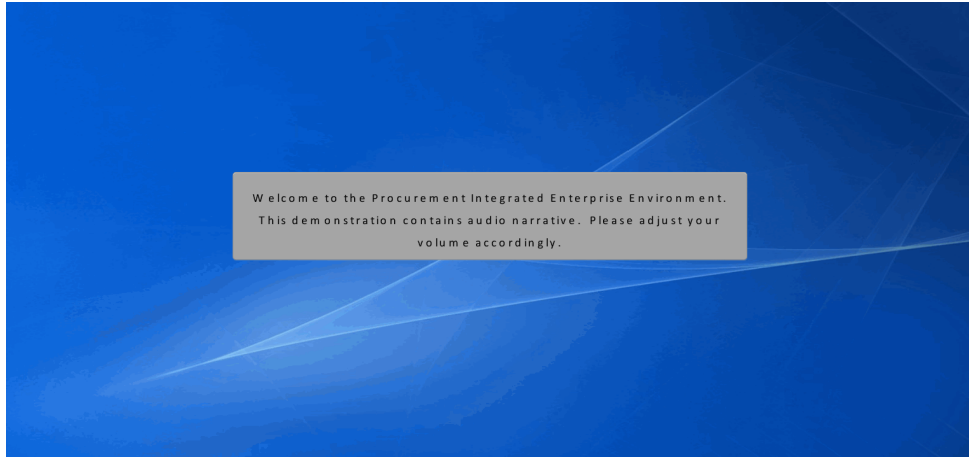
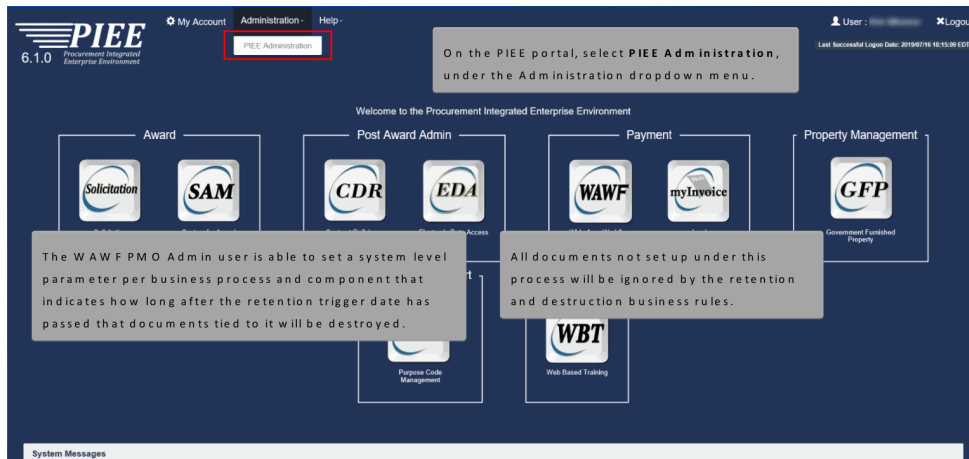


Intro



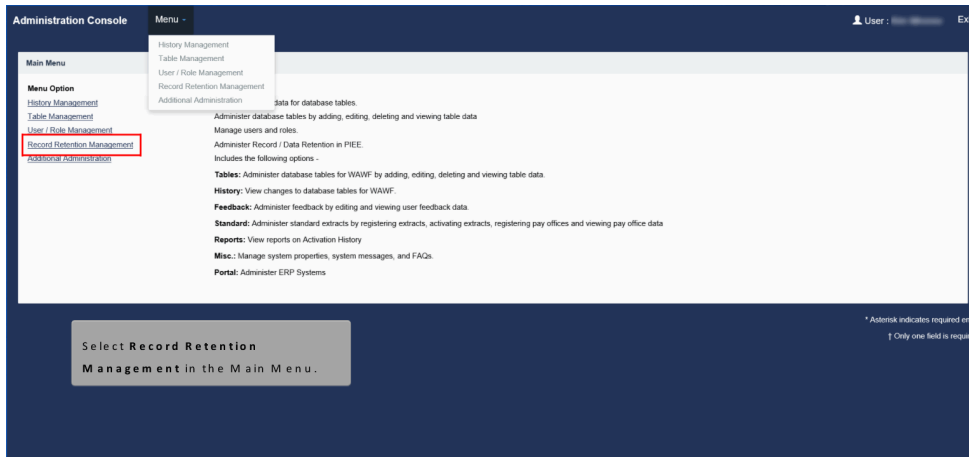
Welcome to the Procurement Integrated Enterprise Environment.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Scene 2



The WAWF PMO Admin user is able to set a system level parameter per business process and component that indicates how long after the retention trigger date has passed that documents tied to it will be destroyed. All documents not set up under this process will be ignored by the retention and destruction business rules. On the PIEE portal, select PIEE Administration, under the Administration dropdown menu.

Scene 3



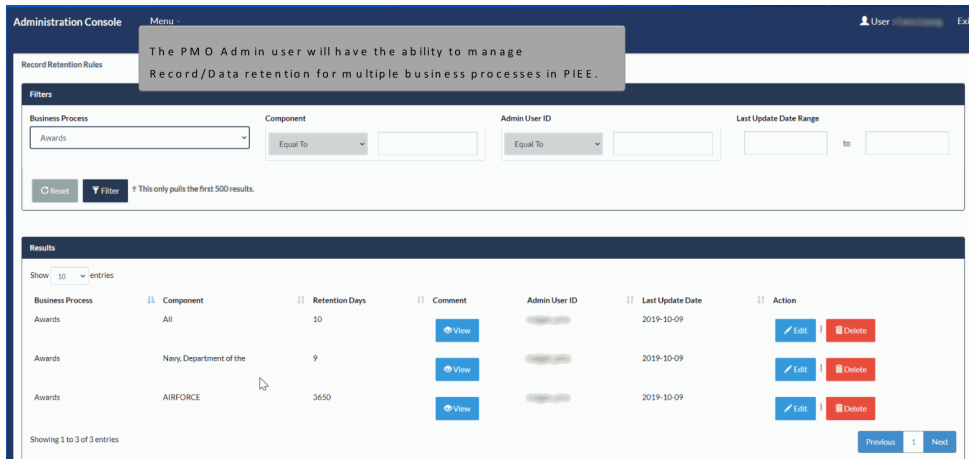
Select Record Retention Management in the Main Menu.

