**Suggested Online Lessons for Approvers**

The lessons below are suggested for ePro Approvers. Depending on your actual responsibilities, you may not need to review every lesson. Beginning on page 2 of this document are the objectives in each of these lessons.

Reminder: Each lesson includes audio. You will need speakers or headphones to listen to the audio portion of the lessons.

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|  | Online Lessons for Approvers |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP04\_eProcurement and Georgia*FIRST* Marketplace Approvals |
|  | EPMP15\_Accessing the Worklist and Approving Requisitions |
|  | EPMP16\_Editing a Requisition in Your Worklist |
|  | EPMP17\_Assigning an Alternate Approver |

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| EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
| Approximate Time: | 17 minutes |
| Objectives: | * Define ePro
* Define Georgia*FIRST* Marketplace
* List the benefits of using ePro and the Georgia*FIRST* Marketplace
* List the ePro/Marketplace roles and their responsibilities
* Identify the process flow of using ePro and the Georgia*FIRST* Marketplace for procuring goods
* Identify how information is passed between PeopleSoft Financials and the Georgia*FIRST* Marketplace
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| EPMP04\_ePro and Georgia*FIRST* Marketplace Approvals  |
| Approximate Time: | 18 minutes |
| Objectives: | * Describe how ePro approvals work
* Describe the basic process flow of approvals
* Define Worklist
* Identify the notifications involved with approvals
* Identify the different approval stages and paths
* Define approver deadlines
* Identify what happens when approver deadlines are missed in the system
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| EPMP15\_Accessing the Worklist and Approving Requisitions  |
| Approximate Time: | 15 minutes |
| Objectives: | * Define Worklist
* Identify how to access your Worklist
* Identify how to review requisition information
* Identify how to review a requisition’s approval path
* Identify how to insert ad hoc approvers
* Define how to approve a requisition
* Define how to deny a requisition
* Define what a requisition push-back is
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| EPMP16\_Editing a Requisition in Your Worklist  |
| Approximate Time: | 8 minutes |
| Objectives: | * Identify what edits should be made on a Requisition
* Identify who can edit a Requisition
* Define how to edit a Requisition
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| EPMP17\_Assigning an Alternate Approver  |
| Approximate Time: | 5 minutes |
| Objectives: | * Define the purpose of an alternate approver
* Identify what the effective dates indicate for an alternate approver
* Identify what requisitions are routed to the alternate approver
* Assign an alternate approver
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