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Home	Contains commands from all tabs. At a glance you can see Common Actions, Recently Viewed Documents, News, Search Bar, 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.

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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).



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2. Edit default POAP or the default "Ship To" shipping address for your account.

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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.



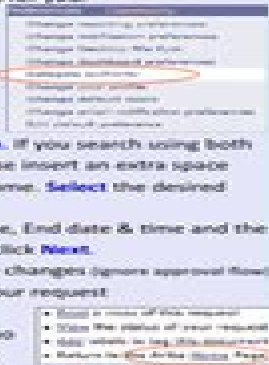
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3. Click the **arrow** beside the field **When I am an approver** to display the drop down options.
4. Select your choice (Send email immediately or Send email summary).
5. To turn off all email notifications, click the **arrow** beside the field **When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

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1. Click on the **Preferences** tab then select the **Delegate Authority** option.
2. Click **arrow** beside **Delegative 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.



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Epic Computer Program Manual

JL Elias



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