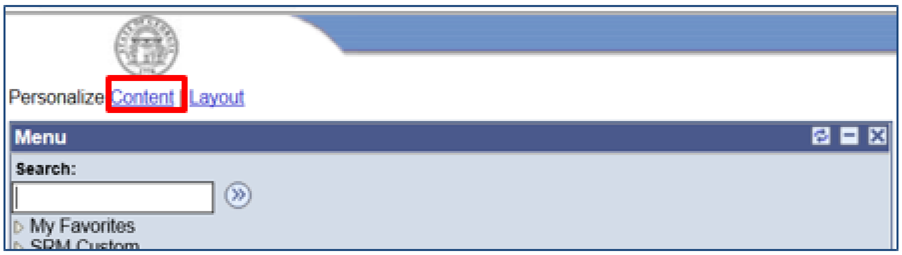
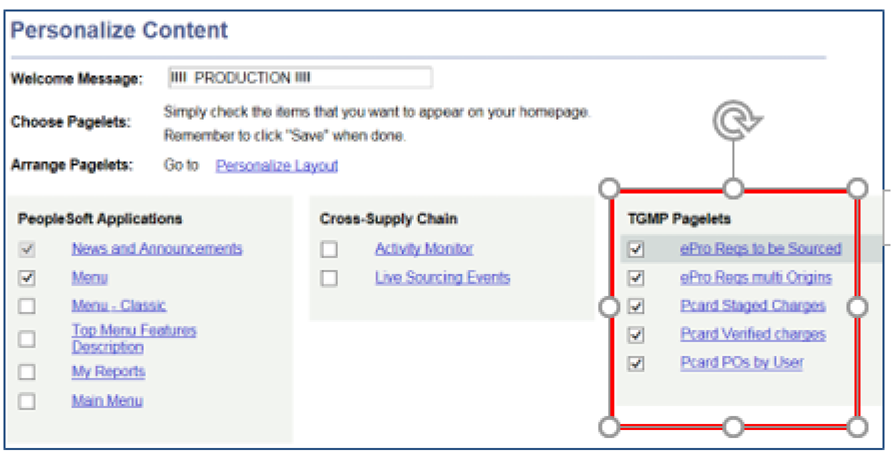
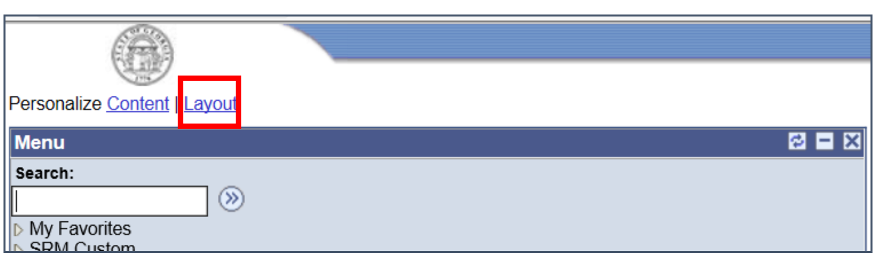
eProcurement
How to Add ePro Pagelets Quick Reference Guide

Use this guide for adding eProcurement Pagelets to your Team Works home page. Following these steps will assist you in adding and managing pagelets that provide a way to quickly and easily monitor and review transactional data.

<table>
<tr><th>Step</th><th>Description</th></tr>
<tr><td>1.</td><td>Sign into PeopleSoft</td></tr>
<tr><td>2.</td><td>Click the Content from the PS home page to select the pagelets you wish to see:

</td></tr>
<tr><td>3.</td><td>Click the checkbox next to each of the TGMP Pagelets you wish to add on your Team Works home page:

ePro Reqs to be Sourced – displays all approved requistions for all origins or 1 origin.
ePro Reqs multi Origins – displays all approved requisitions in specific or a range of origins.
Pcard Staged Charges – displays all Pcard transactions that are staged, once verified they are removed from the pagelet. Reconciler/Cardholders should use this pagelet.
Pcard Verified Charges - displays all Pcard transactions that have been verified, once approved they are removed from the pagelet. Pcard Approvers should use this pagelet.
Pcard POs by User – displays all PO lines that are pay with Pcard that have not closed.


