ACP Work Supervisor

User Guide

4/29/2010

Version 2

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REVISIONS TO THIS DOCUMENT

NOTE: This section is used to account for changes made to this document.

Date Changed	Changed By	Area	Item	Description
1/20/10	Brandon Hopkins			Initial Creation
4/29/10	A Rodriguez			Inserted note to clarify how to enter partial time.

OVERVIEW

A time sheet is used to track the hours worked by a temp employee while under contract. Your organization may ask you to create a time sheet for the temp employee or have the temp employee submit a time sheet.

The following sections outline the process in eVA for approving a time sheet and for creating and submitting a time sheet. The steps and actions involved in approving a time sheet are (details are included in this user guide):

1. The approver (usually the work supervisor) receives an email notification to review the time sheet.
2. The approver reviews the time sheet and can approve or deny it.

The steps and actions involved in the overall process of creating/approving a time sheet (details are included in this user guide):

1. The approver (usually the work supervisor) creates a time sheet on your behalf of the temp employee
2. Submits it for approval.
3. The approver receives an email notification to review the time sheet.
4. The approver reviews the time sheet and approves it.

INTRODUCTION TO TIME SHEETS

Temporary labor users now have the ability use a time sheet to track the hours they have worked. The hiring agency uses the time sheet to verify hours worked. The supplier uses the time sheet to pay the contractor for the hours worked and can use it to submit an invoice back to the hiring agency.

The approval flow for a time sheet is similar to that of any receipt and the process is outlined in the Receiving Ordered Items section below.

Time Sheet Process Overview

This section outlines the process in eVA for creating and submitting a time sheet for approval.
The steps and actions involved in the overall process of creating/approving a time sheet include:

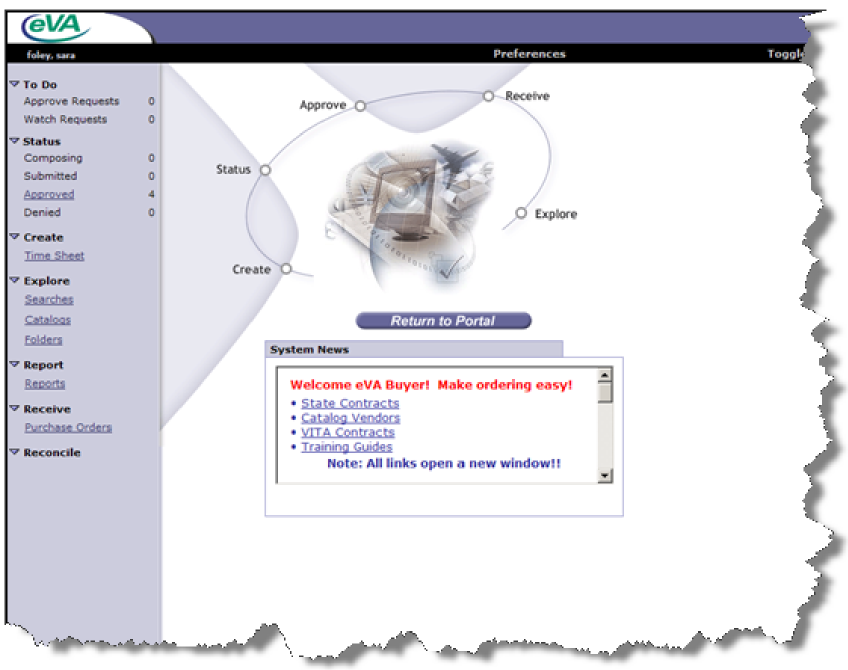
Step	Time Sheet Process Action
1	The contractor user (or another person, known as the preparer) creates and submits the time sheet for approval.
2	The approver/s (usually the work supervisor) receives an email notification to review the time sheet.
3	The approver reviews the time sheet. A. If the time sheet is denied, then an email notification will be sent to the user that submitted it. Any comments from the approver can be included. The user is then able to edit and resubmit the time sheet, if necessary. B. If the time sheet is approved, an email notification will be sent to the supplier. When the order is fully received and an email notification will be sent to the Agency Security officer indicating that the contractor's engagement has ended. An invoice will then be sent to the hiring agency.

ACCESSING THE TIME SHEET

Logging In via eMail

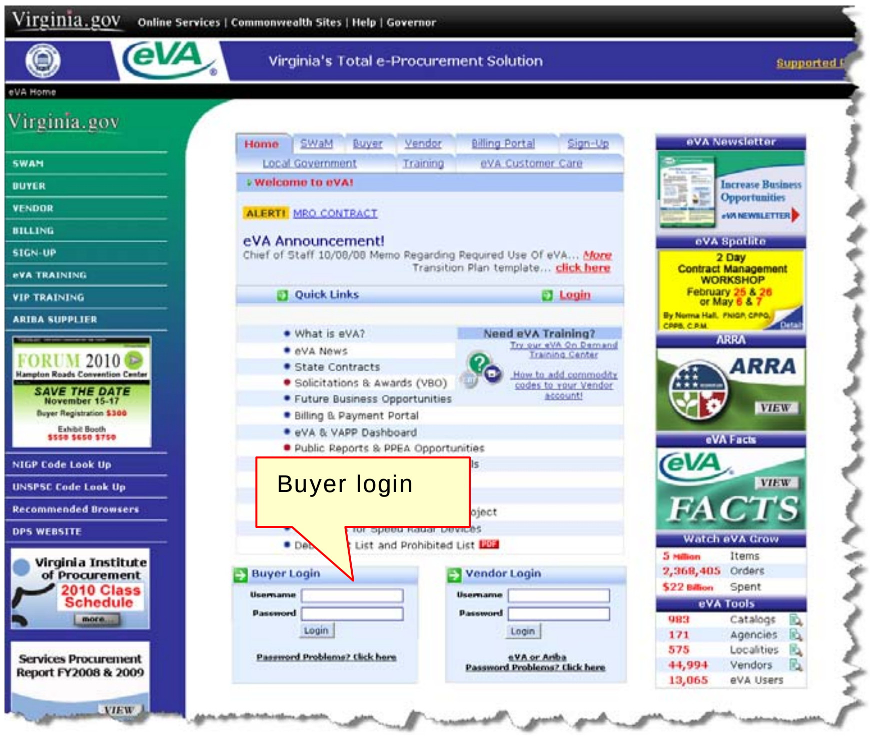
When you get an email notifying you have a time sheet to approve, click on the link in the email. It will take you to a eVA login. Enter the Username and Password to log-in to eVA.

After you have successfully logged in, the Shop Now Home Page displays.

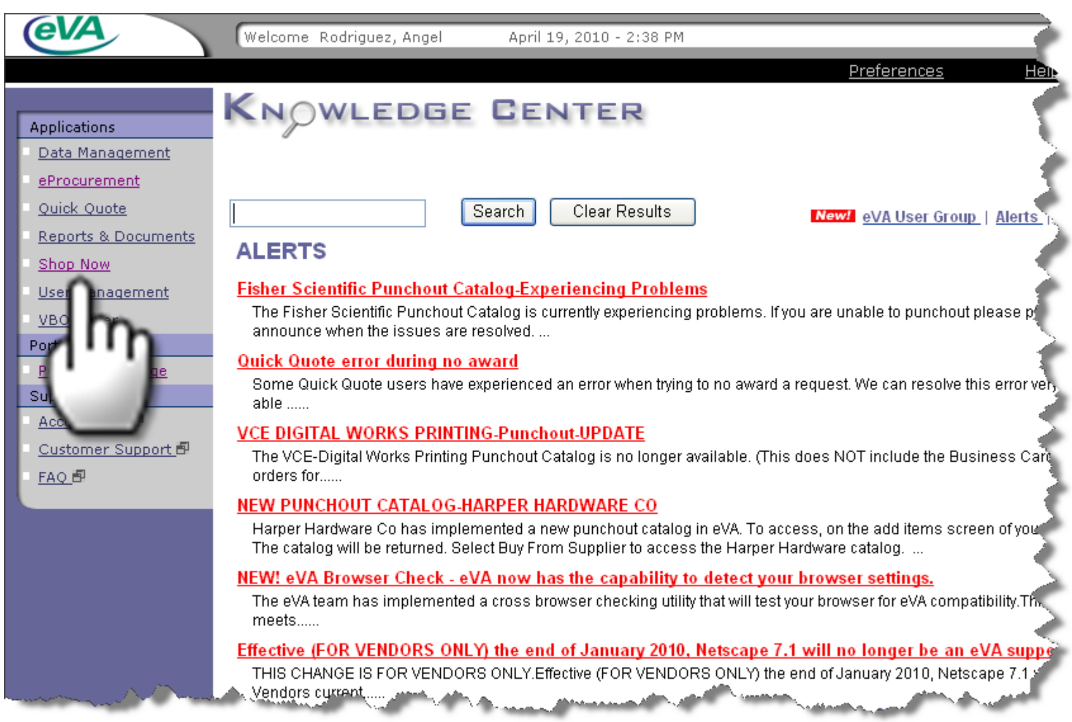


Logging In eVA

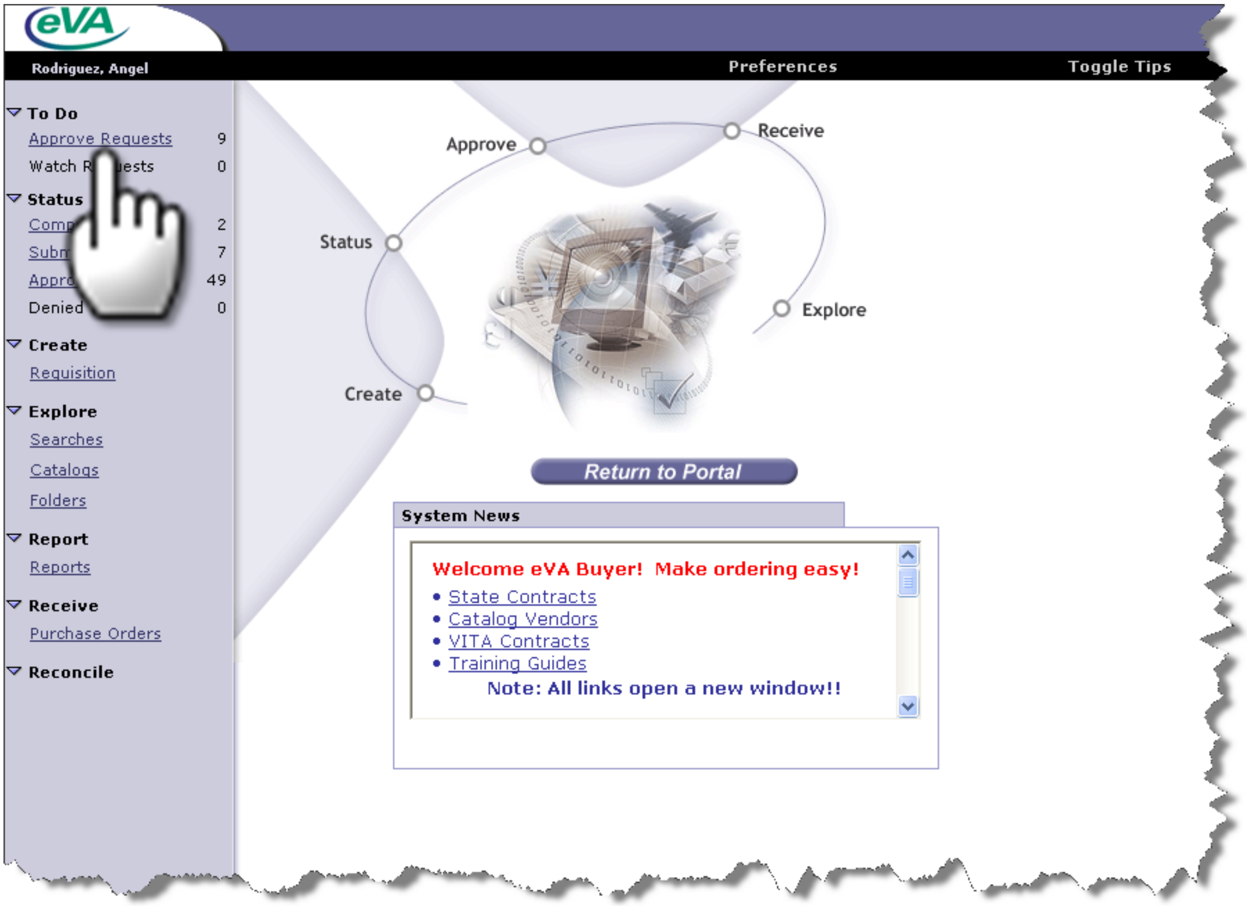
Go to http://www.eva.virginia.gov/ and login in the buyer section using your Username and Password.