Scene 4



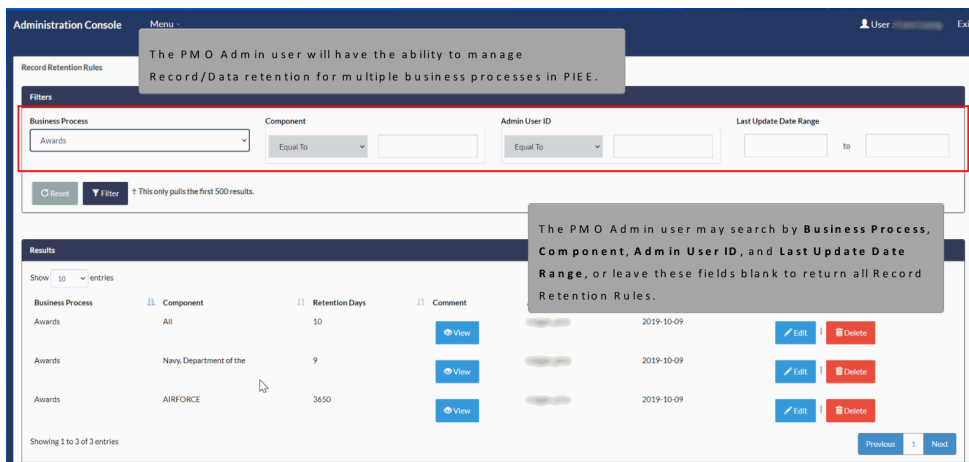
To view and manage the Record Retention rules for PIEE, select Record Retention Rules from the Manage Record Retention menu.

Scene 5



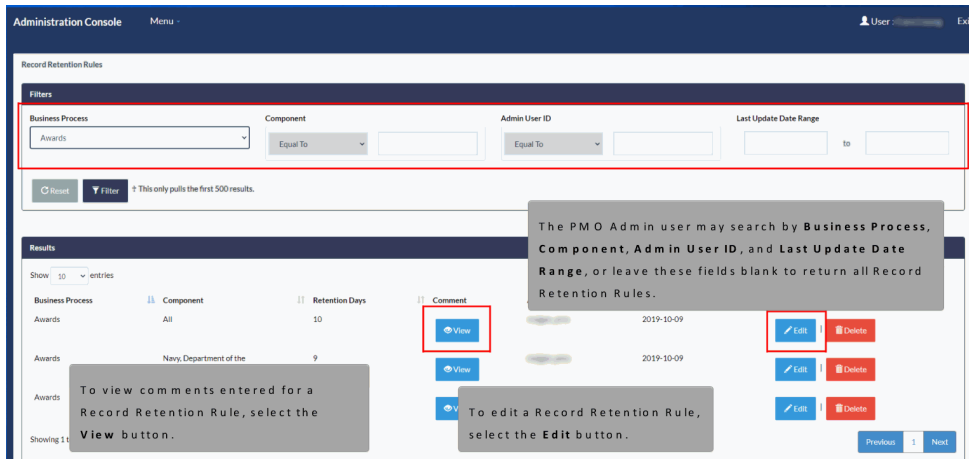
The PMO Admin user will have the ability to manage Record/Data retention for multiple business processes in PIEE.

Scene 5



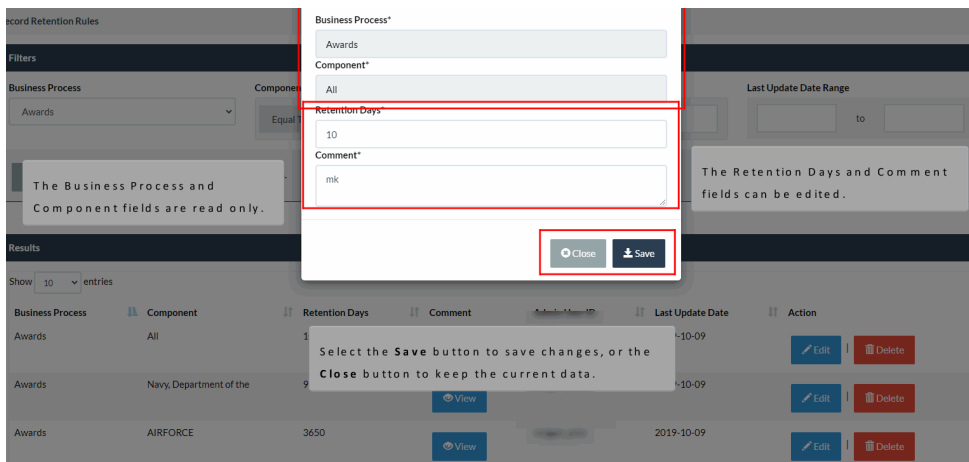
The PMO Admin user may search by Business Process, Component, Admin User ID, and Last Update Date Range, or leave these fields blank to return all Record Retention Rules.

Scene 5



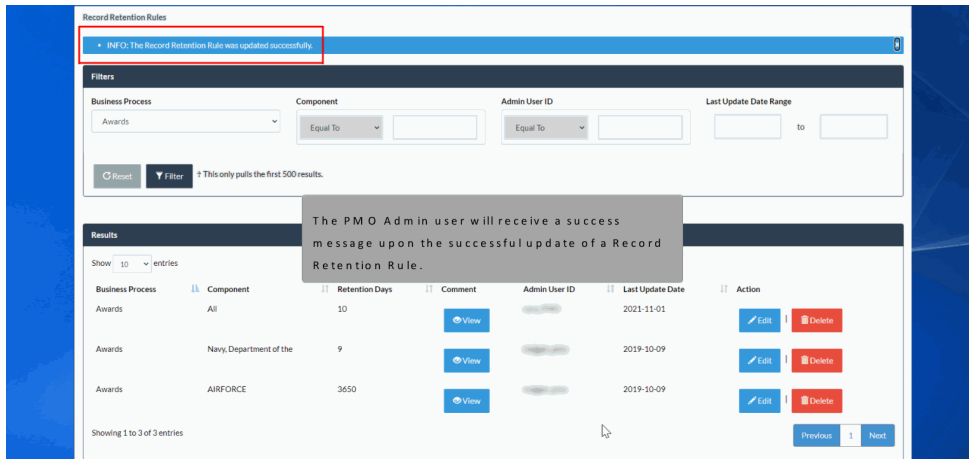
To view comments entered for a Record Retention Rule, select the View button. To edit a Record Retention Rule, select the Edit button.

Scene 6



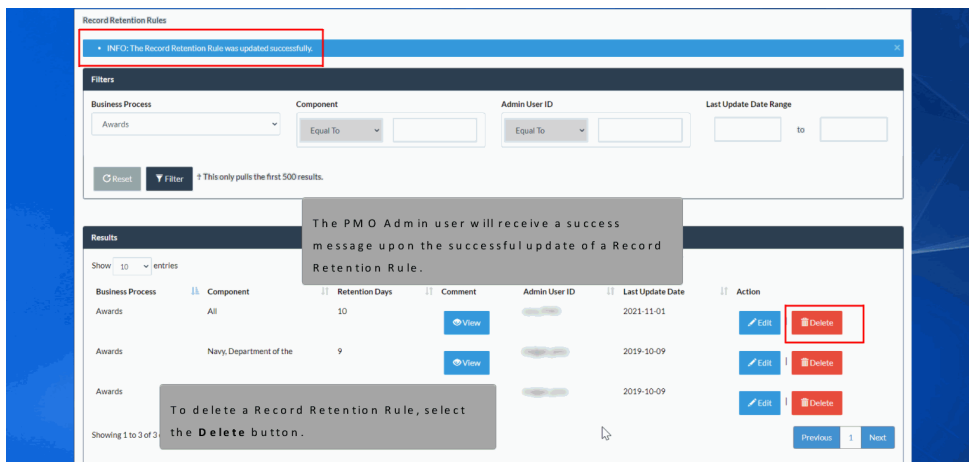
The Business Process and Component fields are read only. The Retention Days and Comment fields can be edited. Select the Save button to save changes, or the Close button to keep the current data.

