|  | **Lesson** | **[[1]](#endnote-1)Materials** | **Audience** | **Comments** | **Suggested Activities** |
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| 1 | Introduction to ePro and the GeorgiaFIRST Marketplace | LP01\_Intro to ePro and GAFirst Marketplace\_With ShoppersPPT01\_Intro to ePro and GAFirst Marketplace\_With Shoppers | All users for schools deploying the SHOPPER role | Basic intro lesson | N/A |
| 2 | Introduction to ePro and the GeorgiaFIRST Marketplace | LP02\_Intro to ePro and GAFirst Marketplace\_Without ShoppersPPT02\_Intro to ePro and GAFirst Marketplace\_Without Shoppers | All users for schools NOT deploying the SHOPPER role | Basic intro lesson | N/A |
| 3 | Being a Shopper in the GeorgiaFIRST Marketplace | LP03\_Being a Shopper in the GAFirst MarketplacePPT03\_Being a Shopper in the GAFirst Marketplace | Shoppers | This is an introduction to being a shopper; the searching and shopping functionality is covered in LP09 | Suggested Activities include:* Verifying User Profile
* Assigning Default Requester
* Setting Color Theme
* Follow Home Page navigation
 |
| 4 | Requester Responsibilities in ePro and the GeorgiaFIRST Marketplace  | LP04\_Requester Responsibilities in ePro and GAFirst MarketplacePPT04\_Requester Responsibilities in ePro and GAFirst Marketplace | Requesters | Will also cover responsibilities of requesters that do not have assigned shoppers; Differences are noted within the lesson plan | Suggested Activities include:* Entering Marketplace through correct method
* Verifying User Profile
* Setting Color Theme
* Follow Home Page navigation
 |
| 5 | ePro Approvals | LP05\_ePro ApprovalsPPT05\_ePro Approvals | All | Designed to provide the entire approval chain – each institution can remove the stages/paths they do not use | N/A |
| 6 | Approving/Denying a Requisition | LP06\_Approving a RequisitionPPT06\_Approving a Requisition | All Approvers | For all approvers, including Buyer Approvers | Suggested Activity:* Stage 3 requisitions for each approver to work following the Approving Requisitions Job Aid; details on page 5 of lesson plan
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| 7 | Editing a Requisition in your Worklist | LP07\_Editing a Requisition in Your WorklistPPT07\_Editing a Requisition in Your Worklist | All Approvers with authority to edit requisitions | For approvers with the authority to edit a requisition (i.e., Asset Approvers, Buyer Approvers) | Suggested Activity:* Stage a requisition for the approver to edit Ship To location or Chartfields
 |
| 8 | Assigning an Alternate Approver | LP08\_Assigning an Alternate ApproverPPT08\_Assigning an Alternate Approver | Approvers who need back-up approvers while out of the office | Generally for approvers who are not part of a pool | Suggested Activity:* Have approvers assign each other as Alternate Approvers
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| 9 | Searching and Selecting Items in the GeorgiaFIRST Marketplace | LP09\_Searching and Selecting Items in the MarketplacePPT09\_Searching and Selecting Items in the Marketplace | Shoppers & Requesters | Anyone who has the ability to create shopping carts | Suggested Activity:* Have users shop for various items
* Have users write down their cart name for use with LP10 or LP12 (depending on their role)
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| 10 | Assigning a Cart to a Requester | LP10\_Assigning a Cart to a RequesterPPT10\_Assigning a Cart to a Requester | Shoppers | Use in conjunction with LP09 | Suggested Activity:* Have users assign the cart they created in LP09 to their default user
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| 11 | Building a Marketplace Requisition from an Assigned Cart | LP11\_Building a Requisition from an Assigned CartPPT11\_Building a Requisition from an Assigned Cart | Requesters | For schools who are using SHOPPERS | Suggested Activity:* Have Requesters create Marketplace Requisitions from carts created and assigned to them from Shoppers in LP10
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| 12 | Building a Marketplace Requisition from a Personal Cart | LP12\_Building a Marketplace Requisition from a Personal CartPPT12\_Building a Marketplace Requisition from a Personal Cart | Requesters | Build off of lesson 09 for Requesters | Suggested Activity:* Have Requesters create requisition from cart they created in LP09
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| 13 | Building a Special Request Requisition | LP13\_Building a Special Request RequisitionPPT13\_Building a Special Request Requisition | Requesters |  | Suggested Activity:* Have Requesters create multiple Special Request Requisitions
* Include lines for assets and split distribution lines
 |
| 14 | Managing Requisitions | LP14\_Managing RequisitionsPPT14\_Managing Requisitions | Requesters/Buyers |  | Suggested Activities:* Have users review requisitions in various statuses
* Have users edit requisitions and cancel a requisition
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| 15 | Desktop Receiving | LP15\_Desktop ReceivingPPT15\_Desktop Receiving | Shoppers/Requesters/Buyers | This lesson is for anyone who is responsible for creating desktop receipts | Suggested Activities:* Have users create a receipt for full quantity received and one for partial quantity received
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1. Materials include lesson plans (LP) and PowerPoint presentation (PPT); all items are customizable [↑](#endnote-ref-1)