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

This presentation will demonstrate the functionality of Subject Matter Expert Management (SME) as a PIEE GAM (Government Administrator).
Step 2

In WAWF e-Business Administration Console, click the Subject Matter Expert (SME) Management link.

Security and PFL GAMs at level 2 will have a menu option - Subject Matter Expert (SME) Management to manage SMEs for their service/agency.

Step 3

Service/Agency Management 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.
Step 4

Visibility settings may only be updated by a level 2 GAM.

Step 5

Note - GAMs at levels 3-7 will see the SME management menu if a level 2 GAM has chosen to allow all GAMs in their service/agency to manage the SME list.
Step 6

Actions for change of Visibility are displayed on the screen.

Note - If marked Private, the user performing a search will only see results if the user is active for the location code within that Service/Agency.

Step 7

Application and Location Code are mandatory when looking up an SME.

If an SME is not found for the exact Location Code entered, another search will be performed to find an SME within the group path of the Location Code.

SMEs entered without a Location Code are automatically associated with their level 2 Service/Agency group.

The application selected will determine which Group Structure - PFL or security - to search when an exact match is not found.
Step 8

To edit a SME click Edit.

Step 9

Info to Edit:

- First name
- Last name
- Email (Email must be valid; Error will appear)
- Phone Number (no more than 21 characters)

Note - Edit is unavailable for SMEs that have been marked as registered users because the user information is being pulled from their profile.
Step 10

To add a SME, click Add SME.

Step 11

When adding a SME, the Location Code and Application are mandatory.
Step 12

Depending on what is chosen for Is the SME a registered user? the First Name, Last Name, Email and Phone Number are mandatory. If No is chosen, an error message will display if those fields aren't filled out.

Step 13

Once the mandatory fields have been filled out click the Save Changes button.
Step 14

If Yes is chosen for Is the SME a registered user? then the First Name, Last Name, Email and Phone Number will be unavailable to enter anything in to those fields.

Instead a new field User ID will be available for Lookup.

Step 15

To search click the Search button to search by last name or Email.
Step 16

After searching for the Last Name, a window will appear, and the desired user will be selected.

Step 17

After selecting the user, the First Name, Last Name, Email, and Phone Number will be automatically filled out with the user’s information.

Next click Save Changes and the user will be added to the SME table.
This concludes our demonstration.