Scene 7



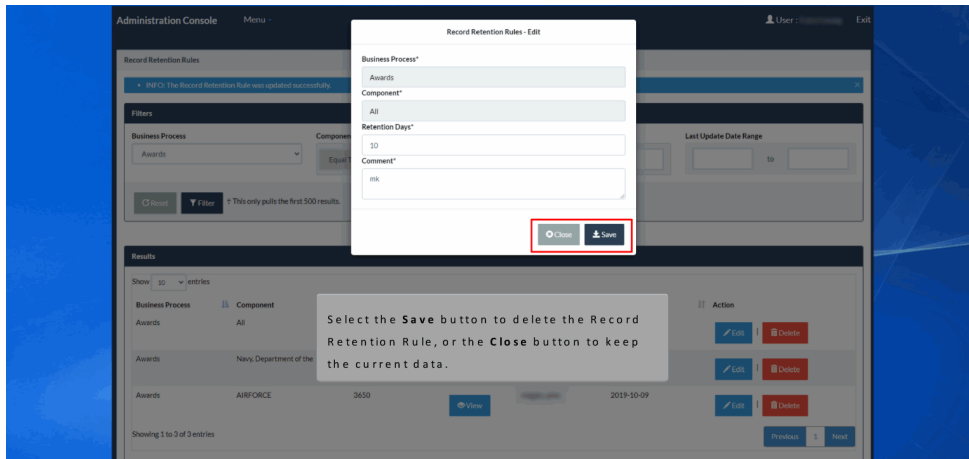
The PMO Admin user will receive a success message upon the successful update of a Record Retention Rule.

Scene 7



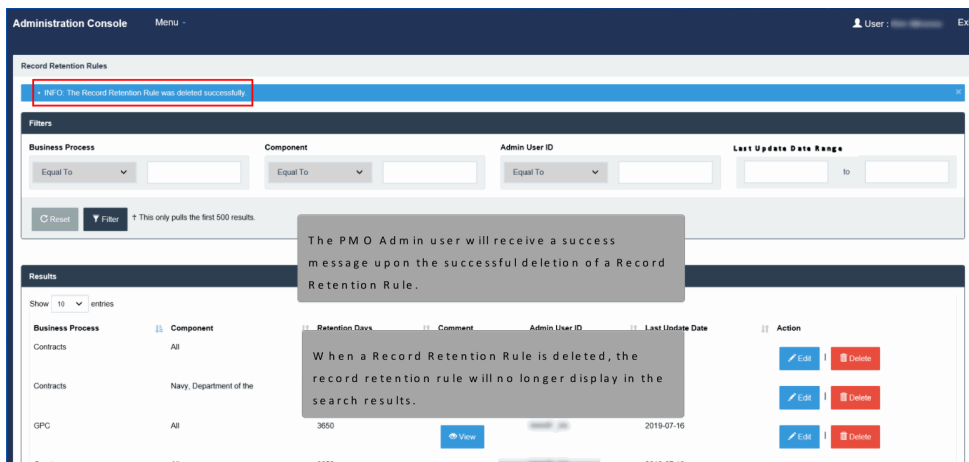
To delete a Record Retention Rule, select the Delete button.

Scene 8



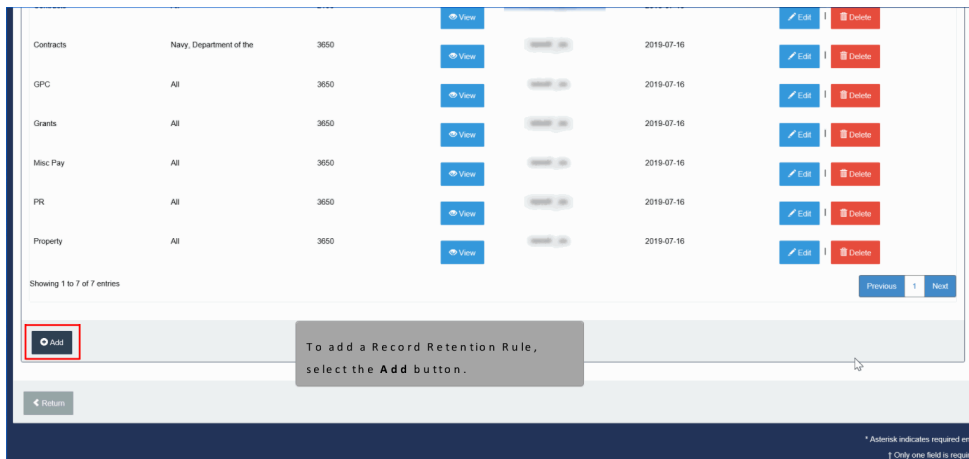
Select the Save button to delete the Record Retention Rule, or the Close button to keep the current data.

Scene 9



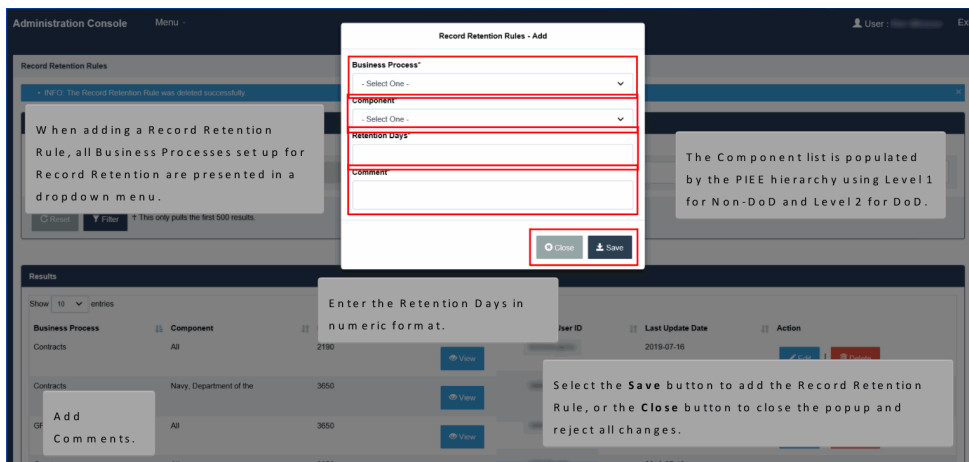
Last Update Date Range The PMO Admin user will receive a success message upon the successful deletion of a Record Retention Rule. When a Record Retention Rule is deleted, the record retention rule will no longer display in the search results.