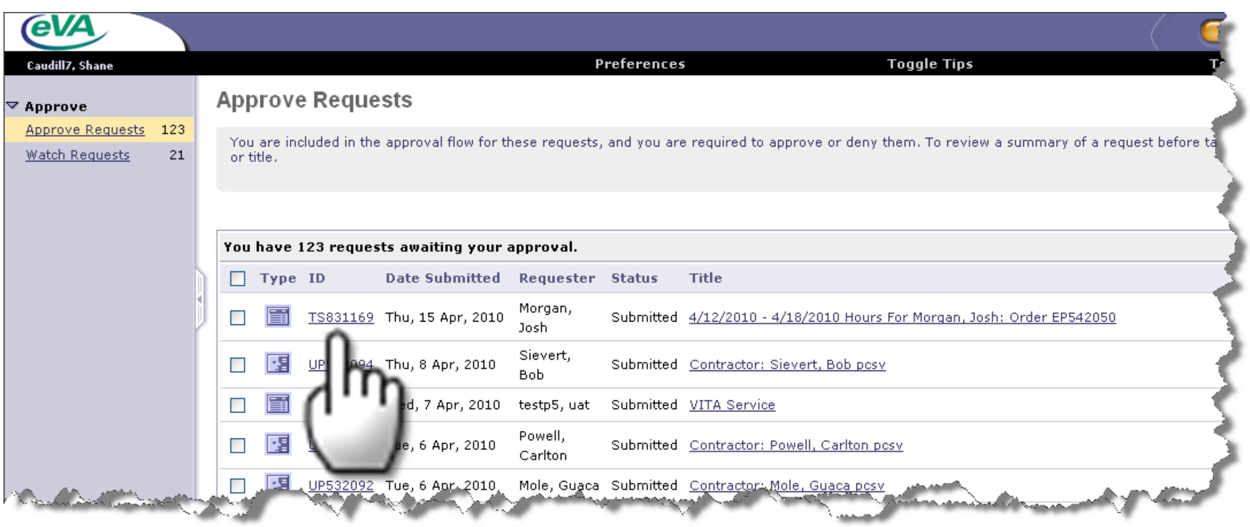
After you have successfully logged in, the Knowledge Center Page displays. Click on the **Shop Now** link



You are now logged in, the Shop Now. Click on the Approve Request link.



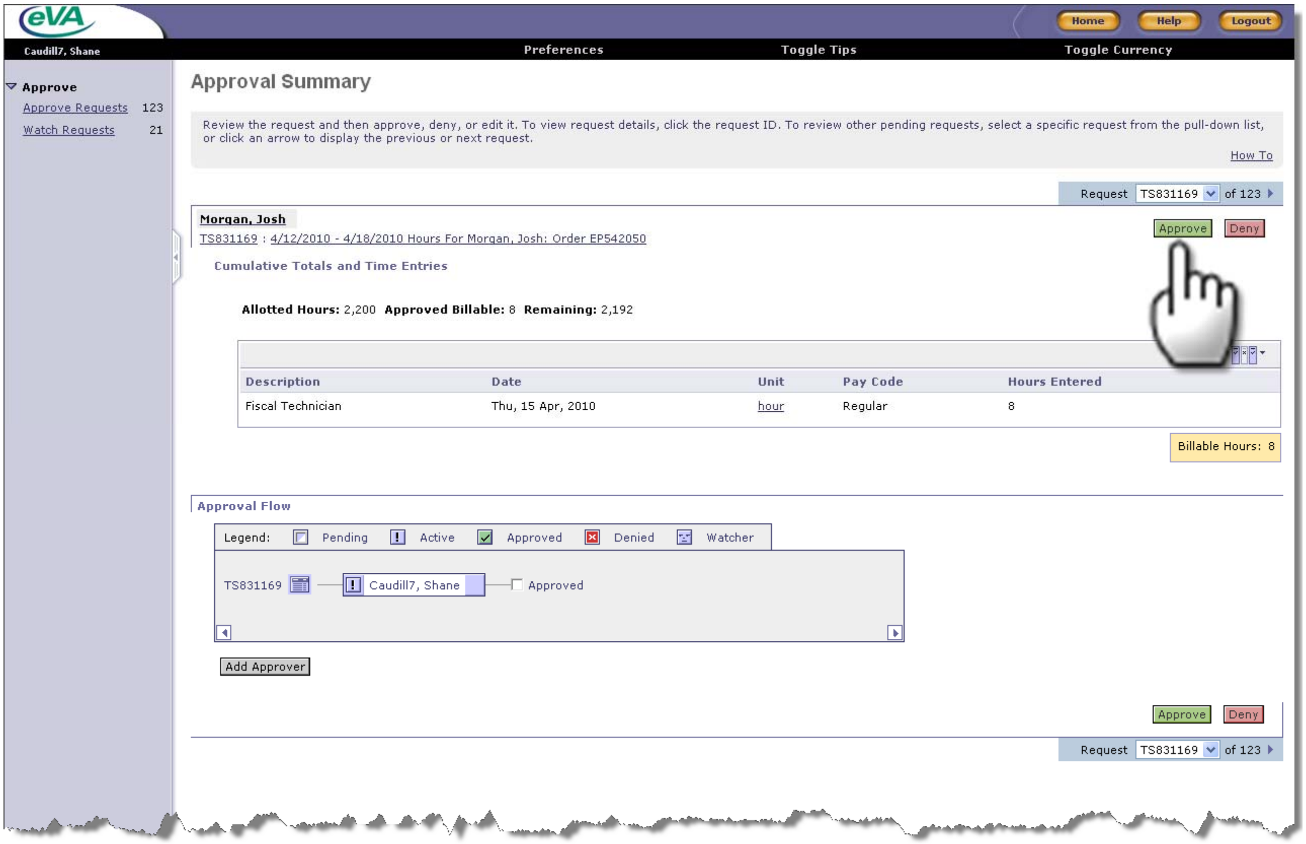
Click on the time sheet you wish to approve, it will start with the letters TS.



APPROVAL OR DENAY TIME SHEET

Approving the Time Sheet

From here you can review and approve the time sheet by clicking on the **Approve** button.

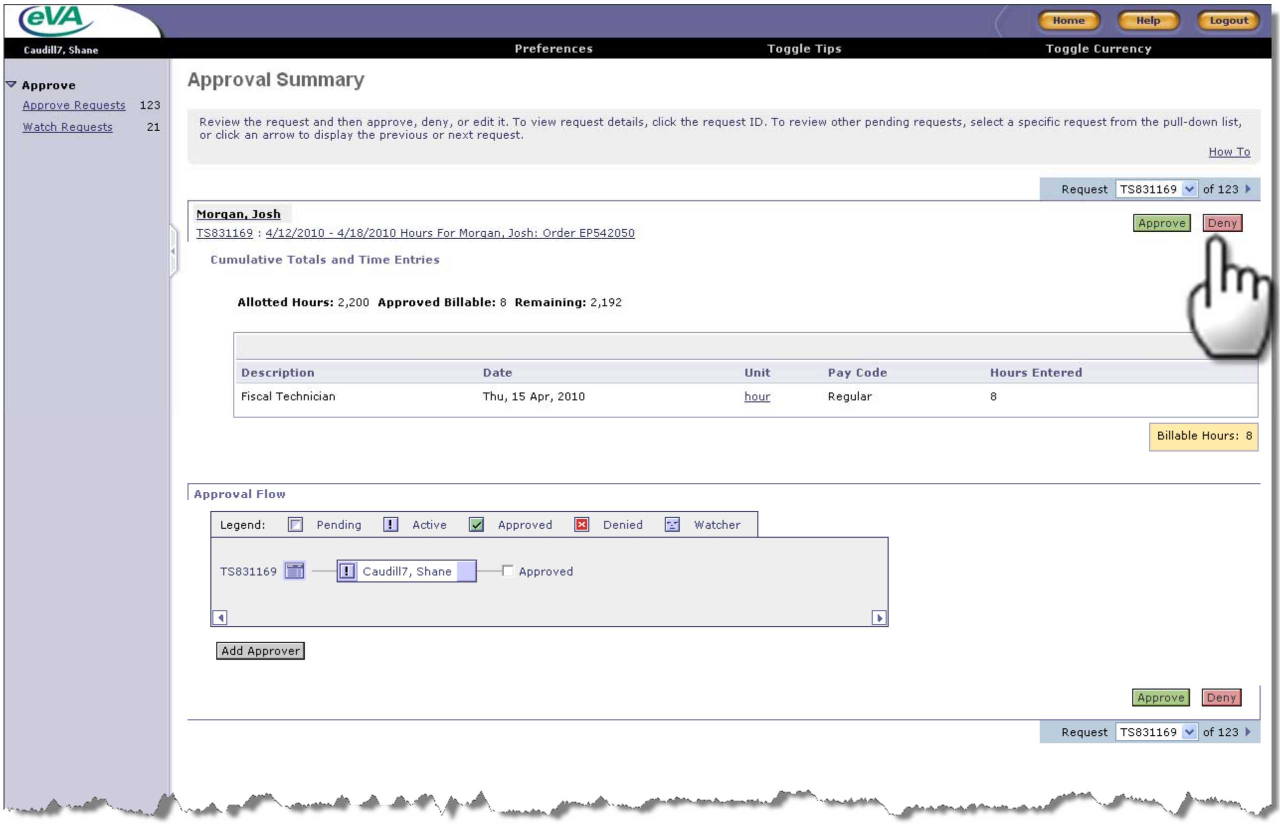


After approving you will be taken to the screen below to add comments. You approval is submitted when you click **OK.**

Note: Comments will not be view by the Supplier (Temp Agency)..

Denying the Time Sheet

From here you can review and deny a time sheet by clicking on the **Deny** button.



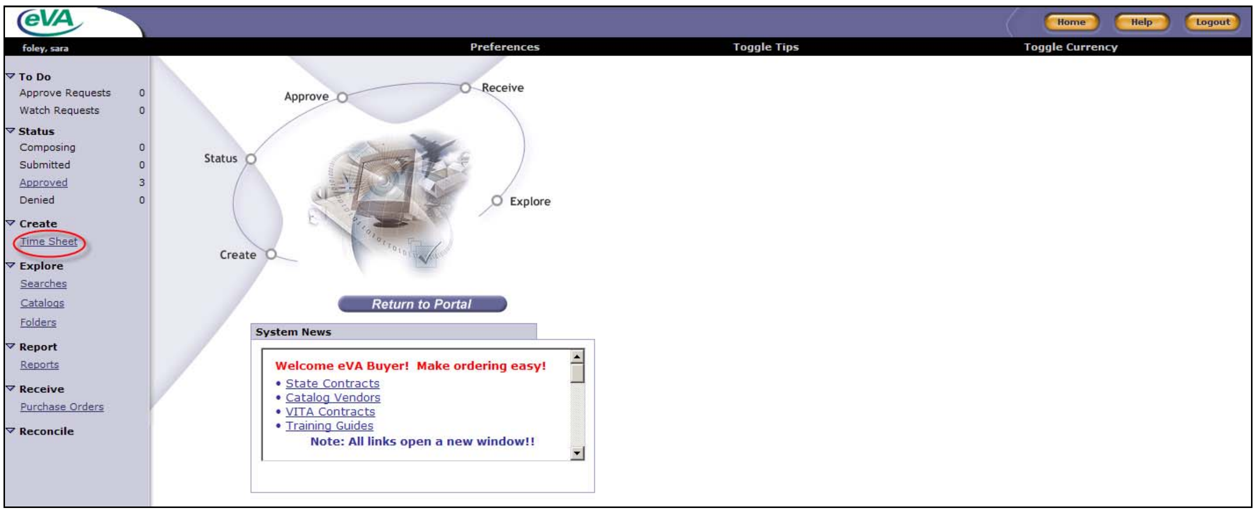
After denying it you will be taken to the screen below to add comments. Your denial will be submitted when you click **OK.**

Note: **You must enter a comment.** *Comments will not be view by the Supplier (Temp Agency).*

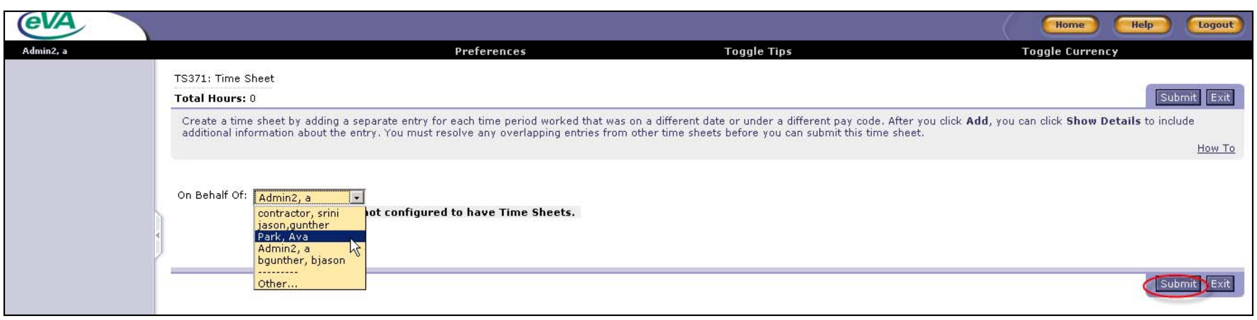
CREATING A TIME SHEET

Entering the Time Sheet Module

To create a time sheet, you must be in the Time Sheet module. Most often the user creating the time sheet is the contractor. But, in some situations, the work supervisor may act as the preparer. In either case, the user can enter the Time Sheet module by clicking **Time Sheet** on the Shop Now Home page. In most cases, this is the only module that the contractor user will have access to.

