

PCOM DMR Activation Expiration Date

Reference Guide

PIEE Administration

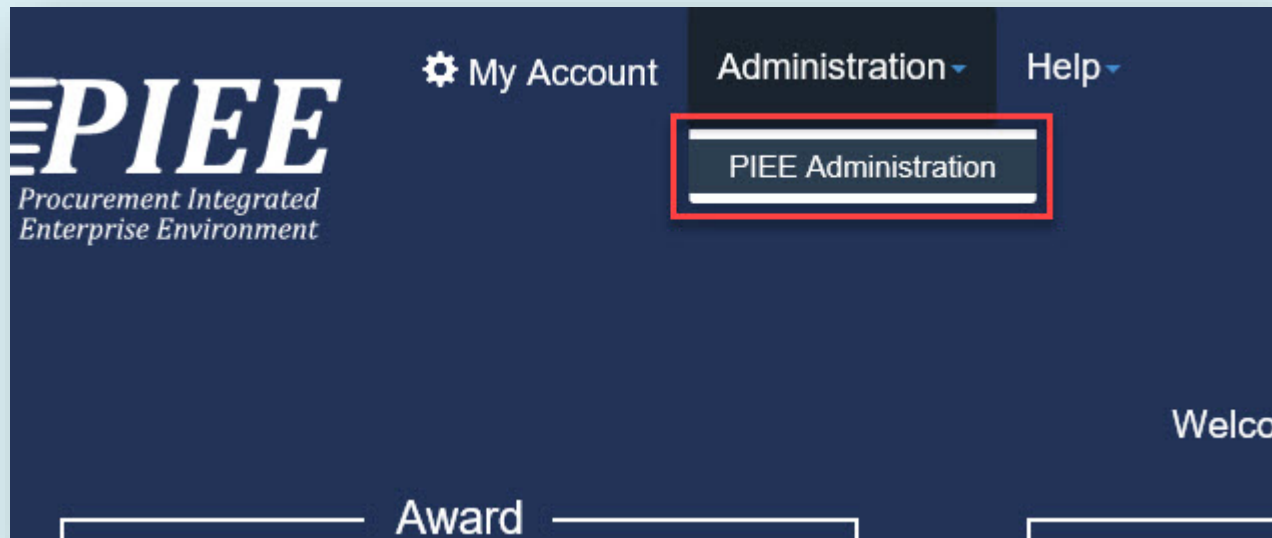
User / Role Management

Search by Role

Inactive Roles

This demonstration is to show a Level 2 GAM how to add an Expiration date to a user with the GPC Data Mining Reviewer Role that needs to be activated.

Log into PIEE
as a Level 2
GAM



Open the PIEE Administration Console under the Administration tab once logged into the PIEE Suite.

Only Level 2 GAMs in the span of control of the user may activate them.

Administration Console Menu ▾

Main Menu

Menu Option	Description
Group Management	Administer groups and subgroups by
Location Management	Administer locations by editing locatio
Notification Management	Send email notifications to specific gr
Subject Matter Expert (SME) Management	Manage Subject Matter Experts (SME
User / Role Management	Manage users and roles.
Alternate Supervisor Report	Report of government users who have

Once the Administration Console is open click the link for User / Role Management to search for the user with the GPC Data Mining Reviewer Role that needs to be activated.

User / Role Management Search

User / Role Management

Search by User Search by Role

User ID	First Name	Last Name
Equal To ▾ <input type="text"/>	Equal To ▾ <input type="text"/>	Equal To ▾ <input type="text"/>
E-Mail	DoD ID	X.509 Subject Name
Equal To ▾ <input type="text"/>	Equal To ▾ <input type="text"/>	Equal To ▾ <input type="text"/>

If the User's information is known a GAM may search for them by their information. Otherwise click the Search by Role tab to search for all users with the role that needs to be activated.