Scene 10



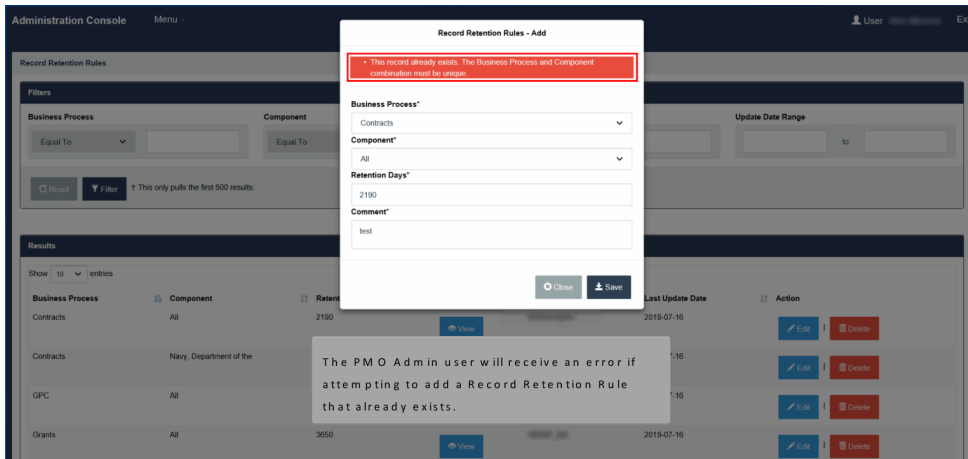
To add a Record Retention Rule, select the Add button.

Scene 11



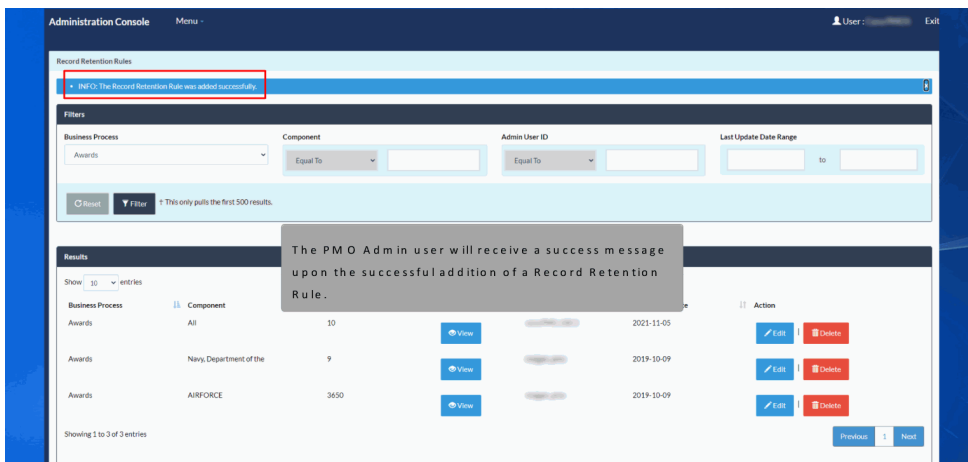
When adding a Record Retention Rule, all Business Processes set up for Record Retention are presented in a dropdown menu. The Component list is populated by the PIEE hierarchy using Level 1 for Non-DoD and Level 2 for DoD. Enter the Retention Days in numeric format. Add Comments. Select the Save button to add the Record Retention Rule, or the Close button to close the popup and reject all changes.

Scene 12



The PMO Admin user will receive an error if attempting to add a Record Retention Rule that already exists.

Scene 13



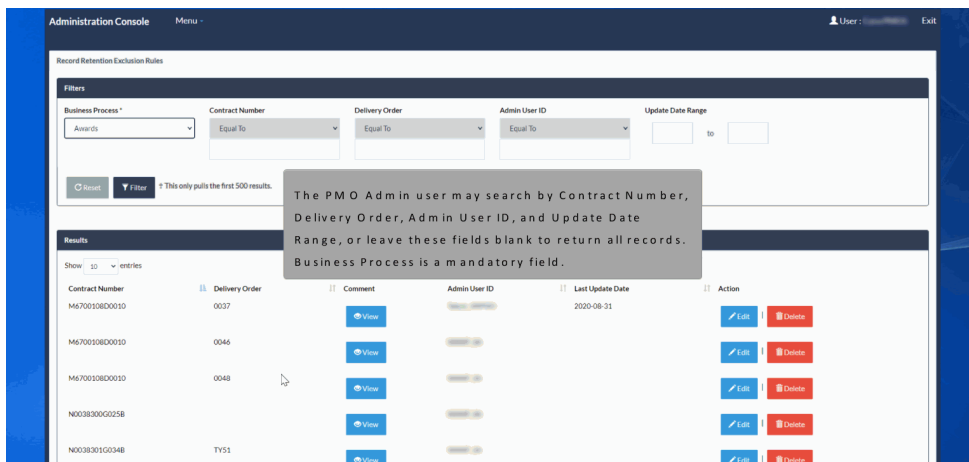
The PMO Admin user will receive a success message upon the successful addition of a Record Retention Rule.

Scene 14



The PMO Admin user will have the ability to manage the exclusion of specific Contract Numbers from deletion. To view and manage Record Retention Exclusions for P1EE, select Record Retention Exclusion Rules from the Manage Record Retention menu.

Scene 15



The PMO Admin user may search by Contract Number, Delivery Order, Admin User ID, and Update Date Range, or leave these fields blank to return all records. Business Process is a mandatory field.

Scene 15

Record Retention Exclusion Rules

Filters

Business Process * Awards | Contract Number Equal To | Delivery Order Equal To | Admin User ID Equal To | Update Date Range [] to []

Reset Filter This only pulls the first 500 results.

Results

Contract Number	Delivery Order	Comment	Admin User ID	Last Update Date	Action
M6700108D0010	0037			2020-08-31	View Edit Delete
M6700108D0010	0046				View Edit Delete

The PMO Admin user may search by Contract Number, Delivery Order, Admin User ID, and Update Date Range, or leave these fields blank to return all records. Business Process is a mandatory field.

To view comments entered for a Record Retention Exclusion Rule, select the View button.

To edit a Record Retention Exclusion Rule, select the Edit button.

To view comments entered for a Record Retention Exclusion Rule, select the View button. To edit a Record Retention Exclusion Rule, select the Edit button.

Scene 16

Record Retention Exclusions - Edit

Exclusion and Comment

Contract Number * M6700108D0010

Delivery Order Number 0037

Comment Added by DB Script (DUC338)

Close Save

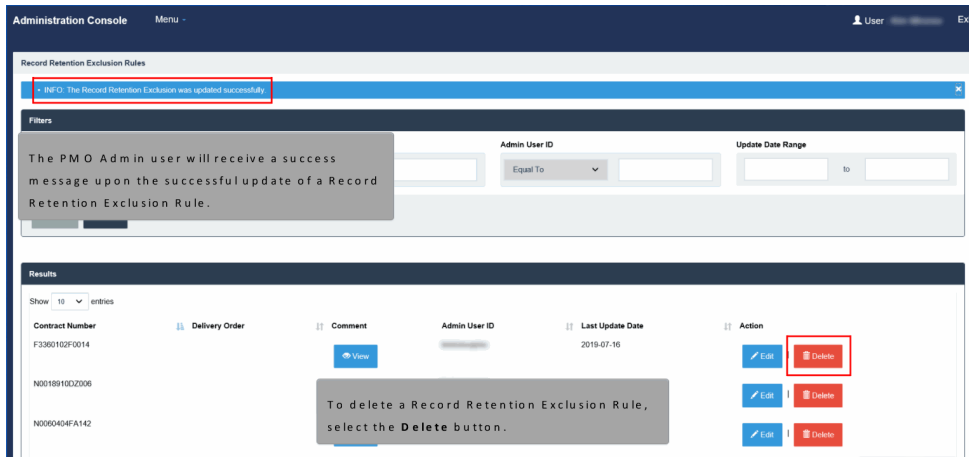
The Excluded Contract Number and Excluded Delivery Order fields are read only.