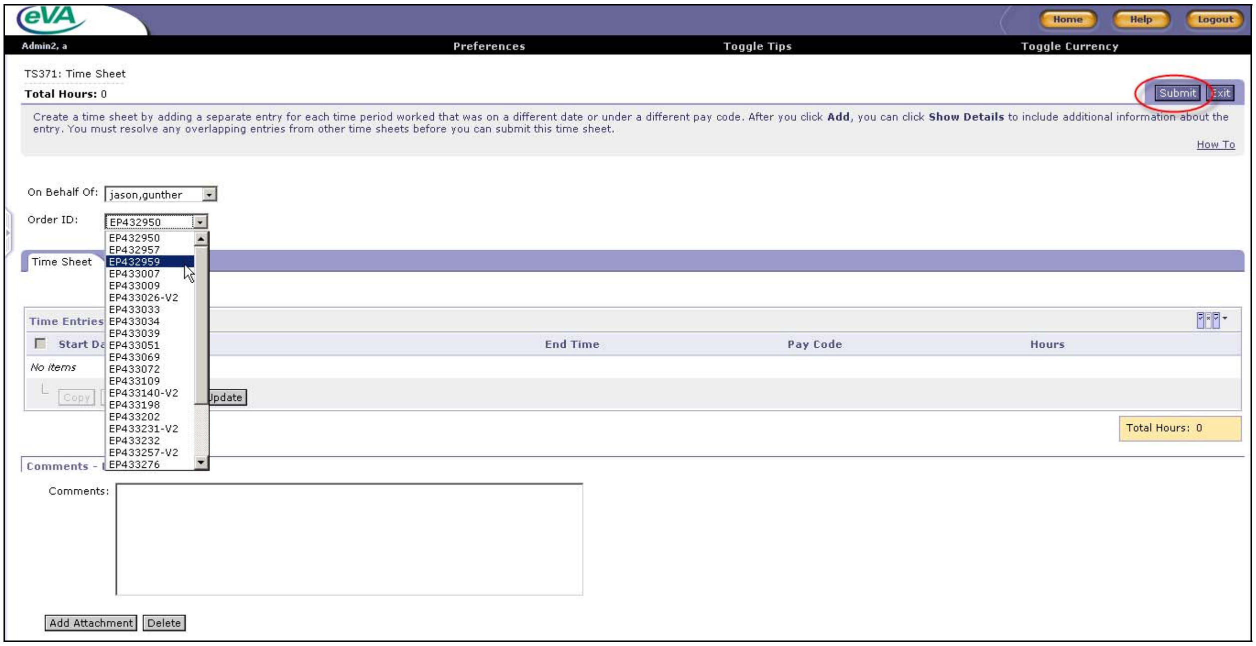


If you are creating the time sheet on behalf of someone else, select the contractor's name from the drop-down list. The page will refresh and the Time Sheet module will be displayed.

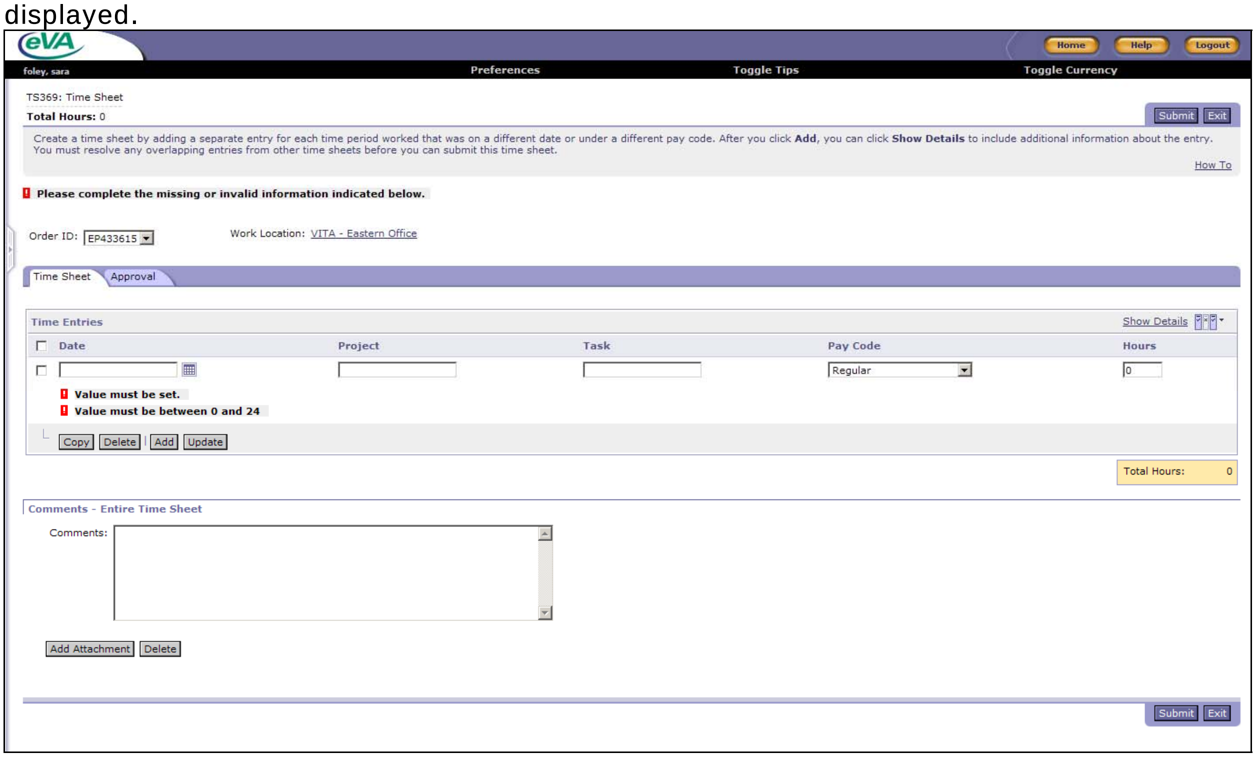


Creating a Time Sheet

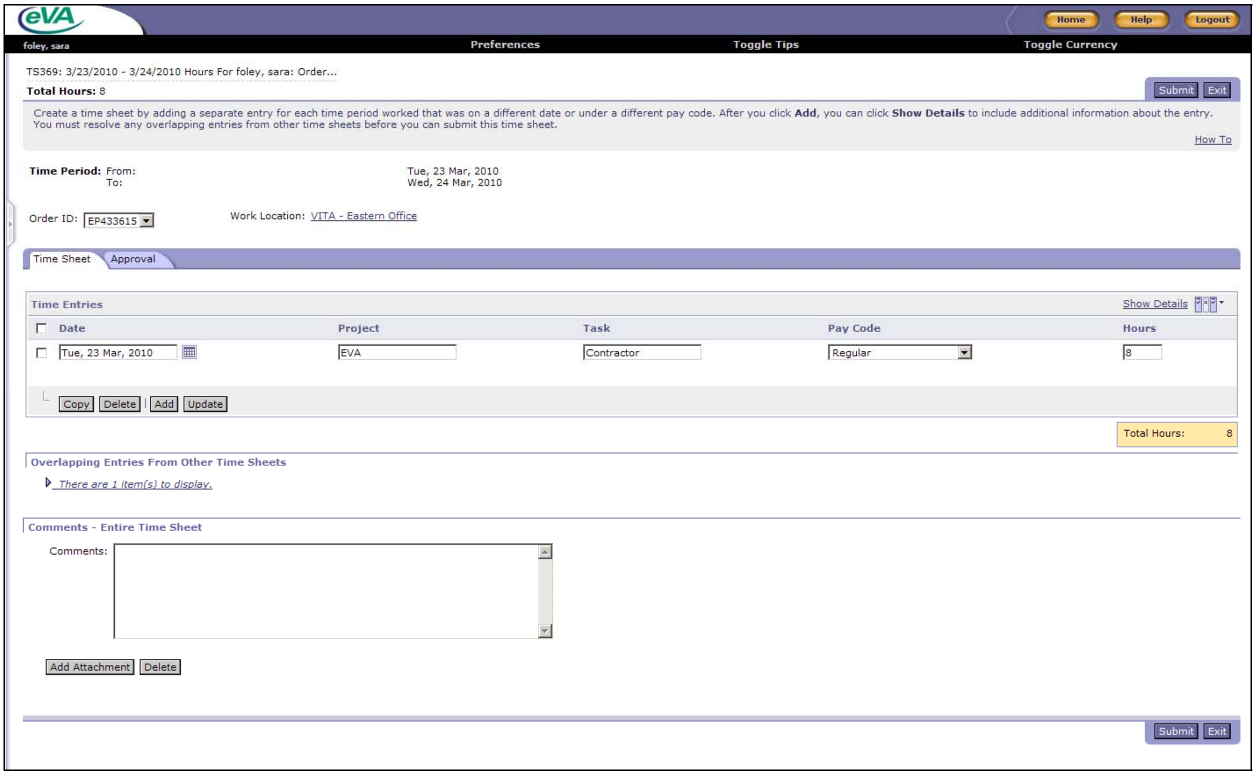
If the contractor is associated with more than one order, select the order that you would like to submit the time sheet against.



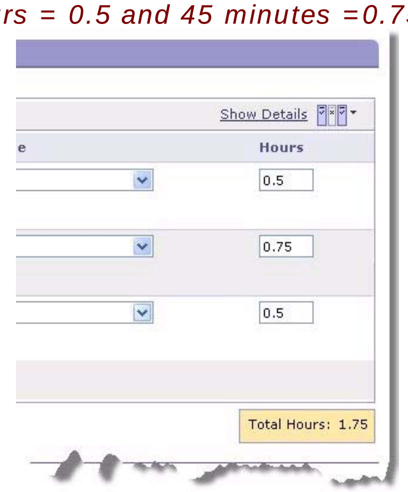
The contractor will only have the ability to create and submit time sheets against orders which they are associated with. The Time Sheet module will be the first screen that is displayed.



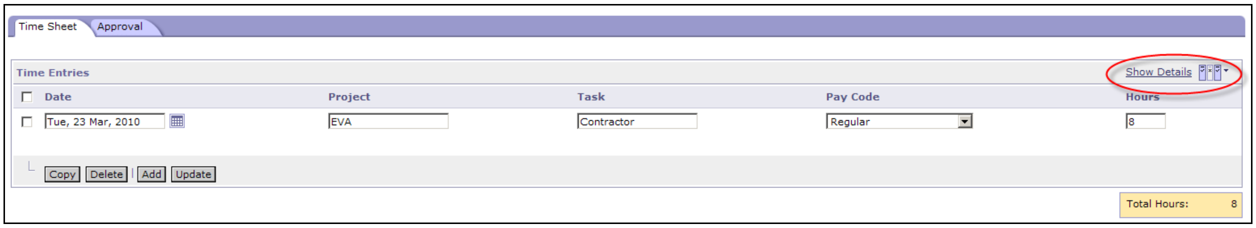
Select the date and enter the name of the Project and the Task worked on during the time entry.



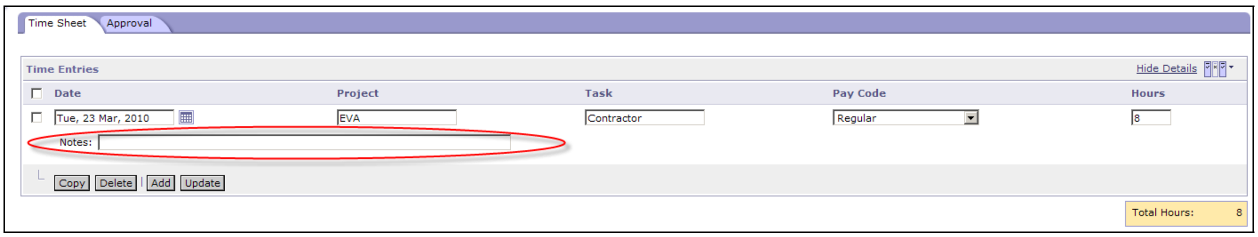
Note: If you need to enter partial time this most be done in fractions.
Ex. 15 minutes = 0.25, ½ hours = 0.5 and 45 minutes =0.75.