</td></tr>
<tr><td>4.</td><td>Click Save then, back on the home page, select the “Layout” hyperlink to identify the location of where each pagelet will appear (left/center/right) on your homepage:

</td></tr>
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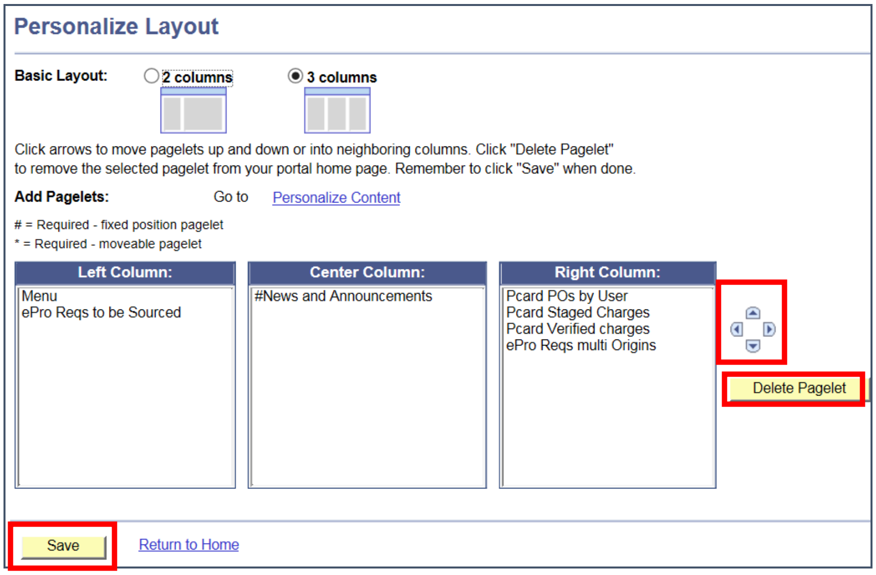
Select the pagelet and use the up/down and left/right arrows for specifying placement of each pagelet on your home page or, to delete a previously added pagelet, simply select the pagelet you no longer wish to see and click the “Delete Pagelet” pushbutton.

Don’t forget to click ‘Save’ to save your changes:



</td></tr>
<tr><td>6.</td><td>

Once populated on your home page, you are able to edit the individual pagelets to specify the criteria used when running the underlying query for each:

Use the ‘Edit’ icon to edit required criteria for each of the pagelets to return results (ex. BU/origin)

</td></tr>
</table>

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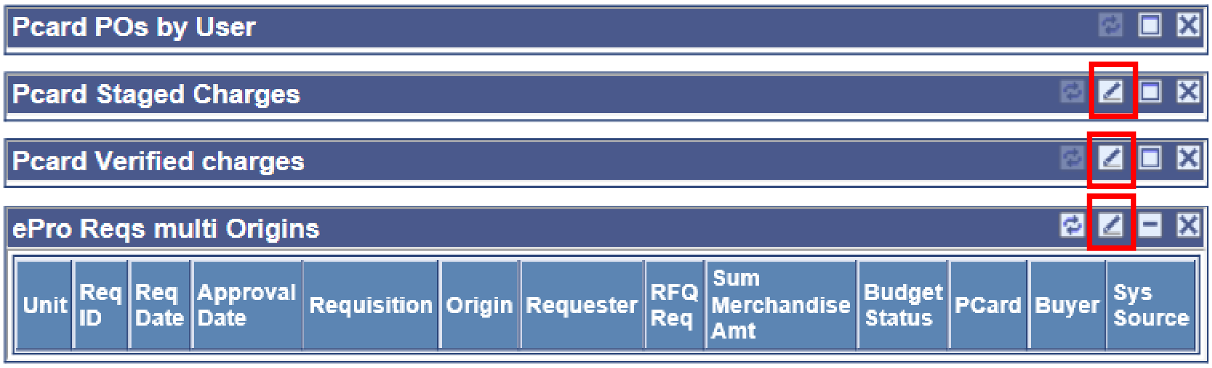

*Note that there is no edit available for the PCard POs by User. This is by design since the results will only show those PCard POs belonging to your userid.
</td></tr>
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