Applying Screener Rules – PLCO/Support PLCO
Reference Guide

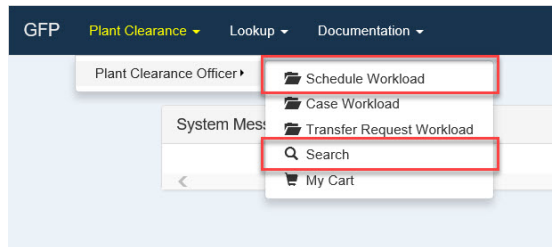| Homepage	>	GFP Module	>	Plant Clearance	>	Schedule Workload/Search

This guide demonstrates how to apply Screener Rules to line items on an accepted Inventory Schedule as a Plant Clearance Officer (PLCO) or Support Plant Clearance Officer (Support PLCO). Inventory Schedules are submitted to Plant Clearance Officers (PLCO) from a Contractor Property Manager and after they are accepted a Case can be established to a Case. Screener Rules must be applied to accepted Inventory Schedules before completing the establish Case process, the rules may be applied before or during the establish Case process. For a demonstration on how to establish a Case refer to the PLCO Establish Case training.

Roles	The role required to apply Screener Rules to an accepted Inventory Schedule in the GFP Module. • Plant Clearance Officer • Support Plant Clearance Officer
PLCO – Navigation	Log into PIEE as a Plant Clearance Officer and access the GFP module. In the GFP module go to **Plant Clearance > Plant Clearance Officer > Schedule Workload.** Alternatively navigate to the GFP module go to **Plant Clearance > Plant Clearance Officer > Search.** **Schedule Workload Search Results:** The Schedule Workload displays all Inventory Schedules assigned to the PLCO user. Clicking the Open link under the Action(s) column on an Accepted Inventory Schedule will open the document where Screener Rules may be applied.

Search Criteria:

On the Search Criteria screen check the Inventory Schedule and enter at least one input field then click the Search button. It is recommended to select Accepted as a Schedule Status to narrow the search results.

The **Search Results** will display all Inventory Schedules assigned to PLCO users. Clicking the Open link under the Action(s) column on an Accepted Inventory Schedule will open the document where Screener Rules may be applied.

Support PLCO - Navigation
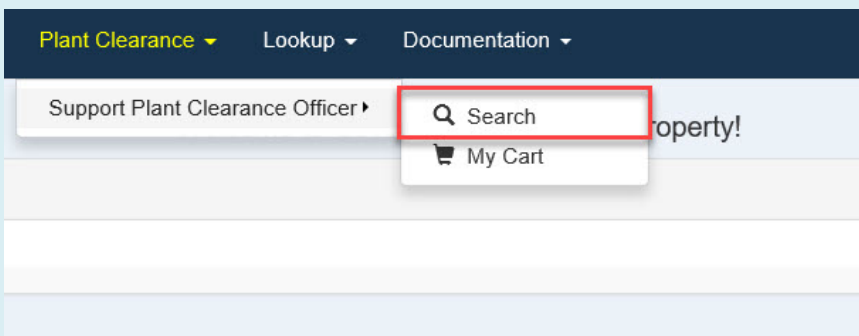
Support Plant Clearance Officers are not directly assigned Inventory Schedules but are able to search and work them. Support PLCOs will have access to the GFP Plant Clearance - Search folder. Log into PIEE as a Support Plant Clearance Officer and access the GFP module. In the GFP module go to the GFP module go to **Plant Clearance > Plant Clearance Officer > Search.**

Search Criteria:

On the Search Criteria screen check the Inventory Schedule and enter at least one input field then click the Search button. It is recommended to select Accepted as a Schedule Status to narrow the search results.

The **Search Results** will display all submitted Inventory Schedules in any status. Clicking the Open link under the Action(s) column on an Accepted Inventory Schedule will open the document where Screener Rules may be applied.

Schedule Reference Number	Case Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Location CAGE Code	Property Location State	Line Item Count	Total Acquisition Cost	Termination	Plant Clearance Officer	Document Status	Submitted Date	Processing Days	Action (s)
2AAE11234567890		FA488517P0002		2AAE1	1QU78	VA	1	500	No		Accepted	2020-09-01		Open
06481546762363456745		TESTFMSALLOCABLE		06481	1QU78	VA		1799.91	No		Accepted	2020-09-22		View
06481-102600		102600		06481	1QU78	VA	2	100	No		Accepted	2020-10-26		Open
06481-7858476437543		1110		06481	1QU78	VA	1	50	No		Accepted	2020-11-10		Open
1PJF2kelliweb2030		TEST	TEST	1PJF2	13499	IA	1	24	No		Accepted	2020-08-05		View
06481kelliweb2031		KBFCON21R0001		06481	13499	IA	1	132	No		Accepted	2020-08-05		View