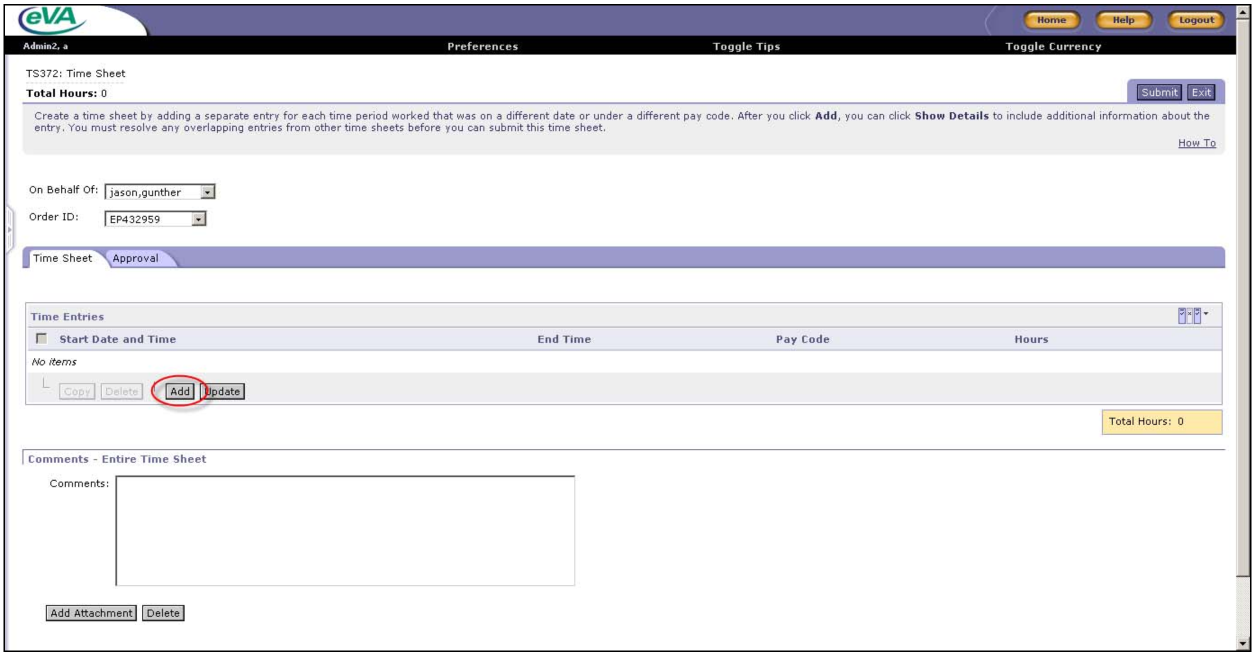
To enter more detailed information about an entry, click Show Details, and then enter the information in the Notes field. To hide the detailed information, click Hide Details.



To hide the detailed information, click Hide Details.

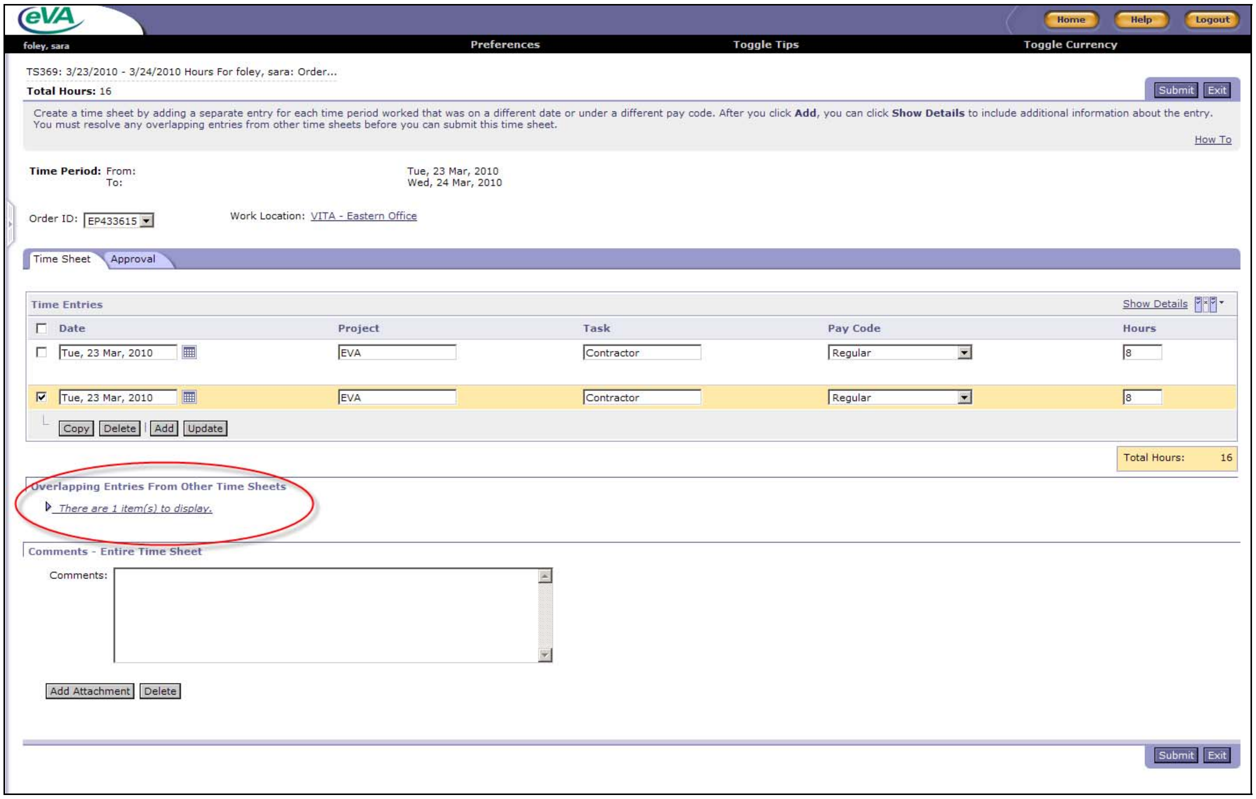


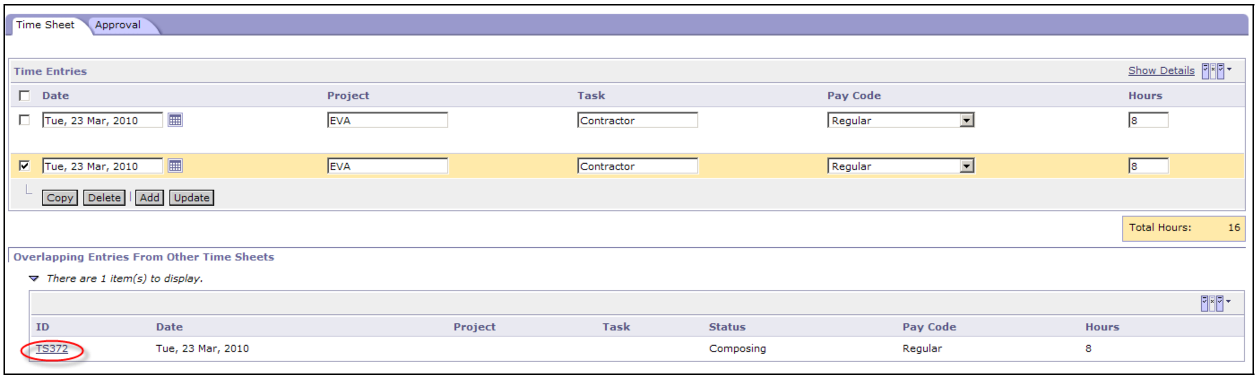
Click the Update button after each entry. To add more entries, click the Add button or click the check box next to one or more entries and then click the Copy button.



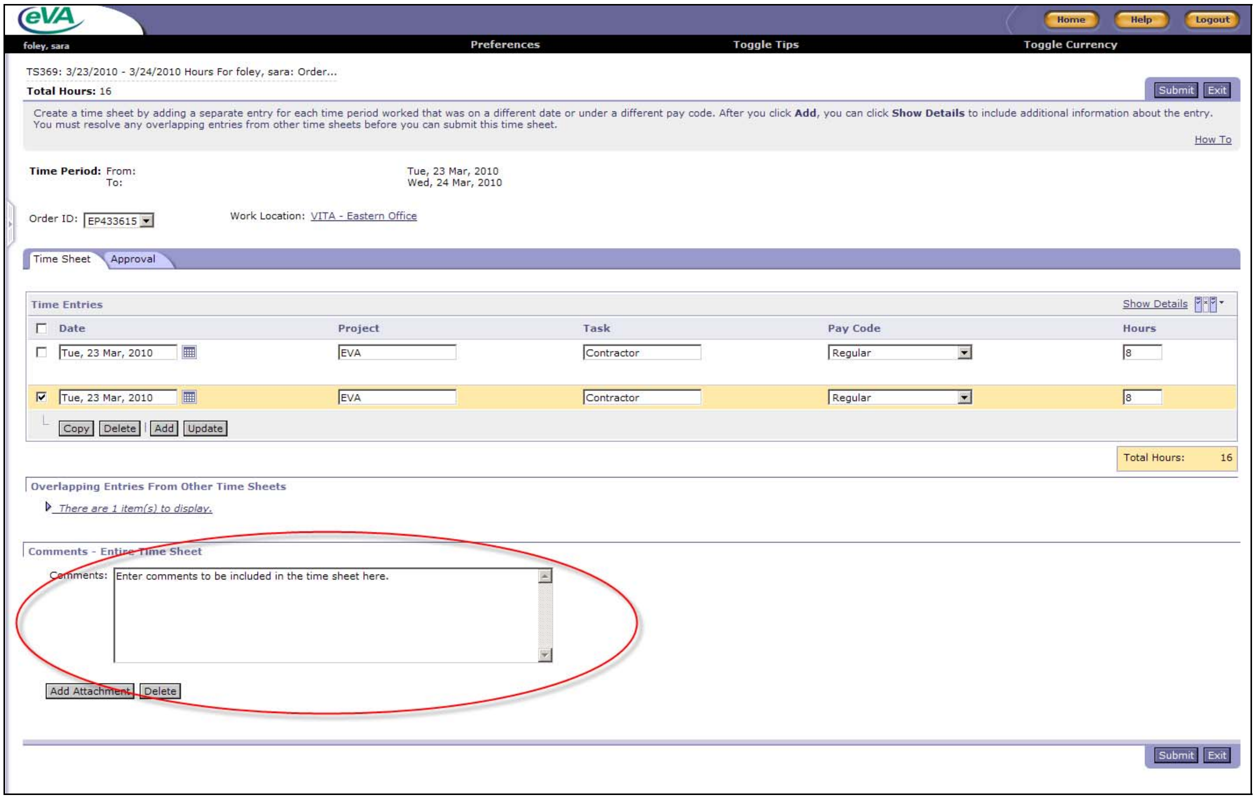
If an error is displayed indicating that the hours entered overlap with another time entry:

- Scroll down to the area showing the number of entries currently assigned to this time period, click the arrow to display the entries, and then compare the existing entries with the entries you are creating. You can click the time sheet link to view the time sheet that contains that overlapping entry.
- Delete or edit the overlapping entry on your current time sheet. To delete an entry, click the check box next to it and click Delete.

