

USER PARAMETERS

The purpose of this job aid is to identify the employee Parameter ID (PIDs) values that may be set or updated by the Security Contact in the ECC system (PEA 100).

Parameter Values

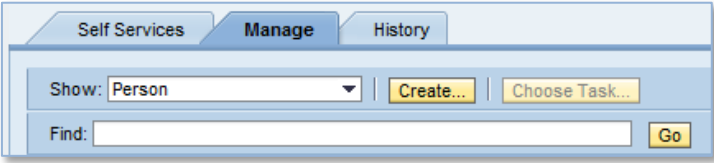
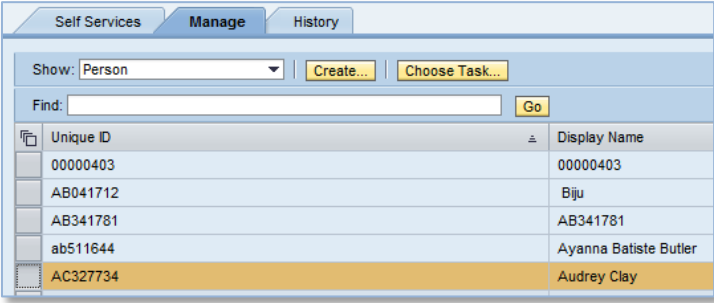
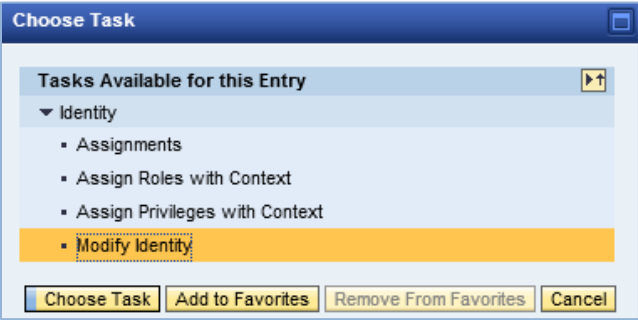
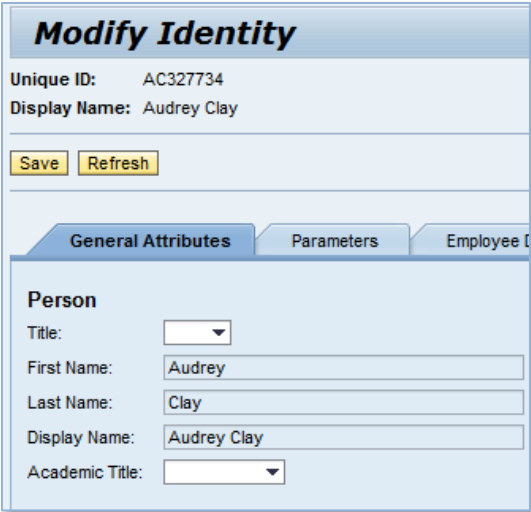
The security contact(s) in each agency will be given the authorization to add any of the following optional ECC user parameters for the end users in their agency. Only the PIDs listed below may be changed.

| PID | Description | Value | Comment |
|--------------------|---------------------|----------|-----------|
| KOS | Cost Center | Optional | |
| ANR | Internal Order | Optional | |
| PSP | Project Definition | Optional | |
| PRO | WBS | Optional | |
| FIS | Fund Center | Optional | |
| FIC | Fund | Optional | |
| FBE | Functional Area | Optional | |
| FM_MEASURE | Funded Program | Optional | |
| BPA | Sponsor | Optional | |
| GM_SPONSORED_PROG | Sponsor Program | Optional | |
| GM_SPONSORED_CLASS | Sponsor Class | Optional | |
| GM_GRANT_NBR | Grant | Optional | |
| BP_RLTYP | BP: Role | Optional | |
| WRK | Agency of Employee | Plant | Logistics |
| BPP | Grant Partner Group | Optional | |
| PPP | CO Planning Profile | Optional | |