Apply Screener Rules – Inventory Schedule	After clicking the Open link, the Inventory Schedule will display the Header tab. The documents information may be reviewed and may be changed here. The Screener Rules tab contains the list of line items and the Screener Rules may be updated here. Screener Rules may be added to accepted Inventory Schedules before the Establish Case process by opening the accepted Inventory Schedule and updating the Screener Rules tab and saving. If the Inventory Schedule is ready to establish a Case, refer to the Establish Case as a PLCO training for more information. If no Screener Rules have been applied at this time they may be added, they are required before completing the Establish Case process.

Continue to the Screen Rules tab to review the line items and Screener Rules.

| Apply Screener Rules – Screener Rules Tab | On the Screen Rules tab all line items on the Inventory Schedule will be listed. If Screener Rules were previously applied to the line items, they will appear in the Screener Rules column of the table. If there are already Screener Rules, they may be changed at this time by the PLCO or Support PLCO.

 |

Select a Screener Rules option from the dropdown:
- 001 – Standard Screening (DoD for 20 days, followed by GSA for 26 days)
- 002 – Special Screening (DoD for 20 days)
- 006 – GSA-Only Screening (GSA for 26 days)
- 999 – No Screening

Screener Rules

This screen allows you to apply screener rules to line items in the inventory schedule.

To apply a rule to selected line items, mark the checkbox for each line item, select the rule from the Scre

To apply a rule to all blank line items simultaneously, select the rule from the Screener Rule drop-down li

To apply a rule to ALL line items simultaneously, select the rule from the drop-down list, and then click A

Press the Apply Screener Rules buttton at the bottom to save the Screener Rules applied.

Select the Screening Rule to be applied to the line items.

Select
001 - Standard Screening (DoD for 20 days, followed by GSA for 26 days)
002 - Special Screening (DoD for 20 days)
006 - GSA-Only Screening (GSA for 26 days)
999 - No Screening

Apply to Select

After selecting a Screening Rule click one of the three buttons:
- Apply to Selected – Apply rules to selected line items, mark the checkbox for each line item.
- Apply to Blank – Apply rules to all blank line items simultaneously (any unchecked line items).
- Apply to All – Apply rules to ALL line items simultaneously.

Plant Clearance Officer - View Plant Clearance Inventory Schedule

Screener Rules set for selected line items.

Header   Line Item   Screener Rules   Documentation   History

Contract Information   >

Inventory Schedule   >

Screener Rules

This screen allows you to apply screener rules to line items in the inventory schedule.

To apply a rule to selected line items, mark the checkbox for each line item, select the rule from the Screener Rule drop-down list, and then click Apply to Selected.

To apply a rule to all blank line items simultaneously, select the rule from the Screener Rule drop-down list, and then click Apply to Blank.

To apply a rule to ALL line items simultaneously, select the rule from the drop-down list, and then click Apply to All. Note that any line items with a screener rule already applied will be overwritten with the newly selected screener rule.

Press the Apply Screener Rules buttton at the bottom to save the Screener Rules applied.

| 001 - Standard Screening (DoD for 20 days, followed by GSA for 26 ⌄ | Apply to Selected | Apply to Blank | Apply to All | Clear All Applied Rules |

Show 10 ⌄ entries   Previous 1 Next

Select	Line ID	Line No.	Item Name	Item Desc.	Demil Code	Demil Integrity Code	Condition Code	Screener Rules
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
☑	263802	1	Orangesss	gsshshsfsg			A	001 - Standard Screening

Apply Screener Rules   Unaccept   Create Case   Download Excel   Previous

After reviewing/updating Screener Rules click the Apply Screener Rules button at the bottom of the page to save the Screener Rules applied. An info message will be displayed "Screener Rules have been applied to line items."

After applying Screener Rules to the line items and no more work is required at this time click the Previous button at the bottom of the screen on any tab to return the search result screen.

The Create Case process will be an available option for PLCO users at this time, refer to the Establish Case training as a PLCO.

Additionally, PLCO and Support PLCO users may also Unaccept the document and return it back to the submitted status in the assigned PLCO's Schedule Workload folder. From there the Inventory Schedule may receive more work or be rejected back to the imitating CPM user. If the document is rejected back to the CPM it will appear in their Schedule Workload folder and be resubmitted or voided.