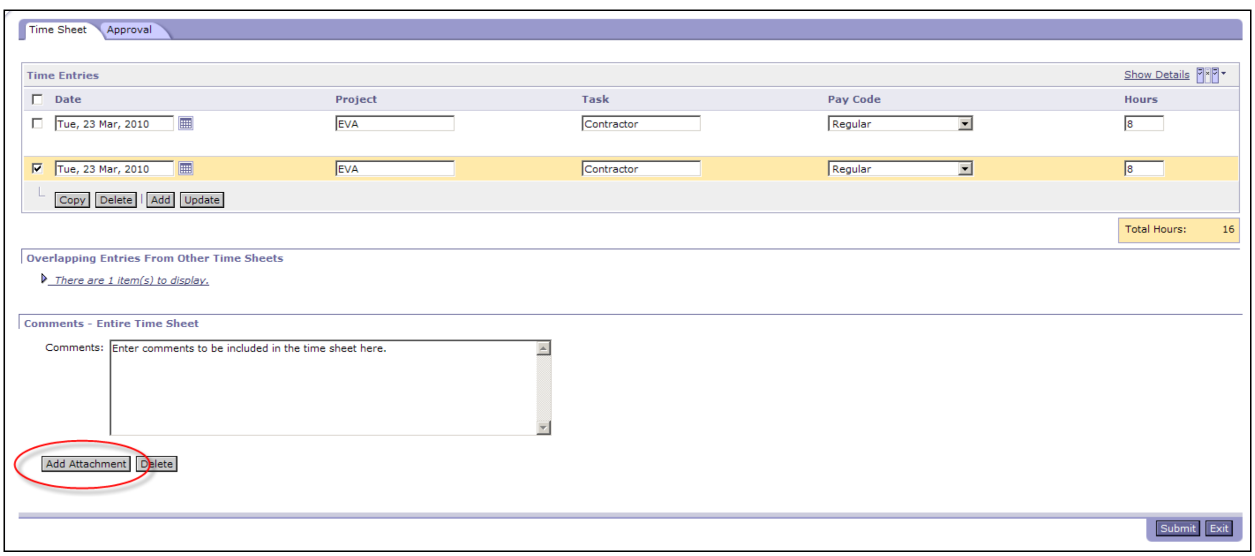




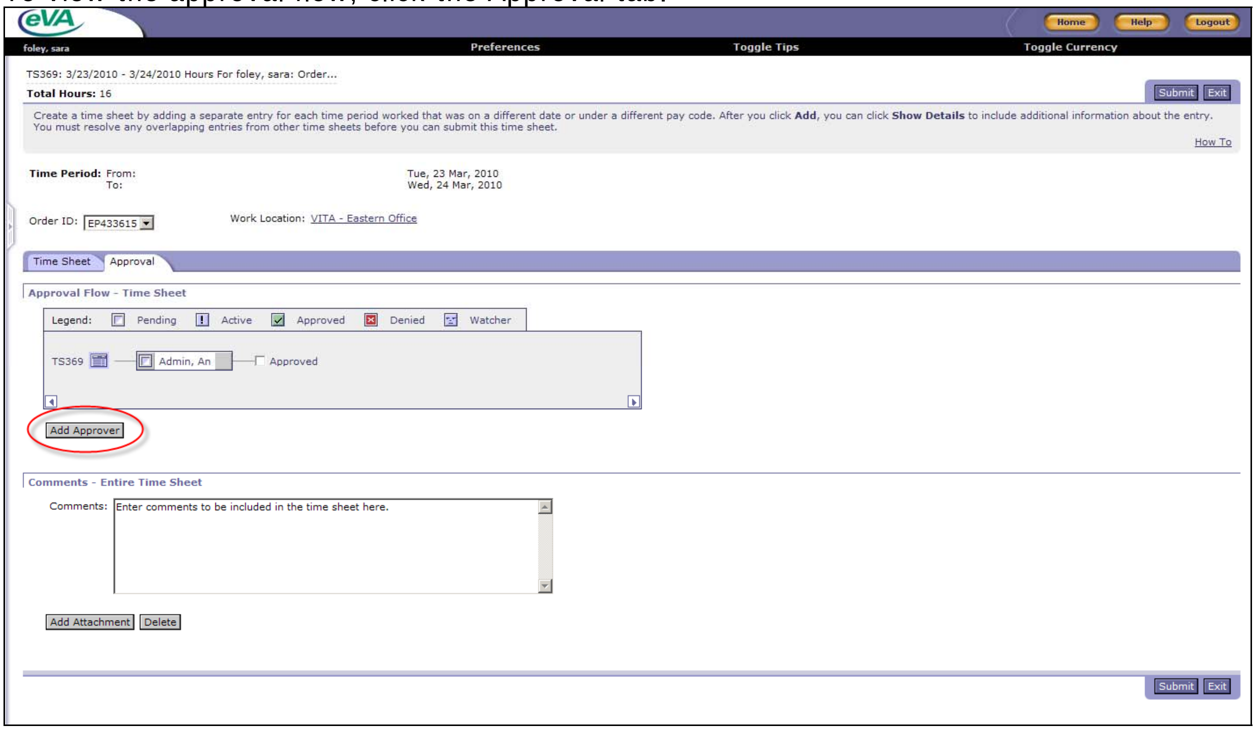
In the Comments box, enter any comments, if necessary.



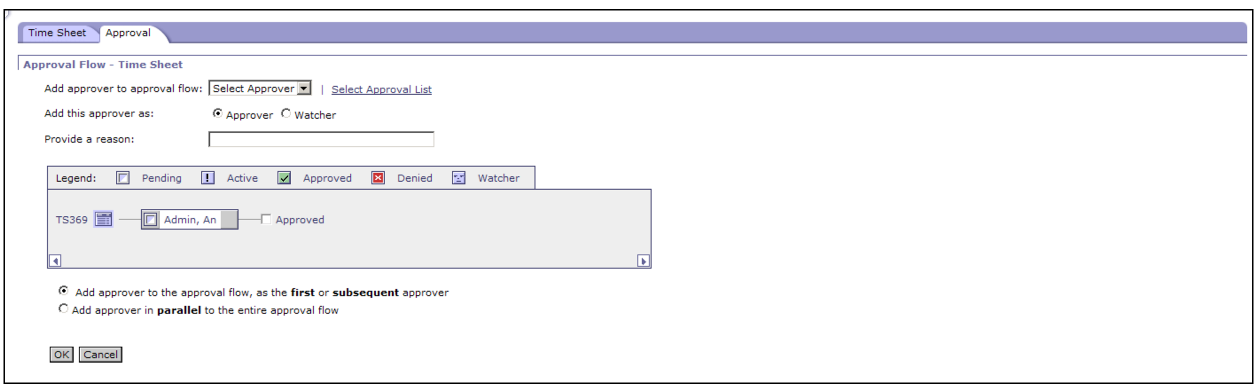
If you want to add an attachment, such as an external time sheet document required by the supplier, click the Add Attachment button and select the file to attach.



To view the approval flow, click the Approval tab.



You are able to add approvers to the flow by clicking the Add Approver button.



Once you are finished creating the time sheet, you can do one of the following:

- Click Submit to send the time sheet for approval.
- Click Exit and then click Save to save the time sheet so that you are able to edit it later before submitting it for approval. This allows you to enter your hours on a daily basis and then submit the time sheet at the end of the work period.

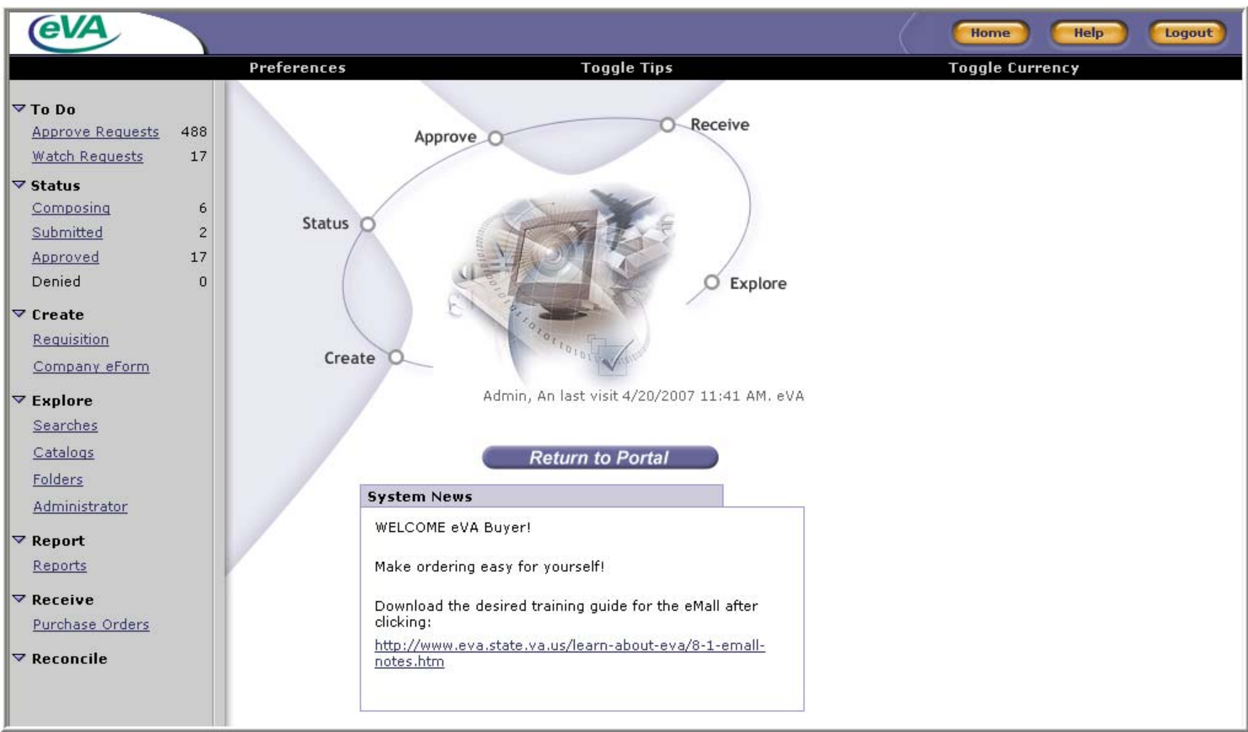
ADDITIONAL PROGRAM FUNTIONALITIES

Navigating in the eMall

After you have clicked the **Shop Now** link, the Shop Now Home page displays, and you are ready to begin the eMall shopping experience.

The Shop Now Home page provides links in four sections to navigate in the eMall:

- Screen header (above the black bar on top of screen)
- Command Bar (black bar on top of screen)
- Navigation Panel (left menu)
- Swoosh image (image in center of Shop Now Home page)



Screen Header and Command Bar Commands

You can use the Screen Header and Command Bar to take several actions. The Screen Header and Command Bar are always present, no matter which screen is displayed below it.

Command	Function
Home	Return to the Shop Now Home page. If you click **Home** while you are composing a request, the eMall provides you with the option to delete or to save that request.
Help	Browse through links or search for help by keyword within Ariba's Online Help.
Logout	Return to the eVA portal login screen. If you click **Logout** while composing a request, the eMall provides you the option to delete or to save that request.
Preferences	Review or change your eMall profile, delegate approval authority, and reset your user preferences through the User Profile Wizard.

Toggle Tips	Turn inline help tips on or off when available. Toggle tips provide helpful information about the fields, buttons, links, and messages on a screen.
Toggle Currency	Toggle between any two previously selected currencies for non-catalog items.

Left Menu Commands

The left menu (navigation panel) gives you a snapshot of your work in progress.

The left menu contains links divided into six main areas representing different groups of activities.

Commands	Function
To Do	Access requests that you can approve, deny, watch, or forward to another user.
Status	Access requests that you are composing or that have been submitted, approved, or denied. Click any status link to see details about the associated items.
Create	Create requisitions.
Explore	Access various folders used by the eMall Explorer to keep track of what is happening, sort and organize, and search through the system to find particular documents that interest you.
Report	Access standard operational reports and reports that you have previously saved.
Receive	Start the Receiving process.
Reconcile	Select charges to manually reconcile based on card type or PCard Charge Reconciliation (PCR) document. This function is not currently used by the Commonwealth of Virginia.

When performing other tasks in the eMall, such as creating a requisition or running a report, the left menu is referred to as the Process Step area as it shows the numbered steps for the current task.

Shop Now Home Page Commands

The Shop Now Home page commands are the primary functions you use to create requests, view their status, approve requests, receive items, or explore catalogs and other items you have saved.

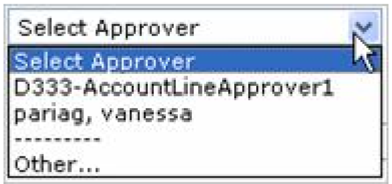
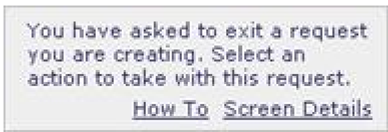
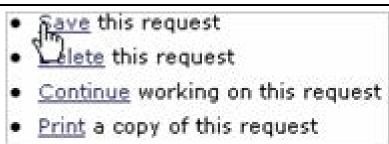
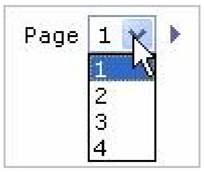
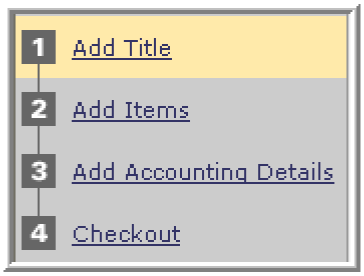
You can select any of these options to go to the associated screens and begin working.

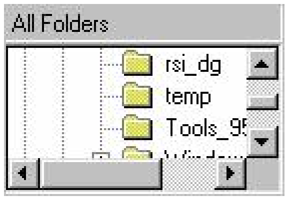
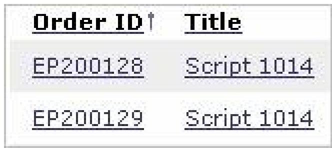
Command	Function
Create	Begin a new request (such as a purchase requisition) using the eMall wizards that walk you through a series of pre-defined screens.
Status	Check the status of requests that you've submitted for approval, copy a request, or continue working on a request that you started earlier.
Approve	Find requests that require your attention. From here, you can approve or deny any requests in your Required Approvals folder.
Receive	Acknowledge that you have received goods that were ordered. If you do not have any outstanding orders to receive, or you are not authorized to receive items, the Receive folder contains no items.
Explore	View the various folders found in the eMall Explorer. You can use the Explorer to keep track of what is happening, to sort and organize requests, and to search through the system to find particular requests that interest you.

Several of the links and commands in the three sections of the Shop Now Home page perform the same functions. You can choose the options with which you are most comfortable.

User Interface

The table below discusses 11 different tools that you will use as you work with the eMall screens.

Tool	Example	Function
Calendar icon		Click the Calendar icon to open the Select a Date screen (with calendars for nine consecutive months, starting with the current month). Use these calendars to select a date for the associated field. You can also enter a date manually.
Drop-down list		Click the down arrow to open a list of available values for a field. Some drop-down lists have pre-set values; others are populated by your recent selections. Select *Other* to obtain a list of all valid options for that field.
Field tips		When you move the mouse pointer over a field, link, or button, a yellow text box explaining the purpose of the option appears.
Inline Help Tips		All eMall screens contain at least one inline help tip that briefly explains the purpose of the screen and the basic actions that you can take. Click **Toggle Tips** in the command bar to turn this option off.
Link		When you point to underlined text and the pointer displays as a hand, you are pointing to a link. Clicking a link will take you to a new screen or Web site.
Multiple page navigation		When multiple pages of data are available, click the drop-down list for the arrows to navigate the pages. You can also click on a page number directly to proceed to that page.
Process Step area		The Process Step area guides users through the steps required to complete a task in the order in which they are listed. Unlike using a conventional wizard, you can jump to any process step in any order.
Navigation buttons		Click a navigation button to move between the eMall screens, to move between steps in an eMall process, or to exit the current process. DO NOT use the browser navigation buttons.