Search Criteria available under Search by User Tab:

- User ID
- First Name
- Last Name
- Email
- DoD ID
- x.509 Subject Name

Each field has the modifiers:

- Equal to
- Contains
- Starts With
- Ends With

User / Role Management

Search by User Search by Role

User ID Equal To <input type="text"/>	First Name Equal To <input type="text"/>	Last Name Equal To <input type="text"/>
E-Mail Equal To <input type="text"/>	DoD ID Equal To <input type="text"/>	X.509 Subject Name Equal To <input type="text"/>
Job Series Equal To <input type="text"/>	Location Code Equal To <input type="text"/>	Group Name Equal To <input type="text"/>

Application CDR - Contract Deficiency Reporting CEDMS - Corporate Electronic Document Management System CLOSEOUT - Contract Closeout CLS - Clause Logic Service CON-IT - Contracting Information Technology CSP - Contractor Submission Portal	Status Inactive Active Archived Deleted Blocked
---	---

Info Select one or more applications to view the applicable roles for the search criteria.

Access Approval Status Review Required Approval Required Approver Rejected Admin Rejected Annual Revalidation Approval Required Reactivation Approval Required	DD 577 Status Review Required Stored in Another Location Attached in PIIIE
---	--

The same fields will still be available under the Search by Role tab, but now more fields will be available as search criteria.

Search Criteria available under Search by User Tab:

- User ID
- First Name
- Last Name
- Email
- DoD ID
- x.509 Subject Name
- Job Series
- Location Code
- Group Name
- Application
- Role
- Status
- Access Approval Status
- DD 577 Status
- Contract Number
- Delivery Order Number
- Contract Expiration Start Date
- Contract Expiration End Date

Each field has the modifiers:

- Equal to
- Contains
- Starts With
- Ends With

The screenshot shows three search filter sections: Application, Role, and Status. Each section has a dropdown menu with a list of options. The 'Application' dropdown has 'PC - Purchase Card' selected. The 'Role' dropdown has 'Data Mining Reviewer' selected. The 'Status' dropdown has 'Inactive' selected. Red boxes highlight the selected items in each dropdown.

Application	Role	Status
NCCS - NISP Contracts Classification System	Component Resource Manager (C-RM)	Inactive
PALT - PALT & Protest Tracker	Data Mining Reviewer	Active
PBIS - Procurement Business Intelligence Service	GPC Auditor (GPC-A)	Archived
PC - Purchase Card	GPC Delegating/Appointing Authority (GPC DAA)	Deleted
PCM - Purpose Code Management	GPC DoD Program Management Officer (GPC-PMO)	Blocked
PIEE - Procurement Integrated Enterprise Environment	GPC Help Administrator (GPC-HAM)	

Searching by Application PC – Purchase Card will populate a new Role section. Select Data Mining Reviewer role and the Inactive status.

Access Approval Status

Attached in PIEE
Expired
Inactive
Archived
Suspended
Deleted

Contract Number

Equal To

Search

Return

Reset

Once the role and status have been selected clicking the Search button will return a Role Search Results screen.

Role Search Results - Expiration Date

Role Search Results

Change All Status: | Filter Roles By Status : All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries

Search:

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="text"/> Note	AutoLHDMR	Deamon	Bwonsandi	Data Mining Reviewer	PC	HURLBURT	FU4417	Inactive	Review Required	2020/02/17	Expiration Date View
<input type="text"/> Note	ildturgpcdmr3	Steve	McQueen	Data Mining Reviewer	PC	Test	S0512A	Inactive	Review Required	2020/01/28	Expiration Date View
<input type="text"/> Note	markgove	Mark	RiceGove	Data Mining Reviewer	PC	W0MC Army General Supply W562RM	W562RM	Inactive	Approval Required	2020/01/23	Expiration Date View

Showing 1 to 3 of 3 entries

Previous 1 Next

[Update](#) [Refresh](#) [Download](#) [Back](#)

On the Role Search Results screen all roles matching the search criteria will be displayed. If the search is done by Search by Role tab the GAM is able to active the role for the User without opening the User's Profile. Otherwise if the search is done by the Search by User tab the GAM will be required to open the User's Profile to active the role.

For the Data Mining Reviewer role an Expiration Date Link will be available under the Additional Information column. Clicking this link will pop up an Expiration Date Modal.

