
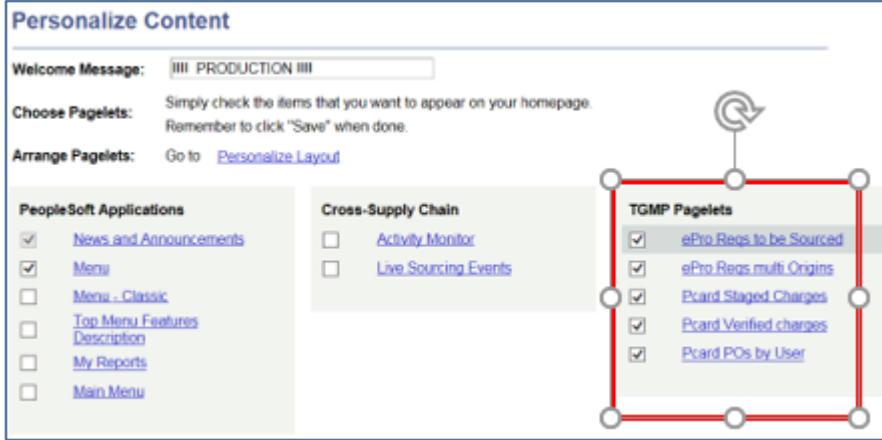
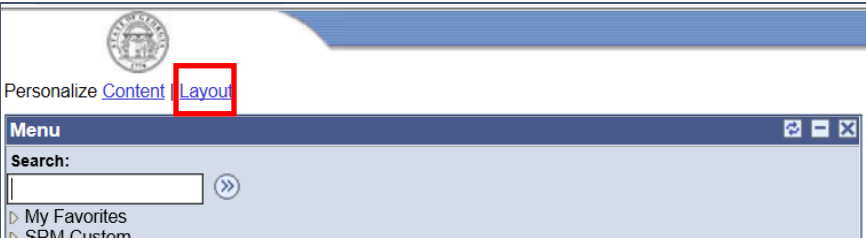

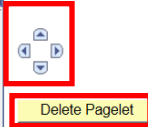
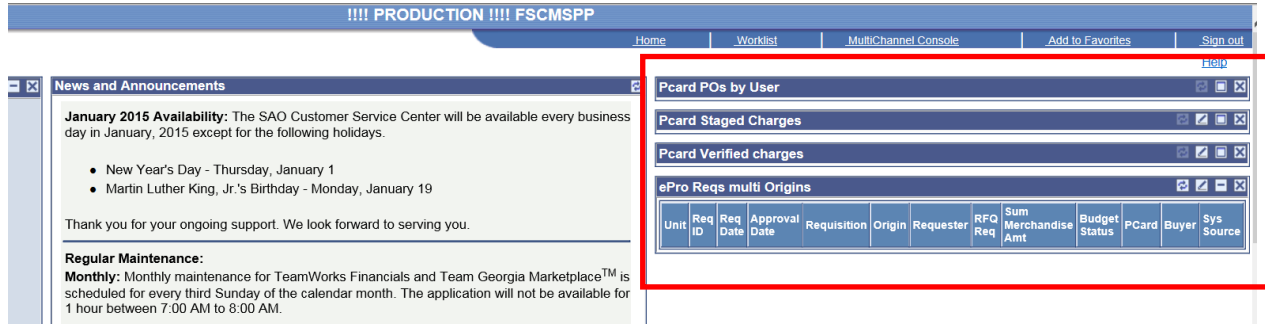


## eProcurement How to Add ePro Pagelets Quick Reference Guide

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.

Step	Description
1.	Sign into PeopleSoft
2.	<p>Click the Content from the PS home page to select the pagelets you wish to see:</p> 
3.	<p>Click the checkbox next to each of the TGMP Pagelets you wish to add on your Team Works home page:</p> <ul style="list-style-type: none"> <li>• <b>ePro Reqs to be Sourced</b> – displays all approved requisitions for all origins or 1 origin.</li> <li>• <b>ePro Reqs multi Origins</b> – displays all approved requisitions in specific or a range of origins.</li> <li>• <b>Pcard Staged Charges</b> – displays all Pcard transactions that are staged, once verified they are removed from the pagelet. Reconciler/Cardholders should use this pagelet.</li> <li>• <b>Pcard Verified Charges</b> - displays all Pcard transactions that have been verified, once approved they are removed from the pagelet. Pcard Approvers should use this pagelet.</li> <li>• <b>Pcard POs by User</b> – displays all PO lines that are pay with Pcard that have not closed.</li> </ul> 
4.	<p>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:</p> 

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5.	<p>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.</p> <p>Don't forget to click 'Save' to save your changes:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Personalize Layout</b></p> <p>Basic Layout:   <input type="radio"/> 2 columns   <input checked="" type="radio"/> 3 columns</p>  <p>Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.</p> <p>Add Pagelets:      Go to <a href="#">Personalize Content</a></p> <p># = Required - fixed position pagelet * = Required - moveable pagelet</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Left Column:</th> <th style="width: 33%;">Center Column:</th> <th style="width: 33%;">Right Column:</th> </tr> </thead> <tbody> <tr> <td>Menu ePro Reqs to be Sourced</td> <td>#News and Announcements</td> <td>Pcard POs by User Pcard Staged Charges Pcard Verified charges ePro Reqs multi Origins</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;">  </div> <div style="margin-top: 10px;"> <input type="button" value="Save"/>    <a href="#">Return to Home</a> </div> </div>	Left Column:	Center Column:	Right Column:	Menu ePro Reqs to be Sourced	#News and Announcements	Pcard POs by User Pcard Staged Charges Pcard Verified charges ePro Reqs multi Origins
Left Column:	Center Column:	Right Column:					
Menu ePro Reqs to be Sourced	#News and Announcements	Pcard POs by User Pcard Staged Charges Pcard Verified charges ePro Reqs multi Origins					
6.	<p>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:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>Use the 'Edit' icon to edit required criteria for each of the pagelets to return results (ex. BU/origin)</p>						

## eProcurement

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Step	Description																										
	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4a7ebb; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Pcard POs by User</span> <span>⌵ □ ✕</span> </div> <div style="background-color: #4a7ebb; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Pcard Staged Charges</span> <span>⌵ □ ✕</span> </div> <div style="background-color: #4a7ebb; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Pcard Verified charges</span> <span>⌵ □ ✕</span> </div> <div style="background-color: #4a7ebb; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> <span>ePro Reqs multi Origins</span> <span>⌵ □ ✕</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;">Unit</th> <th style="width: 5%;">Req ID</th> <th style="width: 5%;">Req Date</th> <th style="width: 5%;">Approval Date</th> <th style="width: 10%;">Requisition</th> <th style="width: 5%;">Origin</th> <th style="width: 5%;">Requester</th> <th style="width: 5%;">RFQ Req</th> <th style="width: 10%;">Sum Merchandise Amt</th> <th style="width: 5%;">Budget Status</th> <th style="width: 5%;">PCard</th> <th style="width: 5%;">Buyer</th> <th style="width: 5%;">Sys Source</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> <p>*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.</p>	Unit	Req ID	Req Date	Approval Date	Requisition	Origin	Requester	RFQ Req	Sum Merchandise Amt	Budget Status	PCard	Buyer	Sys Source													
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