Tool	Example	Function
Scroll bars		Select and slide the scroll bars at the right side or bottom of an eMall screen to view information that might not be visible initially.
Sorting		Click any underlined column heading to sort the information in that column in ascending order. Click the column a second time to sort the information in descending order. An arrow next to the column heading indicates whether the information is sorted in ascending order (up) or descending order (down).
Return to Portal		Click the Return to Portal button to return to the Knowledge Center portal.

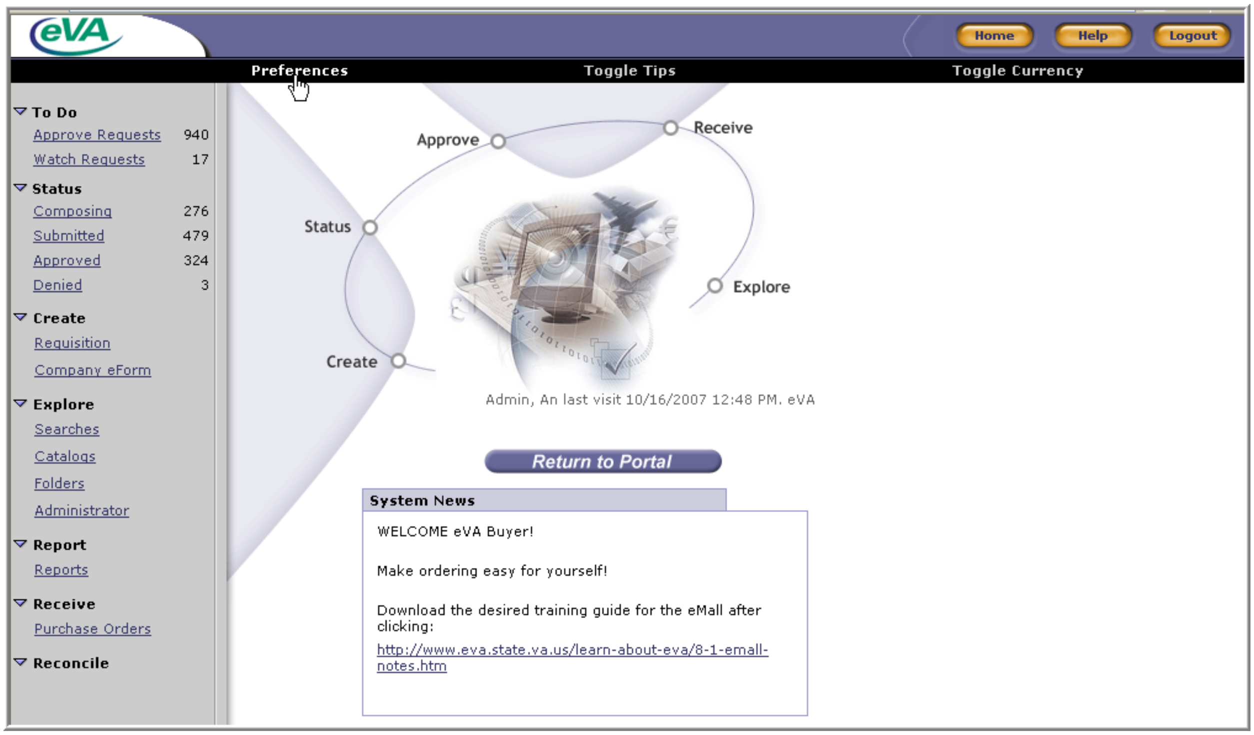
PREFERENCES

You can update your personal information within the eMall.

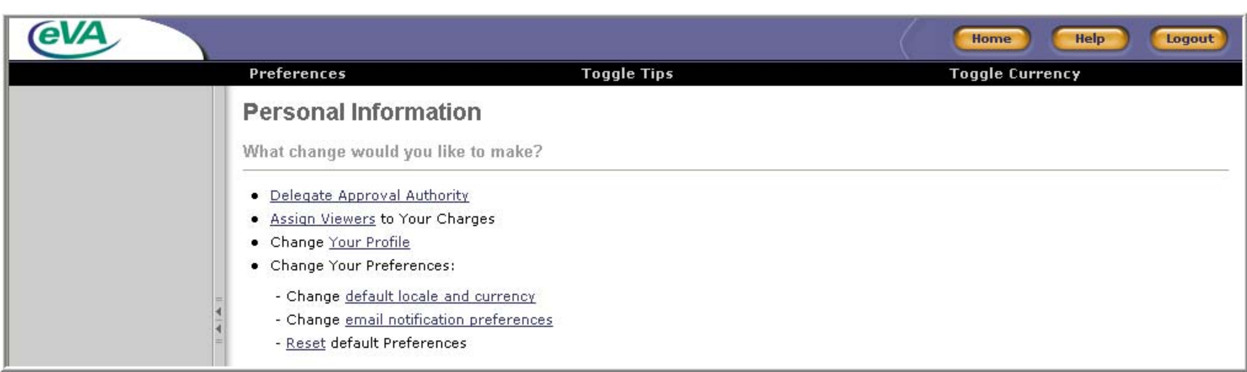
Within the eMall, you can:

- Delegate your approval authority (see *eMall Vol. 1 User Guide*)
- Assign viewers to your charges (not applicable to the Commonwealth of Virginia)
- Change your profile
- Change your preferences for currency and locale (not applicable to the Commonwealth of Virginia)
- Change your email notification preferences
- Reset your preferences to the default settings

To update your personal information, click **Preferences** from the Command bar section on the Shop Now Home page.



The Personal Information screen lists the changes that you can make.



Changes to your user profile must be approved before the changes take effect. The eMall assigns UP (User Profile) numbers to these requests so you can check their status in the Approval Flow.

Modifying your Personal Information

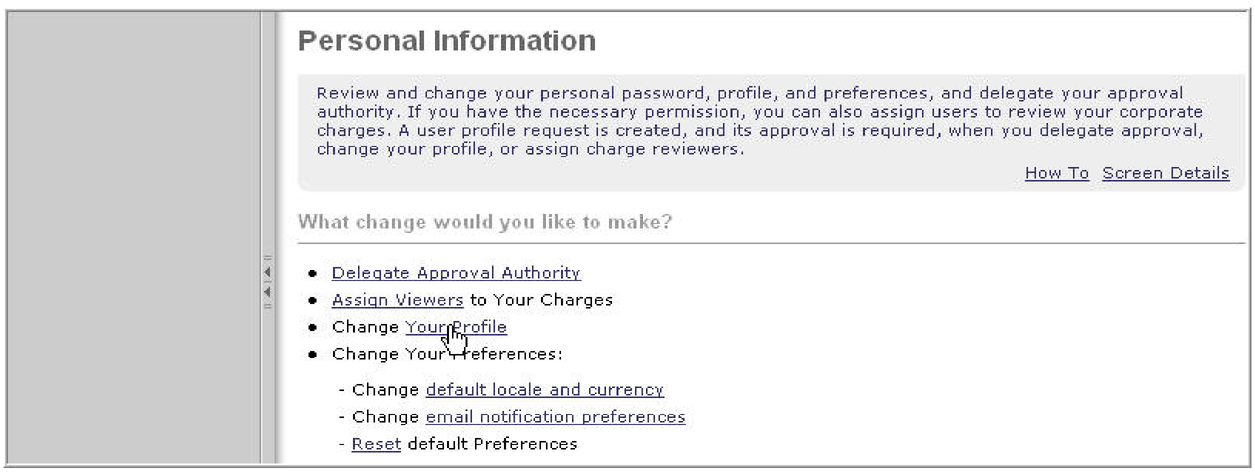
Click the **Change Your Profile** link to open the Change Personal Profile screen. Basic user information that identifies you to other system users and vendors displays. This screen also identifies your supervisor and the roles and permissions to which you are assigned within the eMall. You rarely will need to change your eVA setup defaults. Situations where it might be necessary would be to:

- Add Eva groups (roles)
- Add, change, or delete an expenditure limit or approver
- Change the supervisor name (Local government and public body employees must not change the name of the eVA supervisor. A representative of the Department of General Services is assigned to this role for eVA purposes.)
- Change the Deliver To name

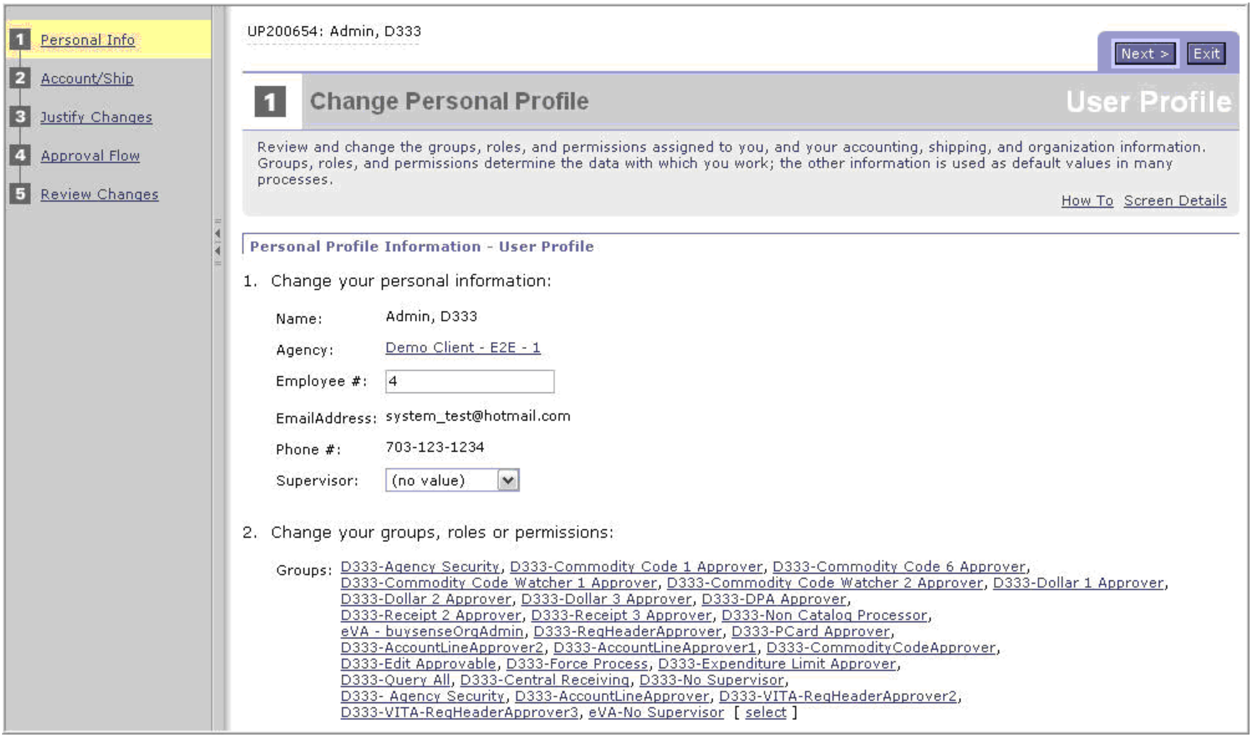
If you are a state employee, be sure the supervisor change is approved by the Agency eVA Team Lead before submitting your profile change request. An individual other than your immediate supervisor could have been assigned to you for reasons that might not be readily apparent.

Step 1: Change Personal Profile

From the Personal Information screen, click the **Change Your Profile** link.



The Change Personal Profile screen displays.



