

## ePro/GeorgiaFIRST Marketplace Train-the-Trainer Toolkit Contents

Name of Lesson	Materials Included in TTT Toolkit	Lesson Description
<b>Assigning a Cart to a Requester</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train Shoppers how to assign their GeorgiaFIRST Marketplace shopping carts to a requester in order for a requisition to be created and submitted for approval.
<b>Being a Requester</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to introduce institutional users that are designated as “Requesters” to the eProcurement module and the GeorgiaFIRST Marketplace.
<b>Being a Shopper in the GeorgiaFIRST Marketplace</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to introduce institutional users that are designated as “Shoppers” to the GeorgiaFIRST Marketplace.
<b>Building a Marketplace Requisition from a Personal Cart</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train Requesters on how to build a Marketplace Requisition from a Personal Shopping Cart where they search and select their own items.
<b>Building a Marketplace Requisition from an Assigned Cart</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train Requesters on how to build a Marketplace Requisition from an Assigned Shopping Cart.
<b>Building a Special Request Requisition</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train Requesters on how to build a Special Request Requisitions.

Name of Lesson	Materials Included in TTT Toolkit	Lesson Description
<b>Desktop Receiving</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train Shoppers and Requesters how to use Desktop Receiving to indicate when they have received the items they requested.
<b>ePro Approvals</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> </ul>	This lesson is designed to introduce ePro and GeorgiaFIRST Marketplace users to how approvals work for ePro requisitions.
<b>Introduction to ePro and the GeorgiaFIRST Marketplace</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> </ul>	This lesson is designed to introduce institutional users to the eProcurement module and the GeorgiaFIRST Marketplace.
<b>Managing Requisitions</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train Requesters how to manage requisitions for themselves and for their Shoppers.
<b>Requisition Approvers</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed to train ePro Approvers how to work with Requisitions in their Worklist.
<b>Searching and Selecting Items in the GeorgiaFIRST Marketplace</b>	<ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• PowerPoint Presentation</li> <li>• Job Aid</li> </ul>	This lesson is designed train Shoppers and Requesters how to use the GeorgiaFIRST Marketplace search functionality to look for items and then select items to add to their shopping cart.