**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
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