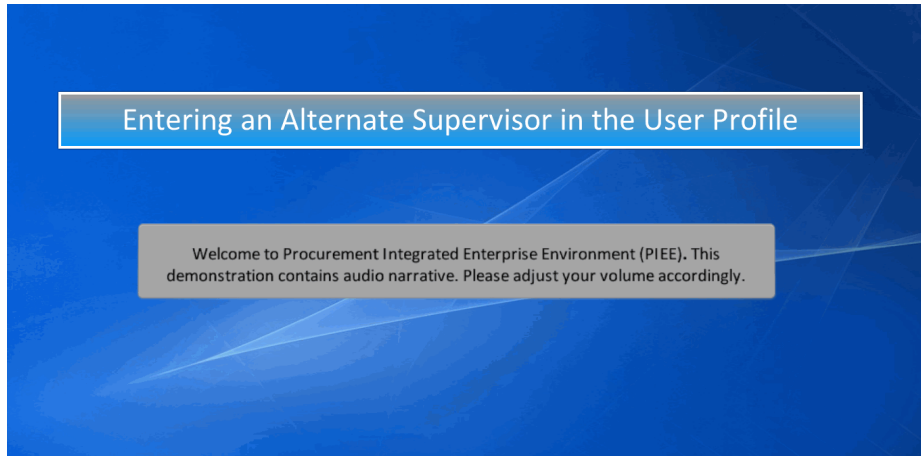


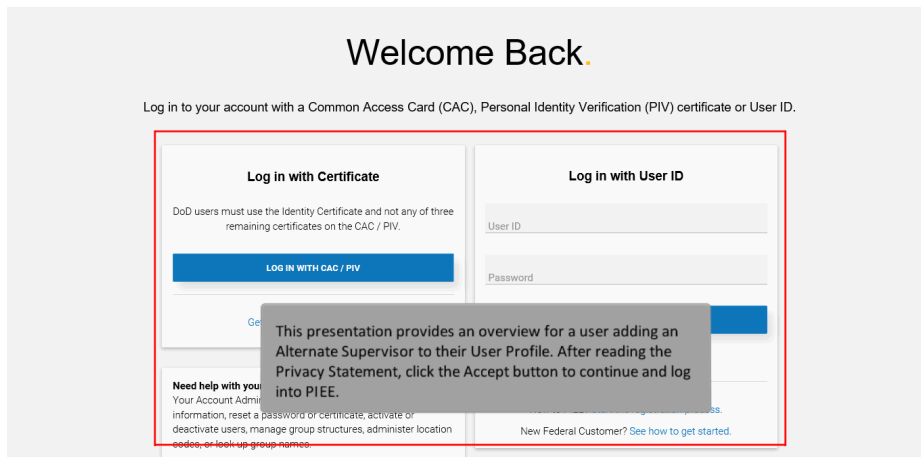
Intro



Entering an Alternate Supervisor in the User Profile

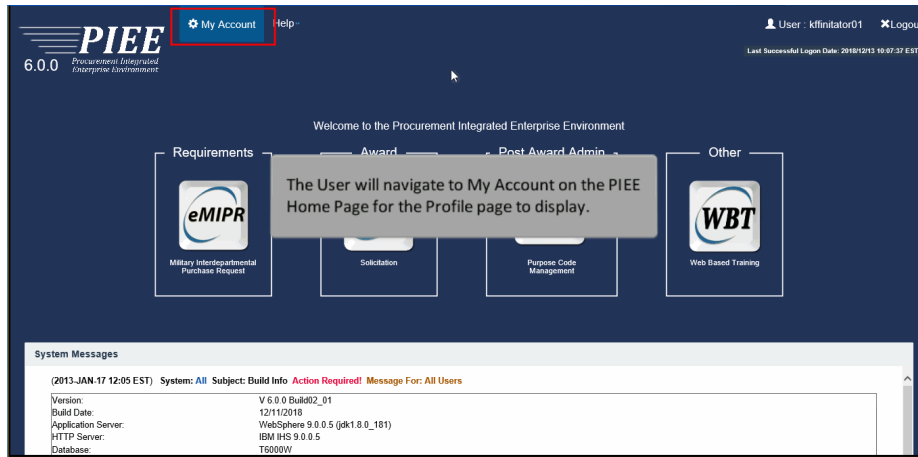
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



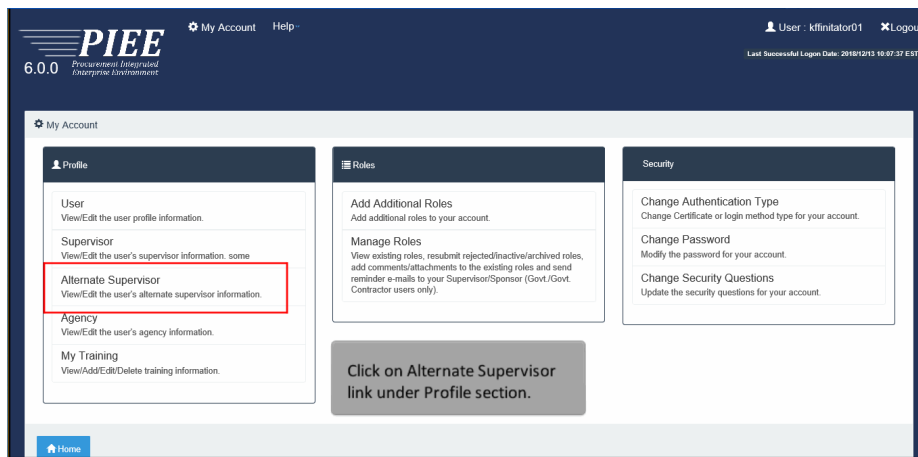
This presentation provides an overview for a user adding an Alternate Supervisor to their User Profile. After reading the Privacy Statement, click the Accept button to continue and log into PIEE.