The fields available in the Personal Profile Information – User Profile fields are as follows:

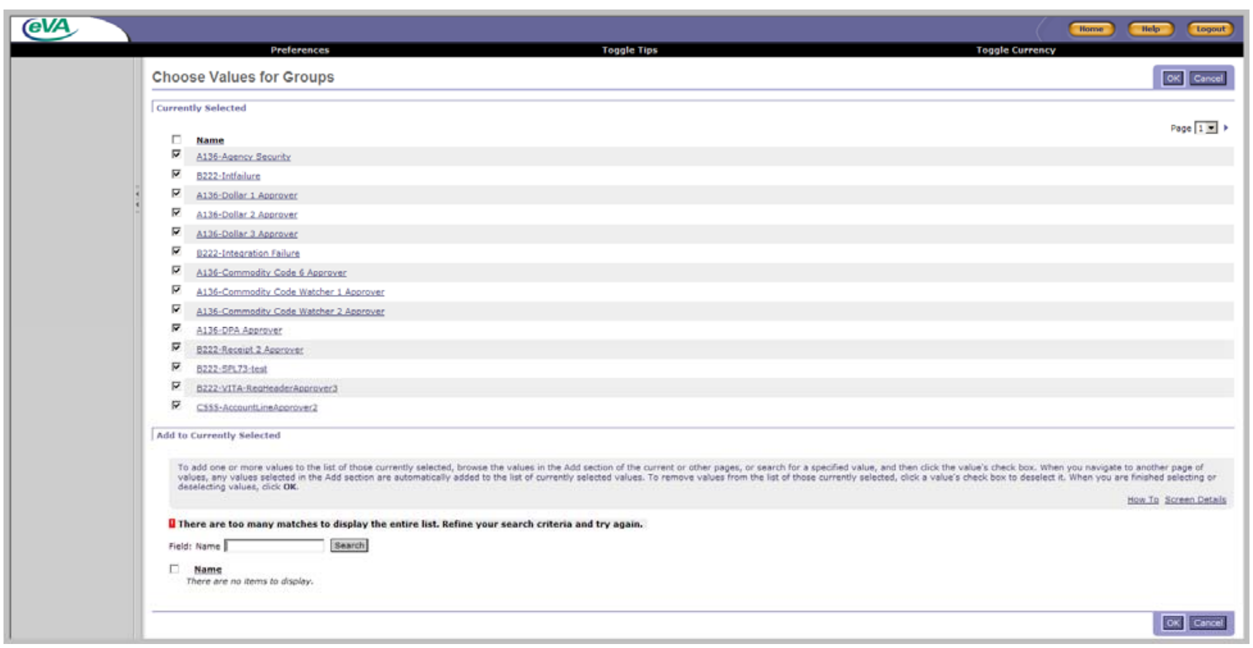
Field	Description
Name	Your last name, first name
Agency	Your assigned Agency or Local Government number and description
Employee #	(Optional) Your employee number
Email Address	The email address used for notifications (To change your email address, you must select the **Preferences** link after you login (Knowledge Center) – not the **Preferences** link on the Shop Now Home page)
Phone #	Your telephone number (To change your telephone number, you must select the **Preferences** link after you login (Knowledge Center) – not the **Preferences** link on the Shop Now Home page
Supervisor	The user who must approve any Profile Changes, and to whom requisitions escalate when your approvals are overdue. For local government entities, the Supervisor will not be your actual supervisor. For security reasons, a Department of General Services representative will be listed.
Groups	The roles to which you have been assigned in order to carry out common functions, such as BuyerInbox, POPrint, ITApprover

To add/delete roles, click the [select] link behind the last role or group that displays.

The Choose Values for Groups display. On this page you can:

- Add one or more values to the list of those currently selected
- Browse the values in the Add section of the current or other pages
- Search for a specified value, and then click the value's check box

When you navigate to another page of values, any values selected in the Add section are automatically added to the list of currently selected values. To remove values from the list of those currently selected, click a value's check box to deselect it. When you are finished selecting or deselecting values, click **OK** to be returned to the Change Personal Profile page.



After you add or change your Personal Profile Information, you are ready to move on to Step 2: Account/Ship. Click **Next** or the **Account/Ship** link from the left menu to proceed.

Step 2: Accounting/Shipping Info

You can add or change accounting information and shipping details on this screen. Do not change the Buysense Catalog Controller value unless specifically instructed by your eVA team lead.

The fields available in the Accounting/Shipping Info are as follows:

Field	Description
BuysenseOrg	The name assigned to the group of business rules and default settings for your requisitions. Other users within the same Department, Unit, or Division might belong to the same group.
Buysense Catalog Controller	Determines the catalogs you can use. (Do not change unless authorized.)
Delegated Purchase Authority	The dollar amount of your Delegated Purchase Authority. This field is rarely, if ever, used by COVA. This is not where you delegate your approval authority. See eMall Vol. 1 User guide for delegating approval authority.
Expenditure Limit	The dollar amount of your Expenditure Limit
Expenditure Limit Exceeded Approver	The user or role that must approve requests that exceed your Expenditure Limit
Ship To	The default shipping address for items you order
Deliver To	The person or agency to whom ordered items are delivered

Click **Next** or the **Justify Changes** link from the process steps to move to Step 3: Justify Changes.

Step 3: Justify Changes

Use this screen to explain the reason for your request.

After you enter an explanation, click **Next** or the **Approval Flow** link from the process steps to move to Step Four: Approval Flow.

Step 4: Approval Flow

The Approval Flow screen graphically displays the approvers for this user profile change request.

Your current eVA supervisor (shown in Step 1: Personal Info on your User Profile) will always be the first approver in the approval flow. Other approvers might also appear, depending on the changes you are requesting.

Selecting the name in the approver box will provide additional details about the approver.

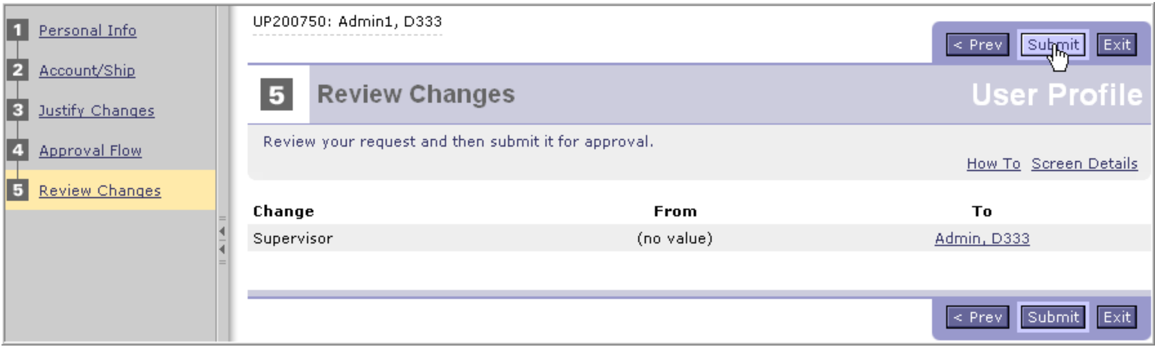
You can also add additional approvers and watchers to the approval flow. (See Adding an Approver in *eMall Vol. 1 User Guide*.)

Click **Next** or the **Review Changes** link from the process steps to proceed to the last step, Review Changes.

Step 5: Review Changes

The Review Changes screen displays all requested changes. Review the changes before you submit the request.

Click **Submit** to send your profile changes for approval.



Click the **<Prev** button to return to any of the previous steps before submitting the request.

Click the **Exit** button to close the request without submitting it. You can select from the following options:

- Print a copy of the request
- Delete the request
- Continue working on the request

If you need to make changes to fields not accessible to you, contact your eVA team lead for assistance.

Email Notifications

An email is sent to you whenever you become the active approver for a request that is in process. If you are an approver or a delegated approver, you will receive notification when someone:

- Submits a request for approval
- Resubmits a request for approval
- Withdraws a request

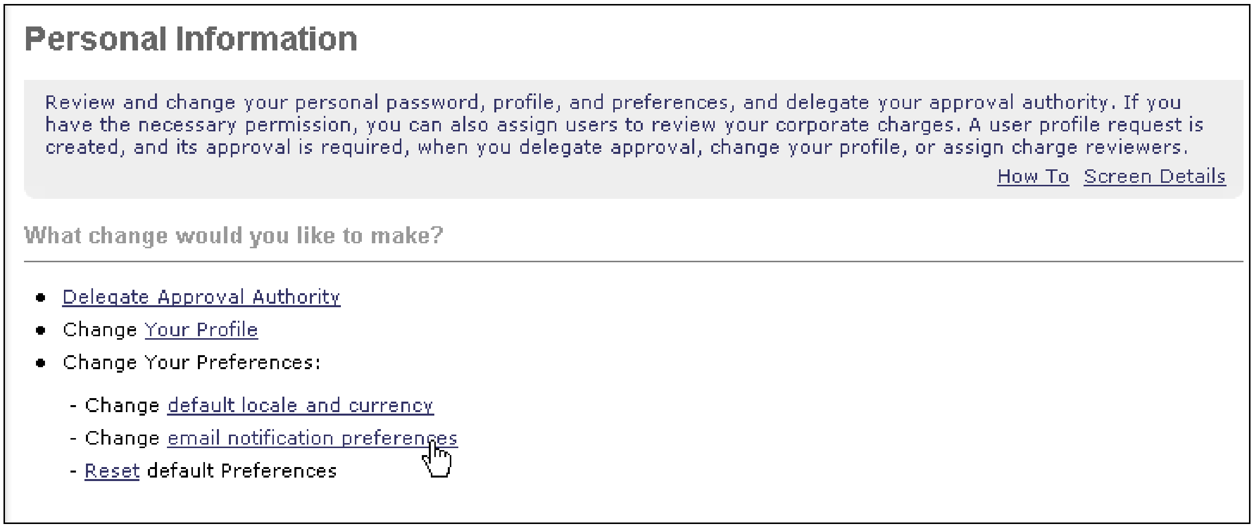
Typically, if no action is taken within 15 business days on requests where an individual's name is in the approval workflow, the request will escalate to the eVA inbox of the approver's supervisor. The supervisor will then be responsible for approving or denying the request. (Requests pending approval from a role or group approver role are never escalated.) At the time of this publication, the Commonwealth of Virginia is not running the escalation job.

Notifications are sent when a request is:

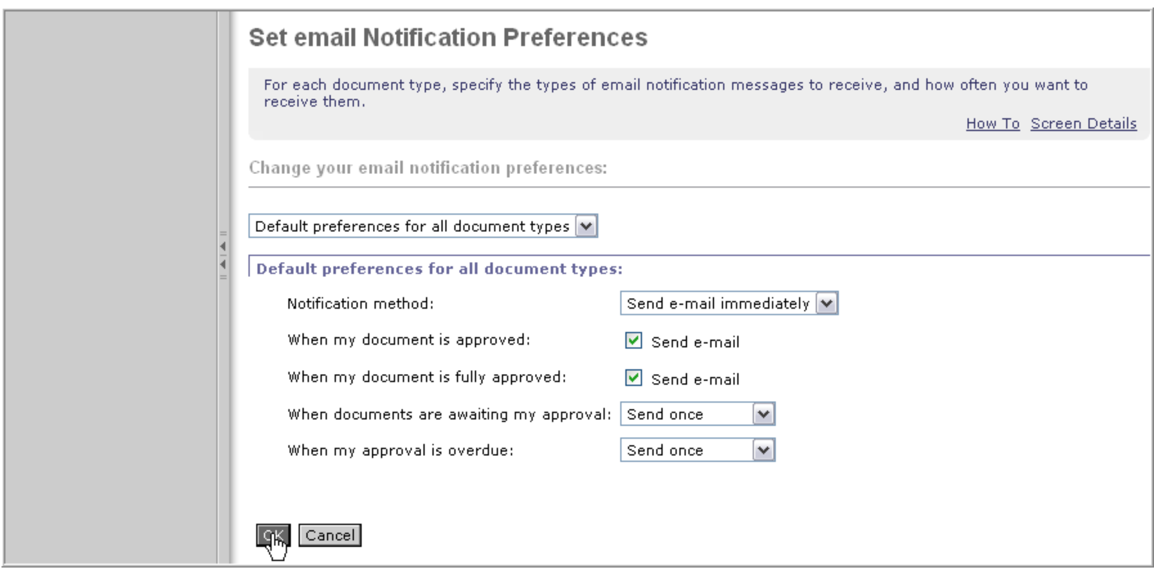
- Escalated to you
- About to be escalated to your supervisor

Email Notification Preferences

To change your email notification preferences, click the **Change email notification preferences** link on the Personal Information screen.



The Set email Notification Preferences screen opens. Here you can specify the type of email notification messages to receive, and how often to receive them, based on the document type.



The following table describes the options that you can set for each document type.

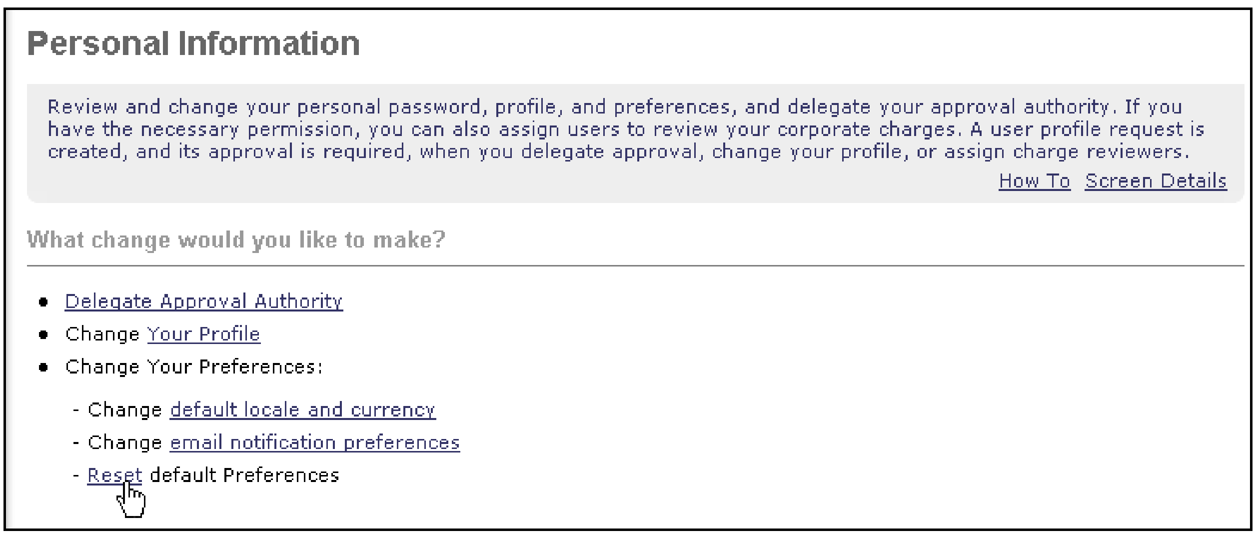
Option	Values	Comments
Document Types	Default preferences for all document types	Use the *Default preferences...* type to set preferences for requisitions.
	User Profile Update	Use the User Profile Update option to set preferences for your requests to update your user profile.
	Receipt and Receipt Tracker	Receipt and Receipt tracker are not used in eVA.

