

Service Center View

What are Service Center views

ePM has customized views for Project managers to view projects only related to selected service centers from the PROGRAM level. This allows for a Project manager or a Project executive with the respective security role to see only projects associated with his/her respective service center.

Who Will Use This?

- ✓ Project Manager
- ✓ Project Executive
- ✓ GSA Contracting Officer (CO)
- ✓ GSA CO Representative

Navigation

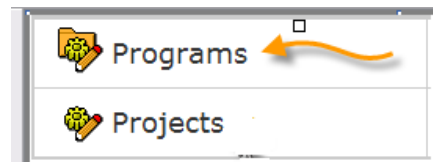
- For quick access to ePM, create a desktop shortcut. Right click on the desktop, then choose New > Shortcut. In the Location dialog box, type: <https://epm.pbs.gsa.gov/Proliance>, then click 'Next'. Type a name for the shortcut (i.e. ePM), then click 'Finish'.
- Log into ePM using the Organization, User Name and Password provided by your system administrator.

Organization	pbs
User Name	johnuser
Password	••
Login	

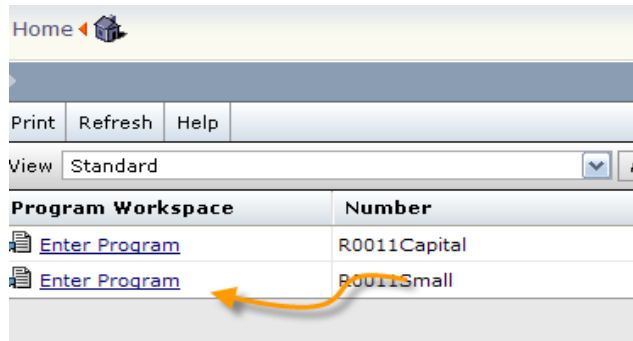
- You can change your password in ePM. After logging in, click on the 'My Preferences' button in the upper right portion of the screen.



