

EXPLORING THE EPIC INTERFACE

EPIC (Electronic Procurement Information Centre) is a web-based application used to purchase goods or services from suppliers. EPIC provides quick & simple access to negotiated pricing using on-line catalogs to help you create electronic requisitions that eliminates paper and reduces the need to copy and file requisitions while fast tracking the procurement process.

GETTING STARTED WITH EPIC

To access the EPIC tool, you must have claimed your UMNetID. If you already have this, please go to step #2

1. Claim UMNetID at: www.umanitoba.ca/ufidm. Choose **Create UMNetID**.
2. JUMP is located at the top right hand corner of the U of M webpage or by going directly to www.UMNetID.ca/jump. Scroll to the **Quick Links** section and click on **EPIC**. This will open a new window and **auto log you into EPIC**.

NAVIGATION TABS

Home	Contains commands from all tabs. At a glance you can see Common Actions, Recently Viewed Documents, Mines, Search Box, To Do list, along with the My Documents section.
Sourcing	Search Sourcing Projects and view the status of events you are involved in. Review sourcing events pending your review/approval.
Contracts	Create a new contract, view existing contracts you are involved in. Review contracts pending your review/approval.
Requisitions	Create a new requisition, search the catalog, create a catalog or non-catalog entry, search, and manage other requisitions.
Invoicing	Search invoices connected to your orders. Review invoices pending your review/approval.
Suppliers	Search for Suppliers that are available in the system.

SETTING UP YOUR DASHBOARD

You can easily customize your dashboards to display only the content items you are interested in, **minimize** or **maximize** their display, or **move** them to different parts on the page. You can also use the **Configure tabs** link in the upper right corner. After clicking that button, you can manage tab content such as **"Revert to Default Settings"** to revert back to the original view.

You can use the **drag and drop** feature to plot content information into various dashboard locations to suit your needs. The **"To Do"** and **"My Documents"** content boxes are better utilized as full panel views to view all required action options (see screenshot below).

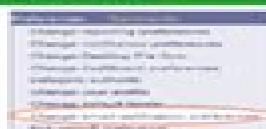


SETUP ACCOUNTING/SHIPPING INFORMATION

1. Click on the **Preferences** tab then select **Change your profile** from the drop down menu.
2. Edit default POAP or the default "Ship To" shipping address for your account.

EMAIL NOTIFICATION PREFERENCES

1. Click on the **Preferences** tab, then select **Change email notification preferences** from the drop down menu.



2. Click the **arrow** beside **Edit Preferences for**, then select the desired document type. For this example, select **Requisition** from the drop down menu.

Edit Email Notification Preferences
View Email Notification Preferences for Suppliers

www.umanitoba.ca/ufidm

Note: If you generally approve only one document type, you may want to make notifications more frequent for that document type.

3. Click the **arrow** beside the field **When I am an approver** to display the drop down options.
4. Select your choice (send email immediately or send email summary).
5. To turn off all email notifications, click the **arrow** beside the field **When I need to approve a document** to display drop down options and select

DELEGATING AUTHORITY

You can delegate user rights to another individual while you are away for a defined period. This allows the delegated individual to perform EPIC duties on your behalf. If you do not have default profile information entered, you won't be able to delegate— but the Aurora Finance Help Desk is happy to do this for you.

1. Click on the **Preferences** tab then select the **Delegate Authority** option.



2. Click **arrow** beside **Delegatee field**, click on **Search for more...** Type the name you need. Click **Search**. If you search using both the first and last name, please insert an extra space between the first and last name. **Select** the desired name.
3. Enter the **Start date & time**, **End date & time** and the reason for delegating, then click **Next**.
4. Click **Next** again to review changes (ignore approval flow).
5. Click **Submit** to confirm your request.
6. Click **Home**.
7. The next time the user who has been granted access to delegate logs in, the option to login as "yourself" or the delegatee is shown.

