

GAM Updating User's Agency Information

Reference Guide

Homepage

PIEE Administration

User/Role Management

Agency

A GAM is required to update the Agency information for a registered PIEE User.

As a GAM, log into PIEE and click the Administration dropdown. From the dropdown options, select PIEE Administration.

The screenshot shows the top navigation bar of the PIEE system. On the left is the PIEE logo with version 6.16.1 and the tagline 'Procurement Integrated Enterprise Environment'. In the center, there are three main menu items: 'My Account', 'Administration', and 'Help'. The 'Administration' dropdown menu is open, and 'PIEE Administration' is highlighted with a red box. On the right, there is a user profile section showing 'User: [redacted]' and a 'Logout' button. Below the user profile, there are two status messages: 'Last Successful Logon Date: 2023/06/12 14:17:57 UTC' and 'Last Unsuccessful Logon Attempt: 2023/03/24 17:38:04 UTC'. Below the navigation bar, the text 'Welcome to the Procurement Integrated Enterprise Environment' is displayed, followed by a search bar with the word 'Award' entered.

Click the "User / Role Management" link to search for the user.

The screenshot shows the 'Administration Console' page. At the top left, it says 'Administration Console' and 'Menu'. At the top right, there is a user profile section with 'User: [redacted]' and an 'Ex' button. Below the navigation bar, there is a 'Main Menu' section. It contains a table with two columns: 'Menu Option' and 'Description'. The 'User / Role Management' link is highlighted with a red box.

Menu Option	Description
Group Management	Administer groups and subgroups by adding, renaming, moving / deleting groups in the group structure, and adding / moving locations in the group structure.
Location Management	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data
Notification Management	Send email notifications to specific groups.
Subject Matter Expert (SME) Management	Manage Subject Matter Experts (SME) by Application and/or Location Code.
User / Role Management	Manage users and roles.
Alternate Supervisor Report	Report of government users who have leveraged the Alternate Supervisor entry.

Search for the user by their information, this can be done using the Search by User or Search by Role tabs. After entering the user's information, click the Search button.

User / Role Management

Search by User

Search by Role

User ID

Equal To

First Name

Equal To

Last Name

Equal To

E-Mail

Equal To

DoD ID

Equal To

X.509 Subject Name

Equal To

Search

Return

Reset

Click the user's User ID link to open their profile information.

Search Result

Show 10 entries

Search:

User Id	First Name	Last Name	E-Mail	DoD ID	X.509 Subject Name	Application (s)
phrynefisher	Phryne	Fisher	...	9530005600	CN=...	SPM WAWF

Showing 1 to 1 of 1 entries

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Download

Click the Agency button on the left side to continue.

PIEE Access Approval for

Request Type : Deactivation

Overview

Profile

Supervisor

Agency

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

Agency Information

Agency Name

Address

City

State

Zip

Country

VAN NUYS

California

91401-2722

United States of America (the)

Organization

Office Symbol

CACI

USA

Review the user's Agency Information and enter the Organization or Office symbol. Additional Agency Information is pulled from the database using the user's Home Organization's DoDAAC/FEDAAC. Click the Submit button to continue.

Overview

Profile

Supervisor

Agency

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

Agency Information

Agency Name

Address

City

State

Zip

Country

VAN NUYS

California

91401-2722

United States of America (the)

Organization

Office Symbol

CACI

USA

A success screen populates at the top of the page once the information is successfully submitted.

The screenshot shows the top navigation bar of the PIEE system. On the left is the PIEE logo with version 6.16.1 and the tagline 'Procurement Integrated Enterprise Environment'. The navigation menu includes 'My Account', 'Administration', and 'Help'. On the right, the user is logged in as 'User: [Name]' with a 'Logout' button. Logon status is displayed: 'Last Successful Logon Date: 2023/06/09 18:55:07 UTC' and 'Last Unsuccessful Logon Attempt: 2023/03/24 17:38:04 UTC'. A red banner at the top of the main content area contains the message: 'Info: Your information has been updated successfully.' Below this is the 'My Account' section, which is divided into three columns: 'Profile' (with 'User' and 'Supervisor' options), 'Roles' (with 'Add Additional Roles' and 'Manage Roles' options), and 'Security' (with 'Change Authentication Type' and 'Change Password' options).