The Comment field can be edited.

Select the Save button to save changes, or the Close button to keep the current data.

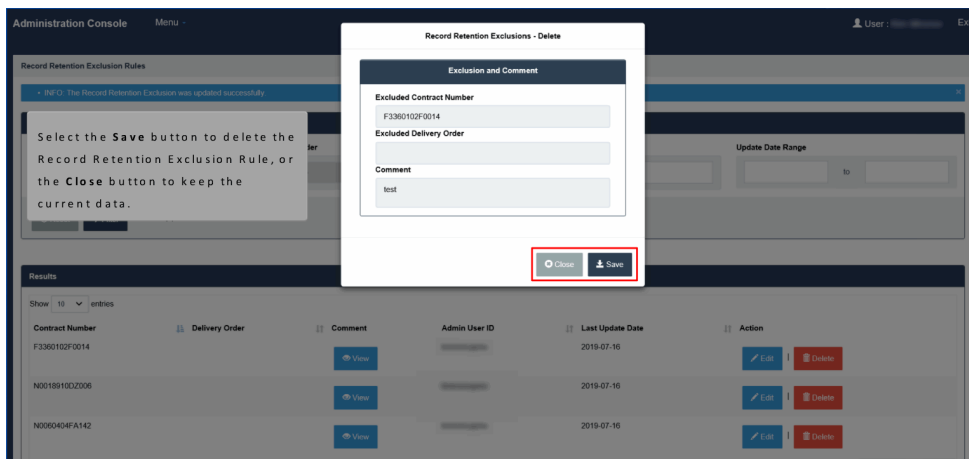
The Excluded Contract Number and Excluded Delivery Order fields are read only. The Comment field can be edited. Select the Save button to save changes, or the Close button to keep the current data.

Scene 17



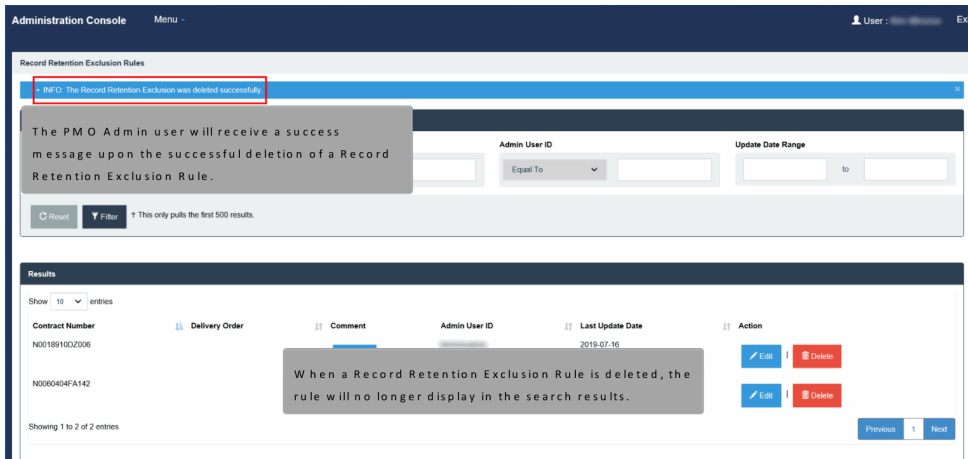
The PMO Admin user will receive a success message upon the successful update of a Record Retention Exclusion Rule. To delete a Record Retention Exclusion Rule, select the Delete button.

Scene 18



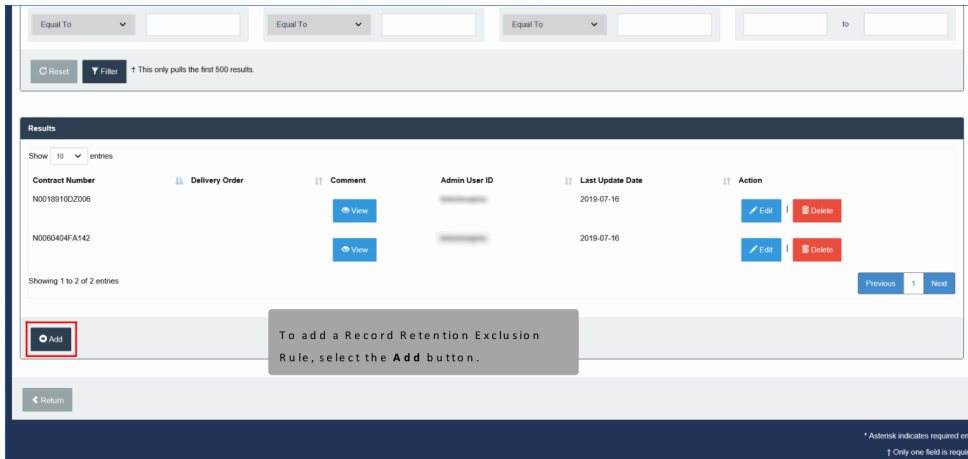
Select the Save button to delete the Record Retention Exclusion Rule, or the Close button to keep the current data.

Scene 19



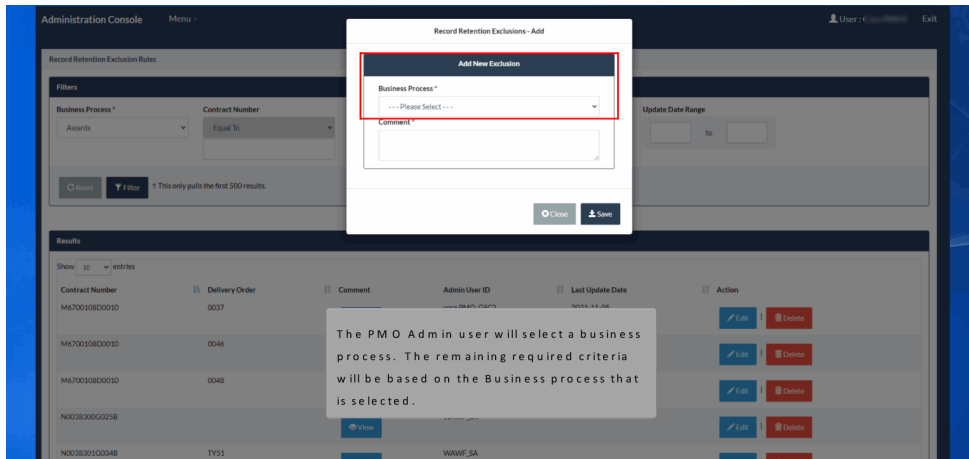
The PMO Admin user will receive a success message upon the successful deletion of a Record Retention Exclusion Rule. When a Record Retention Exclusion Rule is deleted, the rule will no longer display in the search results.