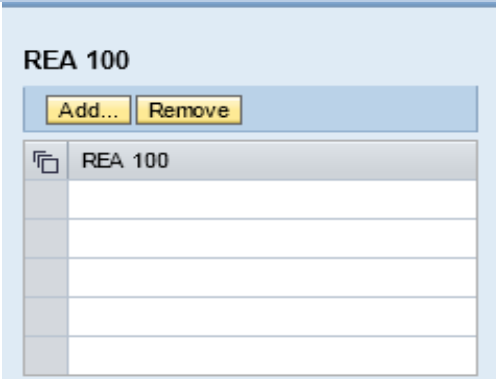
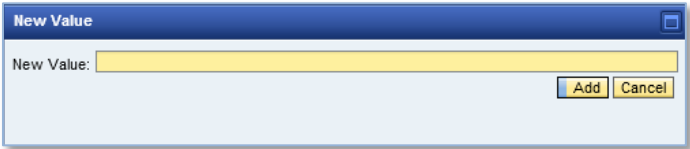
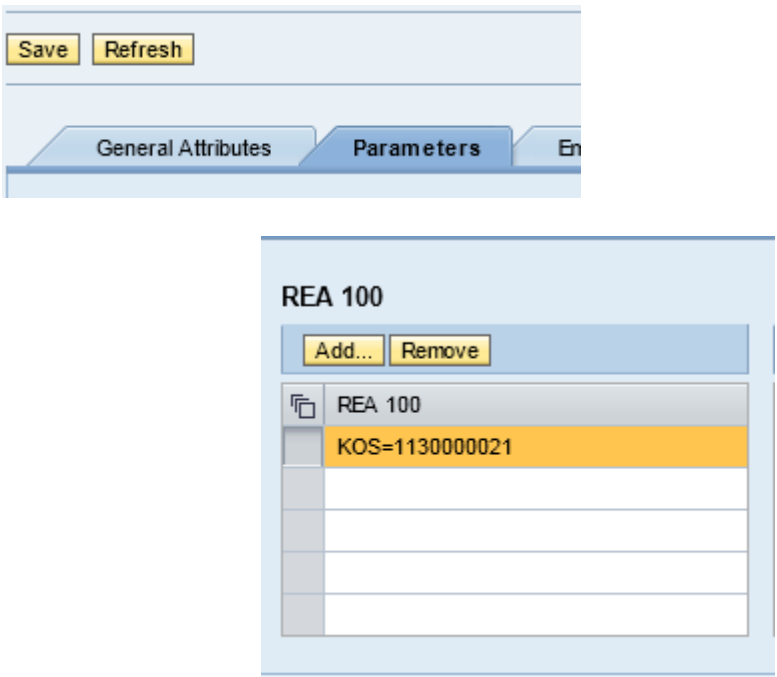
The PID values depend on the individual user. For example, the **KOS** (cost center) value would be the home cost center, or the cost center most frequently used by the person. Remember, once the PID is set, the value will default into all documents where the value is used.

USER PARAMETERS

Use the following steps to enter the ECC Parameter Values:

| <p>1. Click the Manage tab.</p> |  | | | | | | | | | | | | |
|---|---|-----------|--------------|----------|----------|----------|------|----------|----------|----------|-----------------------|----------|-------------|
| <p>2. Enter the first or last name of the person in the Find field and click Go. A list of names is displayed.</p> |  <table border="1"> <thead> <tr> <th>Unique ID</th> <th>Display Name</th> </tr> </thead> <tbody> <tr> <td>00000403</td> <td>00000403</td> </tr> <tr> <td>AB041712</td> <td>Biju</td> </tr> <tr> <td>AB341781</td> <td>AB341781</td> </tr> <tr> <td>ab511644</td> <td>Ayanna Batiste Butler</td> </tr> <tr> <td>AC327734</td> <td>Audrey Clay</td> </tr> </tbody> </table> | Unique ID | Display Name | 00000403 | 00000403 | AB041712 | Biju | AB341781 | AB341781 | ab511644 | Ayanna Batiste Butler | AC327734 | Audrey Clay |
| Unique ID | Display Name | | | | | | | | | | | | |
| 00000403 | 00000403 | | | | | | | | | | | | |
| AB041712 | Biju | | | | | | | | | | | | |
| AB341781 | AB341781 | | | | | | | | | | | | |
| ab511644 | Ayanna Batiste Butler | | | | | | | | | | | | |
| AC327734 | Audrey Clay | | | | | | | | | | | | |
| <p>3. Select the name needed and click Choose Task. The Choose Task window displays.</p> |  <p>Choose Task</p> <p>Tasks Available for this Entry</p> <ul style="list-style-type: none"> Identity <ul style="list-style-type: none"> Assignments Assign Roles with Context Assign Privileges with Context Modify Identity <p>Buttons: Choose Task, Add to Favorites, Remove From Favorites, Cancel</p> | | | | | | | | | | | | |
| <p>4. Click Identity and select Modify Identity. Click Choose Task. The Modify Identity screen displays. Click the Parameters tab.</p> |  <p>Modify Identity</p> <p>Unique ID: AC327734 Display Name: Audrey Clay</p> <p>Buttons: Save, Refresh</p> <p>Tabs: General Attributes, Parameters, Employee Data</p> <p>Person</p> <p>Title: [Dropdown] First Name: Audrey Last Name: Clay Display Name: Audrey Clay Academic Title: [Dropdown]</p> | | | | | | | | | | | | |

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|---|---|
| <p>5. Click Add in the PEA 100 section of the screen.</p> |  |
| <p>6. Enter the Parameter ID and the value needed in the New Value field. For example, KOS= 1130000021. Click Add.</p> |  |
| <p>7. Click Save.</p> |  |