**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 |