Scene 20



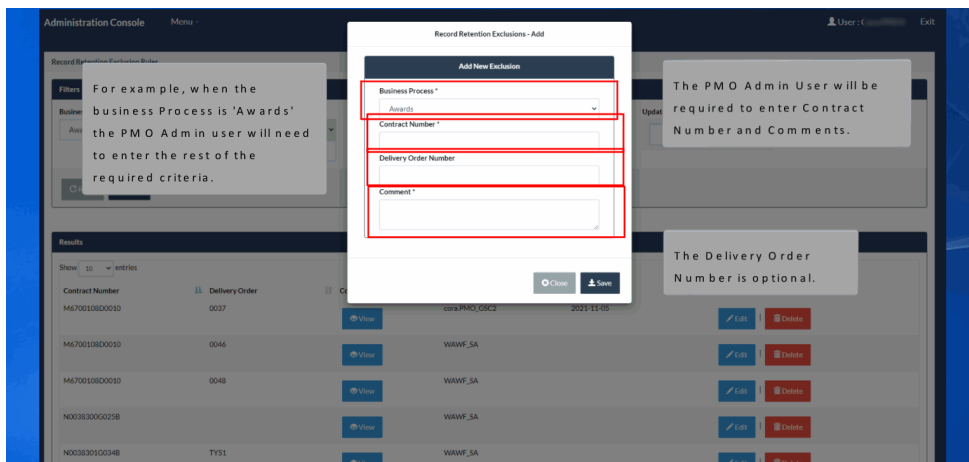
To add a Record Retention Exclusion Rule, select the Add button.

Scene 21



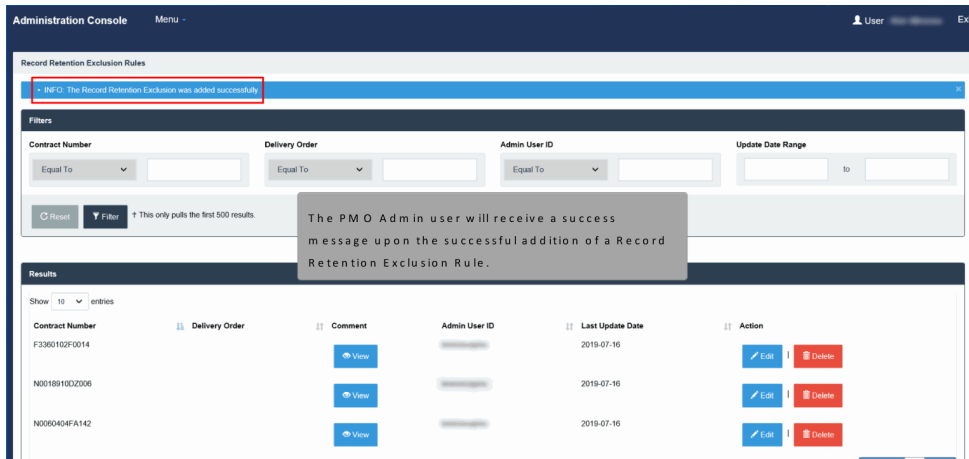
The PMO Admin user will select a business process. The remaining required criteria will be based on the Business process that is selected.

Scene 22



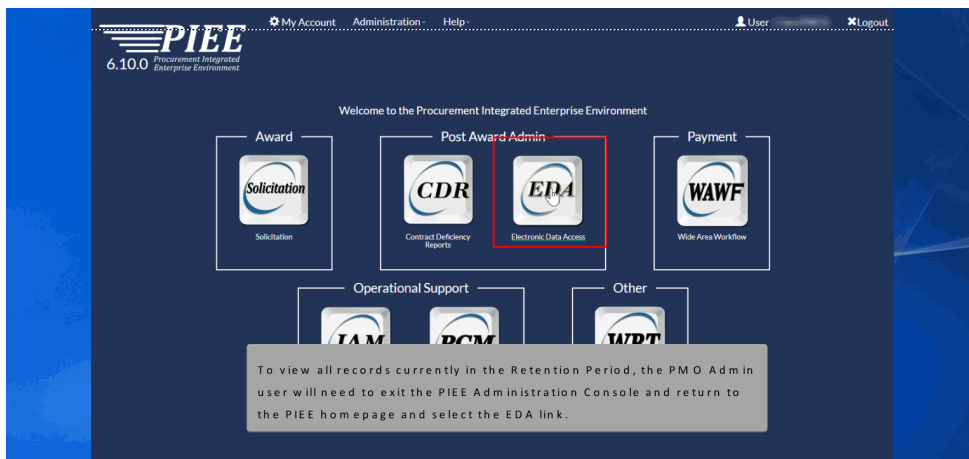
For example, when the business Process is 'Awards' the PMO Admin user will need to enter the rest of the required criteria. The PMO Admin User will be required to enter Contract Number and Comments. The Delivery Order Number is optional.

Scene 23



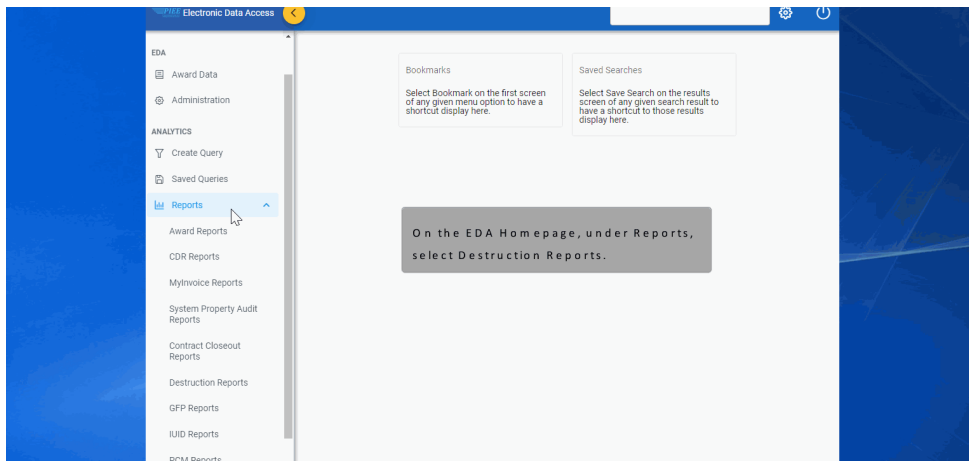
The PMO Admin user will receive a success message upon the successful addition of a Record Retention Exclusion Rule.