- Click a user of EPIC request
- Click the status of your request
- Click where to log off document
- Return to EPIC after being Proxy

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Epic Users Guide Cheat Sheets

Fran Preston



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Organization of Collection Development ,1995 **OCLC Continuing Education Workshop Schedule** ,1987 Music Production Tips, Tricks, and Secrets L. J. Howard,Tommy Gordon,2019-08-15 Here s a collection of tips tricks and secrets for music production covering everything from your skills productivity inspiration and gear This is the first book in a new series of titles related to music production mixing and mastering digital audio workstations DAWs sample libraries stock and third party plugins and more *How Not to Ruin It Before the Starter Arrives* Fran Preston, You ve made it to the date You re seated You ve ordered drinks Nothing s been set on fire yet So how do you make it through the first 20 minutes without blurting out something deeply weird mentioning your ex or panic laughing at inappropriate moments In *How Not to Ruin It Before the Starter Arrives* Fran Preston tackles the high pressure world of first date conversation body language blunders and the unbearable tension of whether to order garlic bread With warmth wit and painfully accurate anecdotes Fran offers a practical and deeply relatable guide to keeping things on track before the food even hits the table Covering everything from conversation landmines and nervous habits to mastering the art of pretending you re cool with sharing starters this is your go to manual for surviving the make or break early moments of a date without emotionally imploding Because you only get one chance to make a good impression and ideally it should happen before the hummus arrives *Tech-Proof Your Kid* Lizzy Smart, *Tech Proof Your Kid A No Drama Guide to Raising Screen Smart Children* In today s digital age raising children who can thrive in a tech driven world is a challenge every parent faces *Tech Proof Your Kid A No Drama Guide to Raising Screen Smart Children* offers a straightforward no nonsense approach to help you navigate the complexities of screen time digital safety and emotional well being for your child This essential guide is packed with practical strategies to Set healthy screen time boundaries that work for your family Foster open communication about online experiences and digital safety Teach your child how to use technology responsibly and creatively Balance technology use with activities that promote physical and mental health Encourage critical thinking and emotional resilience in the digital world Designed for modern parents who want a no drama approach to raising well adjusted screen smart children this book gives you the tools to create a balanced tech environment at home Whether you re dealing with screen addiction gaming social media use or simply finding the right time limits *Tech Proof Your Kid* provides actionable steps to help your child thrive in both the digital and real worlds Why You Need This Book Practical Real world advice for setting effective screen time limits without constant battles Expert Insights Backed by current research on child development technology use and digital wellness Family Friendly Tips that are simple to implement ensuring harmony in your household Proven Results Techniques that help foster a positive tech relationship reduce dependency and improve overall mental well being Empower your child to navigate technology safely and successfully Download *Tech Proof Your Kid* today **Customer Relationship Management** Samit Chakravorti,2023-02-23 *Customer Relationship Management A Global Approach* provides a uniquely global holistic strategic and tactical grounding in

managing customer and other stakeholder experiences and relationships across the value chain cultures and countries Reflecting the global structures of companies operating today the author draws on his research knowledge alongside industry and teaching experience to connect Customer Relationship Management CRM core concepts processes and strategies with international business opportunities and challenges including globalization and cross cultural marketing Emphasis is placed on the need for developing cross cultural skills and cultural intelligence for identifying and fulfilling cross country CRM opportunities through analytical strategic operational and social CRM projects Written in an accessible style throughout the eleven chapters provide ample depth to support a full course related to CRM spanning CRM foundations planning and implementation managing stakeholder relationships improving global CRM implementation Wide ranging case studies include Royal Bank of Scotland the Nike hijab Instagram HubSpot and the pharmaceutical industry in India The text will appeal to advanced undergraduate and graduate students studying CRM Relationship Marketing and International Marketing as well as CRM and marketing practitioners Samit Chakravorti is an Associate Professor of Marketing at Western Illinois University in the United States

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