- Once you are logged into ePM select Programs



5. Once you are at the program home page select your program.

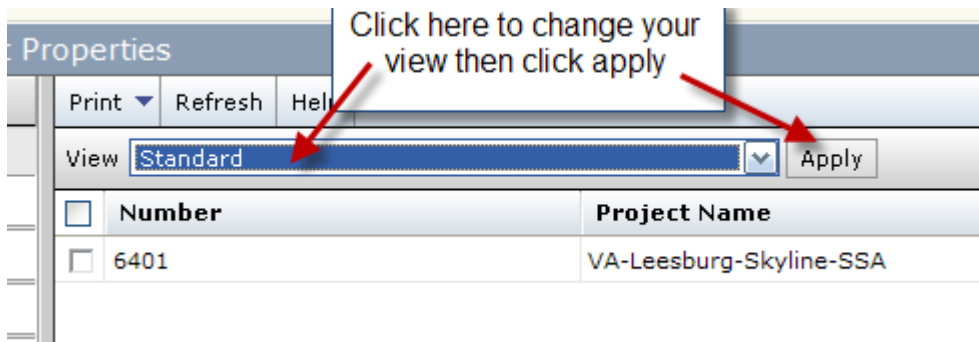


6. You can then select to open the program on the next page

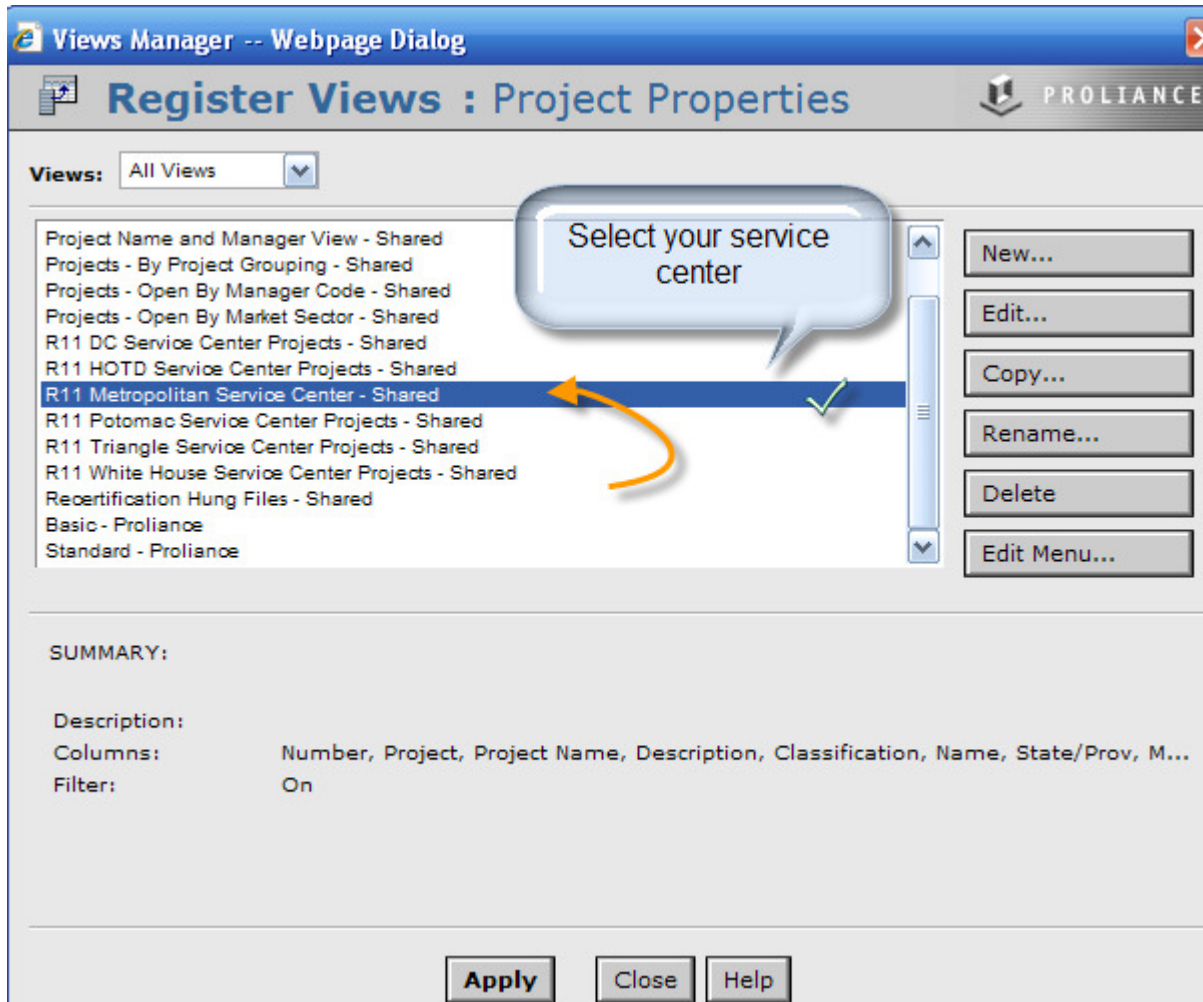
Region 11 - National Capital Region Small Project Program

Number	Program Name	No. Of Act
R0011Small	Region 11 - National Capital Region Small Project Program	149

7. Once you have entered your program you want change your view to select your respective service center

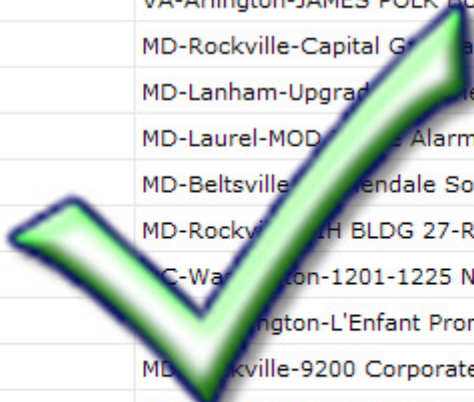


Once this is open you can click manage views select your service center and click apply



You're done!

Print ▾ Refresh Help				
View R11 Metropolitan Service Center ▾ Apply				
<input type="checkbox"/>	Project Workspace	Project Name	Description	CI
<input type="checkbox"/>	Enter Project	VA-Leesburg-Skyline-SSA	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	DC-Washington-1331 F STREE	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	MD-Rockville-Tower Building-F	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	VA-Arlington-JAMES POLK BUI	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	MD-Rockville-Capital Gateway	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	MD-Lanham-Upgrad	Metropolitan Service Center	
<input type="checkbox"/>	Enter Project	MD-Laurel-MOD	Alarm I	Metropolitan Service Center
<input type="checkbox"/>	Enter Project	MD-Beltsville	Spendale Sou	Metropolitan Service Center
<input type="checkbox"/>	Enter Project	MD-Rockville	BLDG 27-Re	Metropolitan Service Center
<input type="checkbox"/>	Enter Project	DC-Washington-1201-1225 Ne	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	Washington-L'Enfant Prom	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	MD-Rockville-9200 Corporate	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	MD-Silver Spring-FRC White O	Metropolitan Service Center	R1
<input type="checkbox"/>	Enter Project	MD-Beltsville	Appondale Cou	Metropolitan Service Center



✓ For additional help and support, contact your GSA Regional Point of Contact: