

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 **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 Users Guide Cheat Sheets

H Kauffman



Epic Users Guide Cheat Sheets:

OCLC Continuing Education Workshop Schedule ,1987

Organization of Collection Development ,1995

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

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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

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- 1 How the brilliant mathematician Pythagoras famous for his theorem about triangles also ran a secret philosophical cult with a mortal fear of beans
- 2 The time Athens's biggest military invasion was derailed by a city wide panic over a mysterious spree of religious vandalism
- 3 Why the most feared soldiers in Greece for over 30 years were an elite army of 150 gay couples known as the Sacred Band of Thebes who fought on the principle that no one wants to look bad in front of their partner
- 4 How Alexander the Great solved the impossible Gordian Knot by simply cheating with his sword a perfect metaphor for his entire world conquering career
- 5 The incredible story of the Antikythera Mechanism a 2 000 year old analog computer discovered in a shipwreck that was more technologically advanced than anything made for the next thousand years
- 6 How the statesman Pericles used an entire military alliance's treasury to fund an extreme makeover for Athens building the Parthenon with other people's money
- 7 The bizarre story of Ptolemy Alexander the Great's general who hijacked his dead boss's funeral procession and stole the corpse to use as a political trophy in Egypt
- 8 Why the famous Oracle at Delphi was a master of vague posting giving cryptic advice that was never technically wrong and always expensive

From the epic Trojan War and the 300 Spartans at Thermopylae to the brutal Peloponnesian War between Athens and Sparta this book covers it all You ll meet key figures like Socrates Plato Aristotle

Philip of Macedon and Archimedes We ll explore core concepts like the polis the phalanx and Stoicism all without the dense academic jargon It s the story of Greek mythology politics and science told without the boring bits Written in a witty sarcastic and compulsively readable style DUMB HISTORY is the perfect book for fans of smart comedy and popular history from writers like Bill Bryson and Mary Roach readers who love Greek myths and want the real story behind them students who need to understand ancient history for a class but want a version that s actually fun and anyone who believes the best way to learn about the past is to laugh with it Forget the dry dates and dusty artifacts If you want to understand the civilization that shaped our world and laugh out loud while you do it then scroll up and click Buy Now to uncover the hilarious human and surprisingly dumb side of Ancient Greece

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

Counterterrorism and Cybersecurity Newton Lee,2015-04-07 From 9 11 to

Charlie Hebdo along with Sony pocalypse and DARPA s 2 million Cyber Grand Challenge this book examines counterterrorism and cyber security history strategies and technologies from a thought provoking approach that encompasses personal experiences investigative journalism historical and current events ideas from thought leaders and the make believe of Hollywood such as 24 Homeland and The Americans President Barack Obama also said in his 2015 State of the Union address We are making sure our government integrates intelligence to combat cyber threats just as we have done to combat terrorism In this new edition there are seven completely new chapters including three new contributed chapters by healthcare chief information security officer Ray Balut and Jean C Stanford DEF CON speaker Philip Polstra and security engineer and Black Hat speaker Darren Manners as well as new commentaries by communications expert Andy Marken and DEF CON speaker Emily Peed The book offers practical advice for businesses governments and individuals to better secure

the world and protect cyberspace **Internet 101** Alfred Glossbrenner,1995 The first best Internet guide for college students is now completely revised to reflect all the new services fast breaking changes on the Net it delivers quick start guidance on the latest World Wide Web browsers like Netscape innovative technologies like Hotjava new search engines that sift through hundreds of thousands of Newsgroups Web sites full details on the quick cheap ways to create WWW home pages All the basics are here too in the authors inimitable fun to read style Most college students enjoy free Internet access Whether they re hopping online to do research find a summer job or download The Official David Letterman Songbook Internet 101 is sure to be more than ever the guide they ll choose use Whole Earth Software Catalog Stewart Brand,1984
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