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

- 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
• Lookup Government Administrator for their structures.
  o Open the PIEE 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.
  o Open the PIEE 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.
  o 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 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.
  o 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

Location Management
• Level 2 Only – Deactivate Location Codes within their Agency. (Only applicable to PFL Structure)
  o 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’

• Manage Org. Emails and Extensions within their group and any subgroups.
  o 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

**Notification Management**

- Send email notifications to specific groups of users within their span of control.
  - Open the PIEE 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
**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](image)

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

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

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

![User / Role Management](image)
• Manage user’s roles within their group and any subgroups.
  o 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.

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.