Scene 24



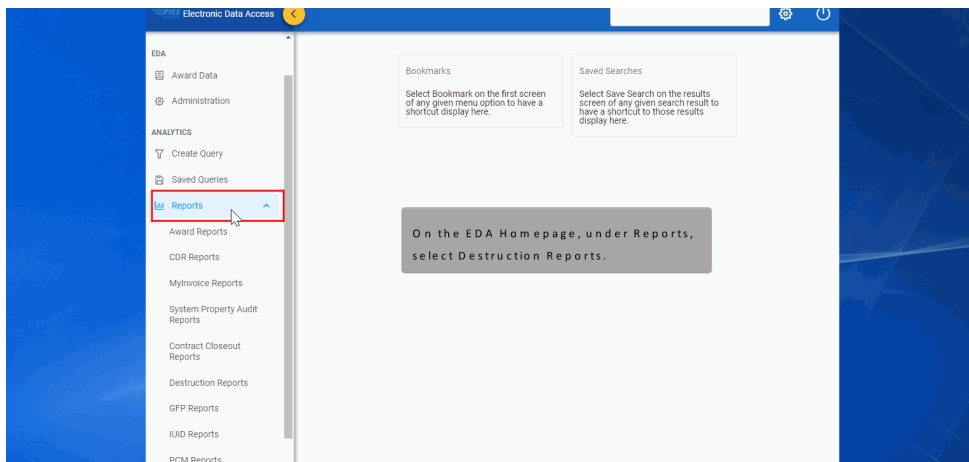
To view all records currently in the Retention Period, the PMO Admin user will need to exit the PIEE Administration Console and return to the PIEE homepage and select the EDA link.

Scene 25

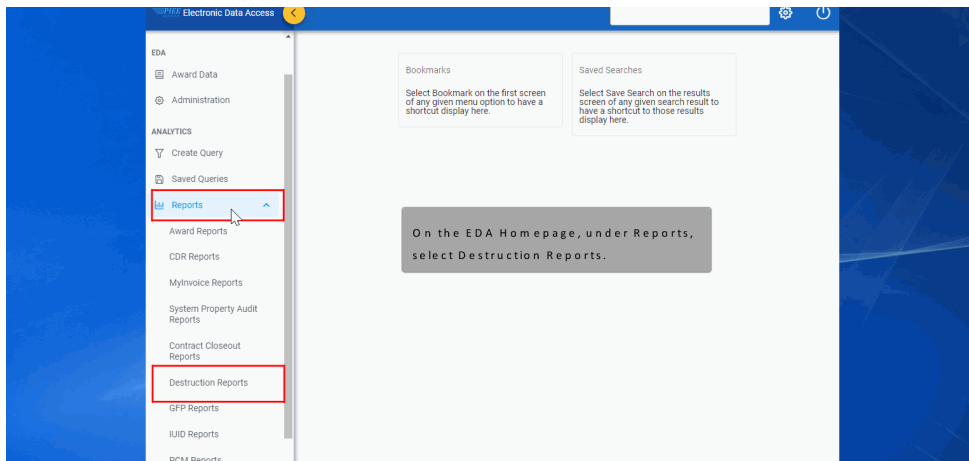


On the EDA Homepage, under Reports, select Destruction Reports.

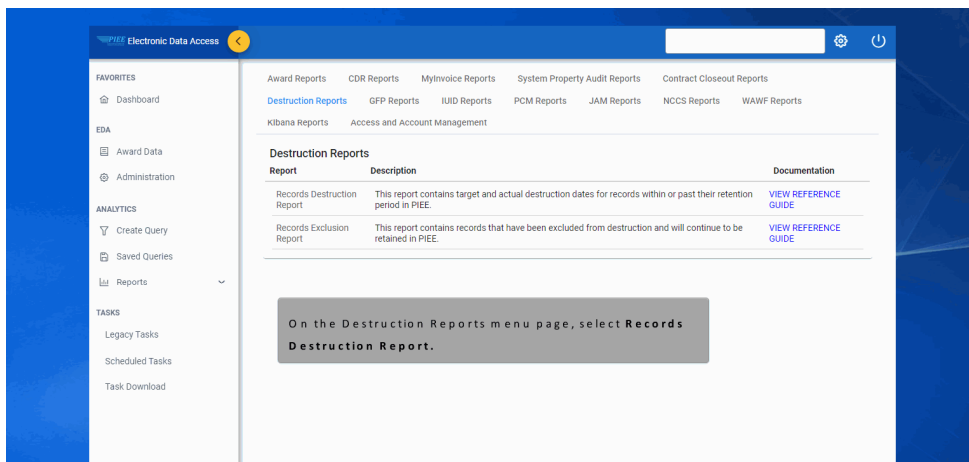
Scene 25



Scene 25

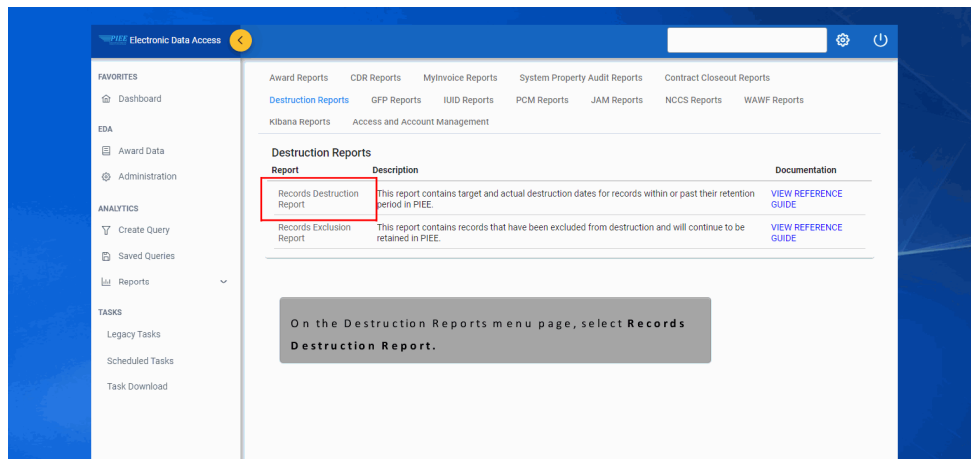


Scene 26

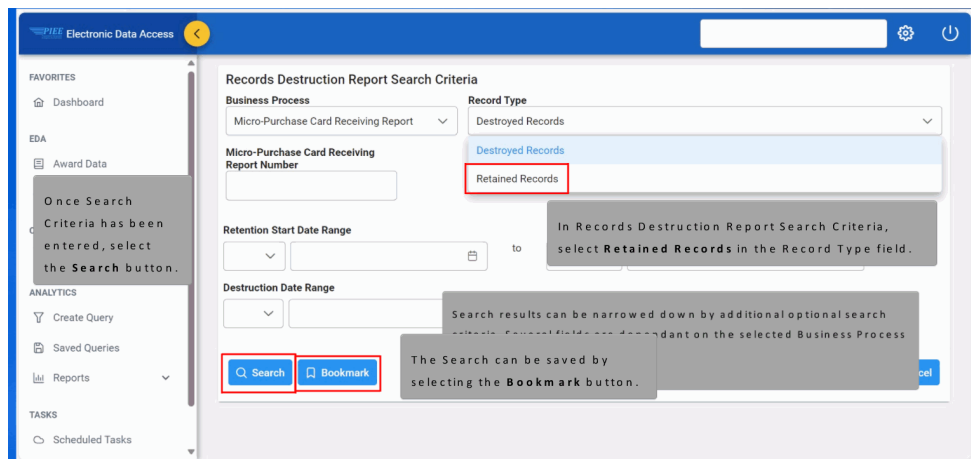


On the Destruction Reports menu page, select Records Destruction Report.