Step 2



The User will navigate to My Account on the PIEE Home Page for the Profile page to display.

Step 3



Click on Alternate Supervisor link under Profile section.

Step 4

The screenshot shows the 'Alternate Supervisor Maintenance (Optional)' form in the PIEE 6.0.0 system. The form includes fields for First Name (Jane), Email (dbuilder4@gmail.com), DSN Telephone, Phone (904-596-7000), Extension, and Intl Country Code and Phone (904-596-7000). A 'Reason' field contains the text 'Supervisor is on vacation and I need to register for a new role'. A red-bordered help message box is overlaid on the form, containing the text: 'Alternate Supervisor is used for Government Employees to select when they know their primary supervisor will be unavailable to approve their PIEE requests. Alternate Supervisor is the equivalent of a deputy or acting person signing for another individual. Please note entering an Alternate Supervisor will send PIEE Access requests to both the Primary and Alternate Supervisors for approval.' A grey callout box points to the help message with the text: 'A help message is provided for the User that defines the guidelines of the Alternate Supervisor.' The form has 'Submit', 'Cancel', and 'Help' buttons at the bottom.

A help message is provided for the User that defines the guidelines of the Alternate Supervisor.

Step 5

The screenshot shows the same 'Alternate Supervisor Maintenance' form as in Step 4. In addition to the fields from Step 4, there are new fields for Last Name (Doe) and Job Title (Alternate Supervisor). A grey callout box with the text 'Complete the required fields.' is overlaid on the form, pointing to the empty Reason field. The form has 'Submit', 'Cancel', and 'Help' buttons at the bottom.

Complete the required fields.

Step 6

The screenshot shows the 'Alternate Supervisor Maintenance (Optional)' form in the PIEE 6.0.0 system. The form includes fields for First Name (Jane), Last Name (Doe), Job Title (Alternate Supervisor), Email (dbuilder4@gmail.com), Confirm Email (dbuilder4@gmail.com), DSN Telephone, Phone (904-596-7000), Extension, and Intl Country Code and Phone (904-596-7000). A 'Reason' text area contains the text 'Supervisor is on vacation and I need to register for a new role.' At the bottom are 'Submit', 'Cancel', and 'Help' buttons. A grey callout box on the right contains the text: 'A User must provide a reason for adding an Alternate Supervisor to their profile.'

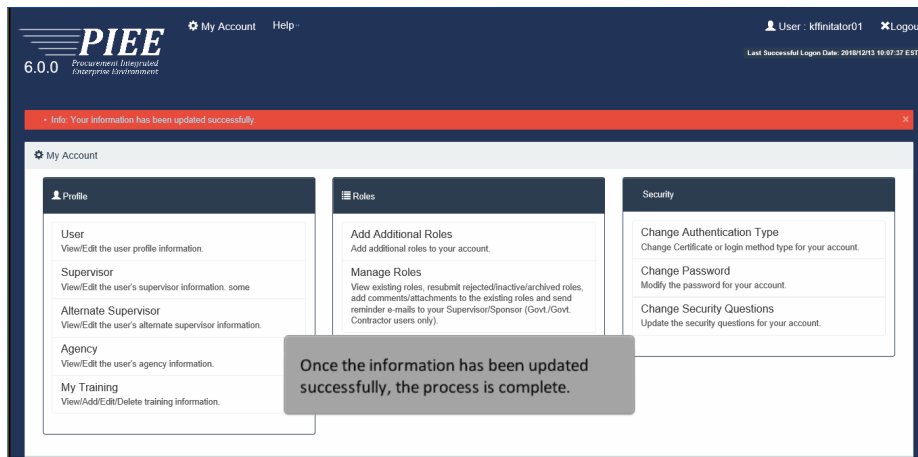
A User must provide a reason for adding an Alternate Supervisor to their profile.

Step 7

This screenshot is identical to the one in Step 6, but with a red rectangular box highlighting the 'Submit' button at the bottom left of the form. A grey callout box on the right contains the text: 'Once the fields have been completed, click the submit button.'

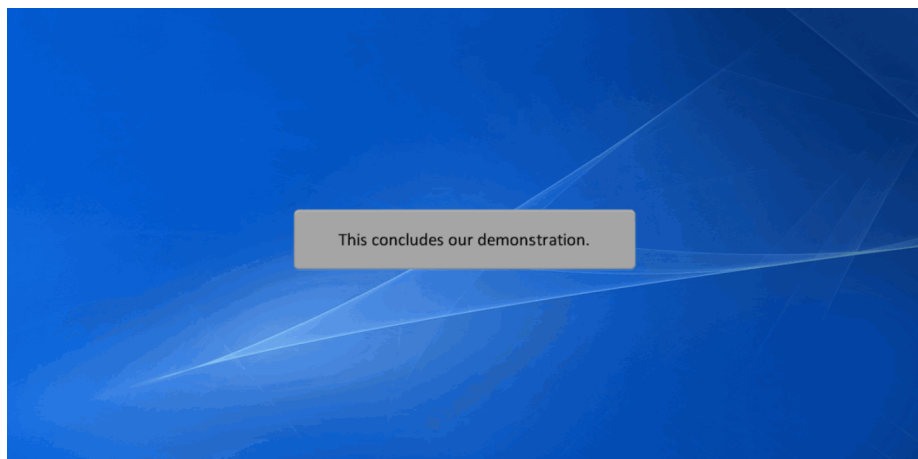
Once the fields have been completed, click the submit button.

Step 8



Once the information has been updated successfully, the process is complete.

End



This concludes our demonstration.