**Suggested Online Lessons for ePro Administrators**

The lessons below are suggested for ePro Administrators. 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 ePro Administrators |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP04\_eProcurement and Georgia*FIRST* Marketplace Approvals |
|  | EPMP34\_Updating Department and Project Managers |
|  | EPMP35\_Basic ePro Admin Tasks |
|  | EPMP36\_Monitoring Workflow and Reassigning Requisitions |

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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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| EPMP34\_Updating Department and Project Managers | |
| Approximate Time: | 9 minutes |
| Objectives: | * Identify how to set up a Department Manager * Identify how to set up additional Department Managers * Identify how to set up Project Managers |

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| EPMP35\_Basic ePro Admin Tasks | |
| Approximate Time: | 6 minutes |
| Objectives: | * Identify why email addresses are needed in ePro * Identify who updates email addresses * Define alternate approver * Identify which types of requisitions are reassigned to an alternate approver * Detail how to assign an alternate approver |

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| EPMP36\_Monitoring Workflow and Reassigning Requisitions | |
| Approximate Time: | 7 minutes |
| Objectives: | * Define the purpose of monitoring Workflow * Identify reasons why requisitions route to the ePro Admin * Identify how to search for Requisitions that need to be reassigned * Identify what types of corrections may be needed before reassigning a requisition * Detail how to reassign a requisition |