Scene 26

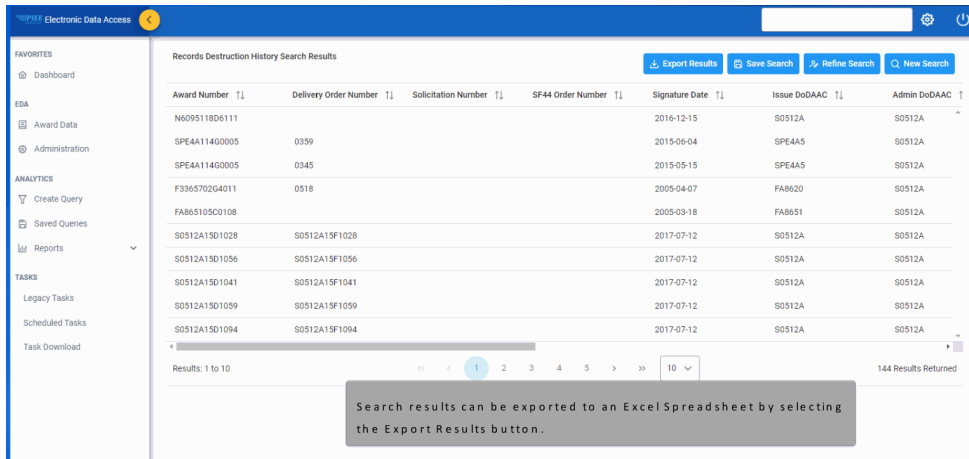


Scene 27



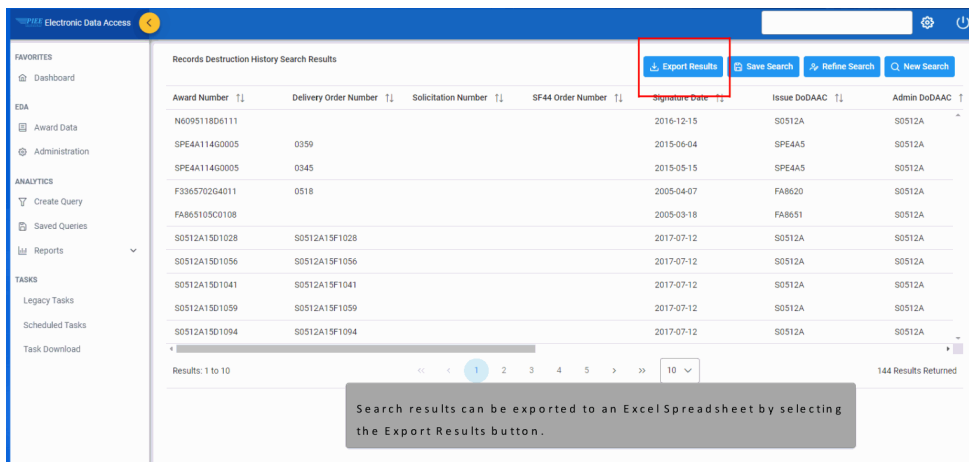
In Records Destruction Report Search Criteria, select Retained Records in the Record Type field. Search results can be narrowed down by additional optional search criteria. Several fields are dependant on the selected Business Process and Record Type. Once Search Criteria has been entered, select the Search button. The Search can be saved by selecting the Bookmark button.

Scene 28



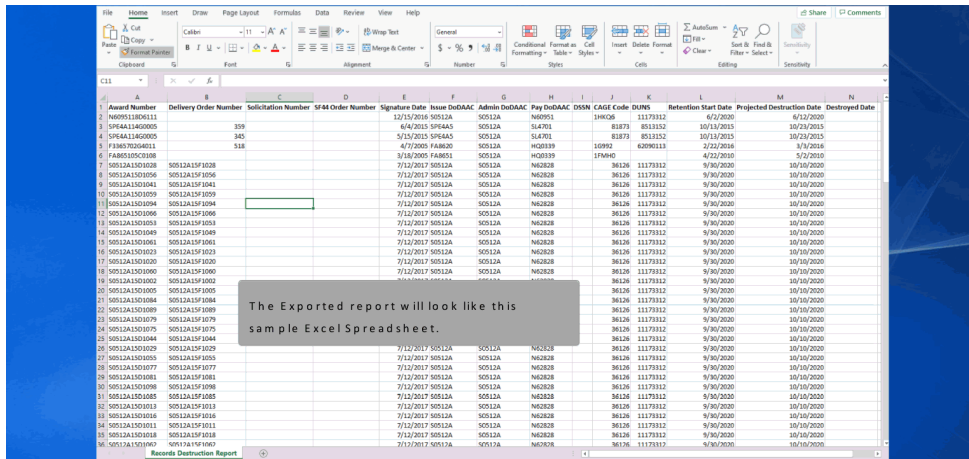
Search results can be exported to an Excel Spreadsheet by selecting the Export Results button.

Scene 28



Search results can be exported to an Excel Spreadsheet by selecting the Export Results button.

Scene 29



Award Number	Delivery Order Number	Solicitation Number	SF 44 Order Number	Signature Date	Issue DuDAAC	Admin DuDAAC	Pay DuDAAC	OISM	CAGE Code	DUNS	Retention Start Date	Projected Destruction Date	Destroyed Date
N60911180011				12/15/2016	50512A	50512A		190951		11179112	6/2/2020	6/2/2020	
SPE44116G005		359		6/4/2015	SPE4A5	50512A	SL4701	81873	8513152		10/13/2015	10/13/2015	
SPE44116G005		345		5/15/2015	SPE4A5	50512A	SL4701	81873	8513152		10/13/2015	10/13/2015	
F1865200011		318		4/7/2005	F48620	50512A	H00189	10962	8090113		6/22/2006	1/3/2016	
F4865200018				5/18/2005	F48651	50512A	H00189	10962			6/22/2006	1/3/2016	
50512A1501028	50512A15F1028			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501056	50512A15F1056			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501041	50512A15F1041			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501059	50512A15F1059			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501094	50512A15F1094			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501096	50512A15F1096			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501013	50512A15F1013			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501049	50512A15F1049			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501061	50512A15F1061			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501021	50512A15F1021			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501020	50512A15F1020			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501060	50512A15F1060			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501002	50512A15F1002			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501005	50512A15F1005			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501084	50512A15F1084			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501089	50512A15F1089			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501079	50512A15F1079			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501075	50512A15F1075			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501044	50512A15F1044			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501029	50512A15F1029			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501055	50512A15F1055			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501077	50512A15F1077			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501081	50512A15F1081			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501098	50512A15F1098			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501085	50512A15F1085			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501013	50512A15F1013			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501016	50512A15F1016			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501011	50512A15F1011			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501018	50512A15F1018			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	
50512A1501047	50512A15F1047			7/12/2017	50512A	50512A	N62828	36126	11179112		9/30/2020	10/10/2020	

The Exported report will look like this sample Excel Spreadsheet.

End



This concludes our demonstration.