘WAWF’. If both Location Code and Group Name are left blank, all Pay Location Codes within the agency will be included in the search results.
Step 8

When no application is selected on the search page, admins will be directed to an intermediate search results screen showing the Activity Name, PFL Group Name (if available), and Security Group Name (if available).

PFL GAMs will not be able to see the ’Security Group’ column and Security GAMs will not be able to see the ’PFL Group’ column. Same goes for CAMs.

The ’View Org. Emails’ link may be selected to view all Org. Email(s) for an individual Location Code across applications.

Step 9

(1.) Admins may update individual org. email addresses by selecting the ’Edit’ link in the Action column or add a new extension with org. emails for a location code via the ’Add Extension’ button. There will also be an option to update org. emails for multiple records at one time.

(2.) When an application is selected in the dropdown on the search page, the intermediate page with Activity Name and Group Name will be bypassed. This allows an admin to view Org. Emails for a specific location code across applications OR view Org. Emails for location codes restricted to a single application.
Step 10

Application is required and will be defaulted to ‘NCCS’ for Security GAMs that do not have access as a PFL GAM. Same condition applies to CAMs.

The Email Settings default to ‘All Emails’ and may only be updated by a GAM / CAM. Other options include ‘No Emails’ and ‘Negative Emails’.

Use the Cancel button to cancel changes and return to the previous page. Use the Save Changes button to save the new extension with org. emails.

Step 11

Level 2 Service / Agency PFL GAMs will have the option to deactivate Location Codes with Current Status set to ‘Active’.

Use the Back button to return to the search page. Use the Save Changes button to deactivate the selected Pay Location Codes.
This concludes our demonstration.