Role Search Results

Change All Status: | Filter Roles By Status : All Active Inactive Archived Pending Approval Rejected Blocked

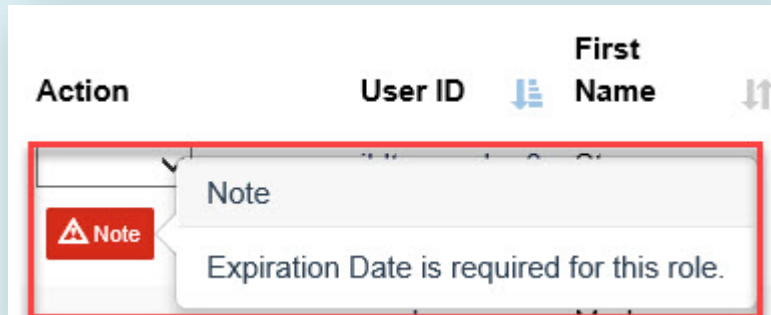
Show 10 entries

Search:

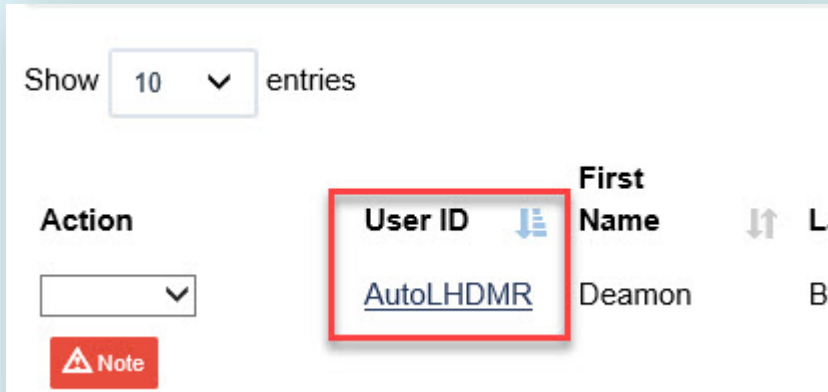
Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
Activate Archive Reject Block	AutoLHDMR	Deamon	Bwonsamdi	Data Mining Reviewer	PC	HURLBURT	FU4417	Inactive	Review Required	2020/02/17	Expiration Date View
	jldturgpcdmr3	Steve	McQueen	Data Mining	PC	Test	S0512A	Inactive	Review Required	2020/01/28	Expiration Date View

Action may be taken on a user by changing the dropdown under the Action column, the options are as follows:

- Activate
- Archive
- Reject
- Block

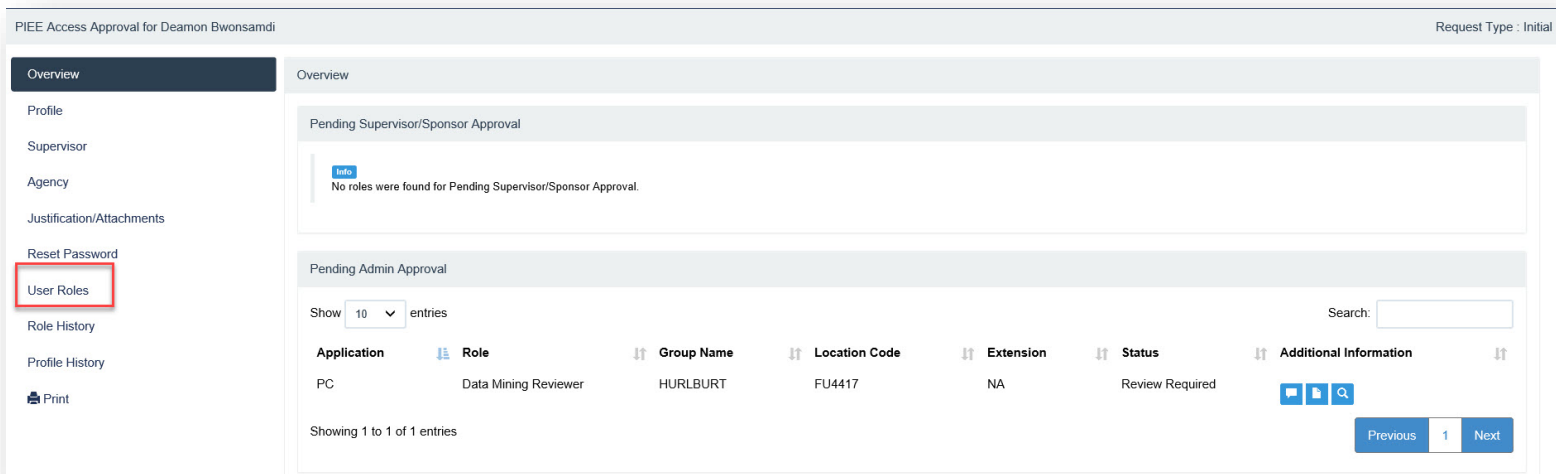


If there is any other action required by the GAM a Note icon will be displayed. Hovering the mouse icon over the Note will display the additional information required.



The GAM may click the User ID link under the User ID column for any user. Clicking the User ID link will open the Profile for that user. Click the User ID link to open the profile for the User that needs a role activated.

User Roles – Adding an Expiration Date for the Data Mining Reviewer Role



An overview of the User's Profile will be displayed. Clicking the User roles tab on the left will take the GAM to the User's Roles.

Overview

Profile

Supervisor

Agency

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

User Roles

Change All Status: | Filter Roles By Status : All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries

Search:

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="text"/>	AutoLHDMR	Deamon	Bwonsamdi	Data Mining Reviewer	PC	HURLBURT	FU4417	Inactive	Review Required	2020/02/17	Expiration Date View

Showing 1 to 1 of 1 entries

Previous 1 Next

All registered roles for the User will be displayed. The Expiration Date link will be available under the Additional Information tab, this field is mandatory for role activation. The Expiration Date field may be updated at a later date if it needs to be extended. If the date expires the User will lose access to PCOM but the role will not be deactivated. Emails will be sent to the User and the GAM to take action 14, 10, 7-1, and 0 days in advance of the role losing access.

Add/Edit Expiration Date

Expiration Date

Save Changes

Cancel Changes

The Expiration Date will popup a calendar to select a date or the date may be typed in. Click the Save Changes button to save the date to the User's Role.

User Roles

Change All Status: | Filter Roles By Status : All Active Inactive

Show entries

Action	User ID	First Name	Last Name	Role	Application
<div style="border: 1px solid red; padding: 2px;">Activate Archive Reject Block</div>	AutoLHDMR	Deamon	Bwonsamdi	Data Mining Reviewer	PC

Showing 1 to 1 of 1 entries

After the Expiration Date has been added select the Activate option from the Action column dropdown.

The dropdown options are as follows:

- Activate
- Archive
- Reject
- Block

Show 10 entries

Action	User ID	First Name	Last Name
Activate	AutoLHDMR	Deamon	Bwo

Note

Showing 1 to 1 of 1 entries

Update (Access Key ID)

Update Refresh Add Roles

After updating the role for the User click the Update button to continue.

Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status	Current Access Approval Status	New Role Status	New Access Approval Status	Government Employee?
AutoLHDMR	Deamon	Bwonsamdi	Data Mining Reviewer	PC	HURLBURT	FU4417	Inactive	Review Required	Active	Attached in PEE	

Justification *

Confirm Previous

A Role Status Change Confirmation screen will be displayed with the User's role information. Justifications are mandatory before clicking the Confirm button.

Roles Updated

Roles Successfully Updated

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Previous Role Status	Previous Access Approval Status	New Role Status	New Access Approval Status
AutoLHDMR	Deamon	Bwonsamdi	Data Mining Reviewer	PC	HURLBURT	FU4417	Inactive	Review Required	Active	Attached in PIEE

Continue

After the GAM has added Justifications for the role status change and clicked the Confirm button a Roles Successfully Updated screen will be displayed with the New Role Statuses displayed in a column. The Data Mining Reviewer Role is now active for the User.