Option	Values	Comments
Notification method	Send email summary Send email immediately	Receive a single notification for all approvals that became active that day or choose to be notified for each approval as it becomes active.
When my document is approved	Yes (checked) or No	You can choose to be notified when each approver approves your request.
When my document is fully approved	Yes (checked) or No	You can choose to be notified when your request is fully approved.
When documents are awaiting my approval	Send once Send repeatedly Send never	You can choose to be notified once, repeatedly (at intervals set by the eMall), or never.
When my approval is overdue	Send once Send repeatedly Send never	You can choose to be notified once, repeatedly (at intervals set by the eMall), or never.

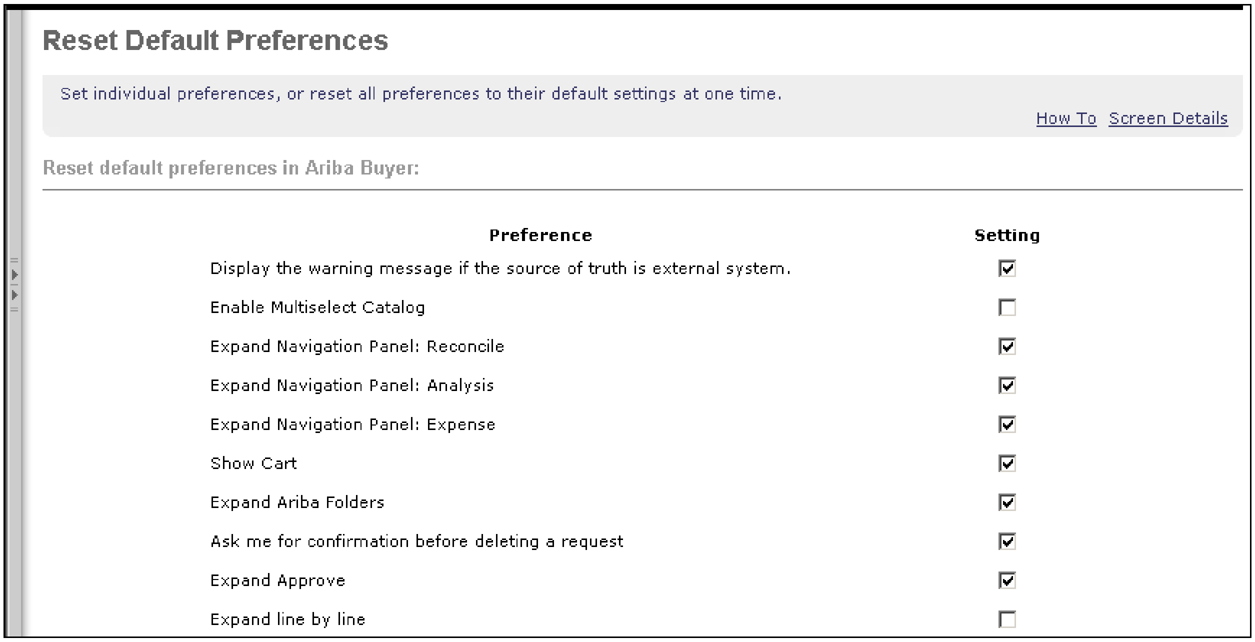
After you have made all necessary changes, click **OK** to submit the changes and return to the Personal Information screen.

Reset Default Preferences

To change your Ariba preferences, or to simultaneously reset all preferences to their default settings, click the **Reset default Preferences** link on the Personal Information screen.



The Reset Default Preferences screen opens displaying a long list of Ariba preferences.



To set specific preferences, select the corresponding check boxes and then click the **OK** button at the bottom of the page. To simultaneously reset all preferences to their default settings, click the **Reset** button at the bottom of the page. Click the **Cancel** button to close the screen without making any changes.

The following table describes each of the preferences:

Ariba Buyer Preference	Action Performed When Selected
Display the warning message if the source of truth is external system.	Not used by the Commonwealth of Virginia.
Enable Multiselect Catalog	Provides the option to use check boxes to add multiple catalog items at the same time. Select the *Summary (multi)* or *Details (multi)* value in the second View By field to use this feature. Certain catalog items cannot be added to a requisition using the multi-select option, including items that have business forms attached or items that contain fields that must be specified before ordering.
Expand Navigation Panel: Reconcile	The Reconcile option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Expand Navigation Panel: Analysis	The Analysis option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Expand Navigation Panel: Expense	The Expense option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Show Cart	The Shopping Cart displays after an item is added. The Shopping Cart can always be accessed using the Shopping Cart link above the left navigation panel.
Expand Ariba Folders	The Ariba Folders option (under Explore Folders) is expanded to display a list of items in the folder.

Ariba Buyer Preference	Action Performed When Selected
Ask me for confirmation before deleting a request	After selecting an item and clicking the **Delete** button, the following message displays before the deletion is finalized: *Are you sure you want to delete the selected items?*
Expand Approve	The Approve option on the left navigation panel on the Approve Requests page is expanded.
Expand line by line	Not used by the Commonwealth of Virginia.
Expand Navigation Panel: Explore	The Explore option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Show the active delegation of authority page	Upon logging in to the eMall, if there is an active delegation of authority, the Active Delegation of Authority screen displays with delegate name and effective dates.
Expand Shipping	Not used by the Commonwealth of Virginia.
Use My Dashboard as the Home Page	Not used by the Commonwealth of Virginia
Expand Mobile Install	Not used by the Commonwealth of Virginia.
Ask before moving requests to selected folders	After selecting an item to move to a different folder and clicking the **Move** button, the following message displays before the move is finalized: *You have chosen to move the selected request(s) to the designated folder. Any request that was created in a different partition will be moved to the selected folder in that partition. If the folder you select does not exist in that partition, the request will be moved to the* Archive Items *folder automatically.*
Display User Currency	The currency unit (for example, *USD*), is displayed next to prices.
Hide catalog item details	Details for catalog items are not displayed on the Add Items screen.
Show additional information before going to the receiving summary page	When a value is entered in the Reject field, the Additional Information Needed screen displays before the receipt is submitted.
Expand Navigation Panel: Detail Status	The Detail Status option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Expand Navigation Panel: Status	The Status option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Show Navigation Panel	The left menu area is displayed in all areas of Ariba.
Expand Mobile Upload	Not used by the Commonwealth of Virginia.
Show the reconciliation done page	Not used by the Commonwealth of Virginia.
Show confirmation page before editing a request	After clicking the **Edit** or **Change** buttons to edit a request, the following message displays before you can continue with the edit: *You will be editing your Requisition. You may edit any part of the Requisition by going to the appropriate step in the Navigation Panel.*
Expand Item Details	Line Item details are displayed on the screen. Click the **Hide Details** link to collapse the detail information.
Expand Comments	Not used by the Commonwealth of Virginia.
Expand Navigation Panel: Report	The Report option on the left menu of the Shop Now Home page is expanded to show the menu contents.

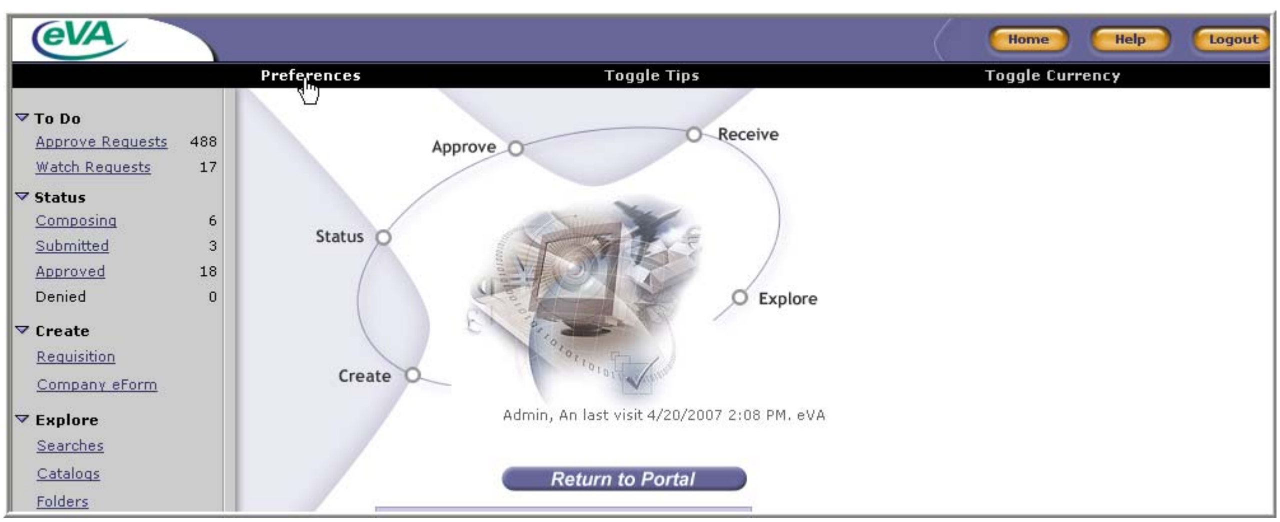
Ariba Buyer Preference	Action Performed When Selected
Show the receiving done page	The Receiving – Done screen displays after receiving selected items. Users can choose to select another order to receive or return to the Shop Now Home page.
Confirm partition change	Not used by the Commonwealth of Virginia.
Expand User Folders	The Personal Folders option (under Explore Folders) is expanded to display a list of items in the folder.
Expand Navigation Panel: Create	The Create option on the left menu of the Shop Now Home page is expanded to show the menu contents.
Show Inline Tips	On-screen tips are displayed throughout the eMall in a light blue box at the top of the screen.
Show all confirmation pages	Confirmation screens display when a user is ready to take permanent action on a request, such as modifying or saving a request.
Ask me for confirmation before deleting a folder	After selecting a folder to delete and clicking the **Delete Folder** button, the following message displays before the deletion is finalized: *Are you sure you want to delete the selected folder?*
Expand To Do	The To Do option on the left menu of the Shop Now Home page is expanded.
Expand Navigation Panel: Workforce	Not used by the Commonwealth of Virginia.
Show the confirmation page when assigning PCard charges	Not used by the Commonwealth of Virginia.
Display the message if the new object has been created successfully.	Not used by the Commonwealth of Virginia.
Ask before creating a requisition	A confirmation screen displays before the requisition is created.

Delegating Approval Authority

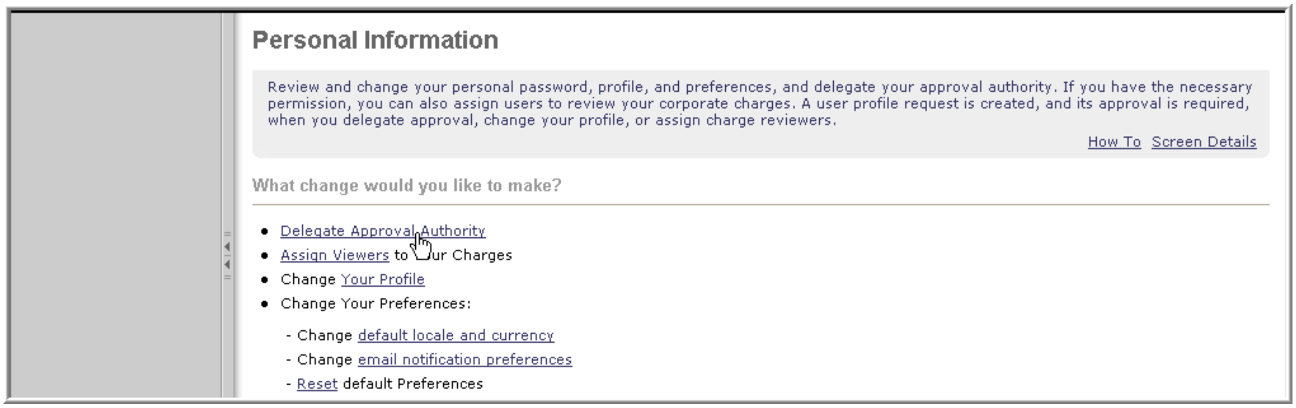
You can temporarily delegate your approval authority to another user for a specified period of time.

To delegate approval authority, go to the Shop Now Home page.

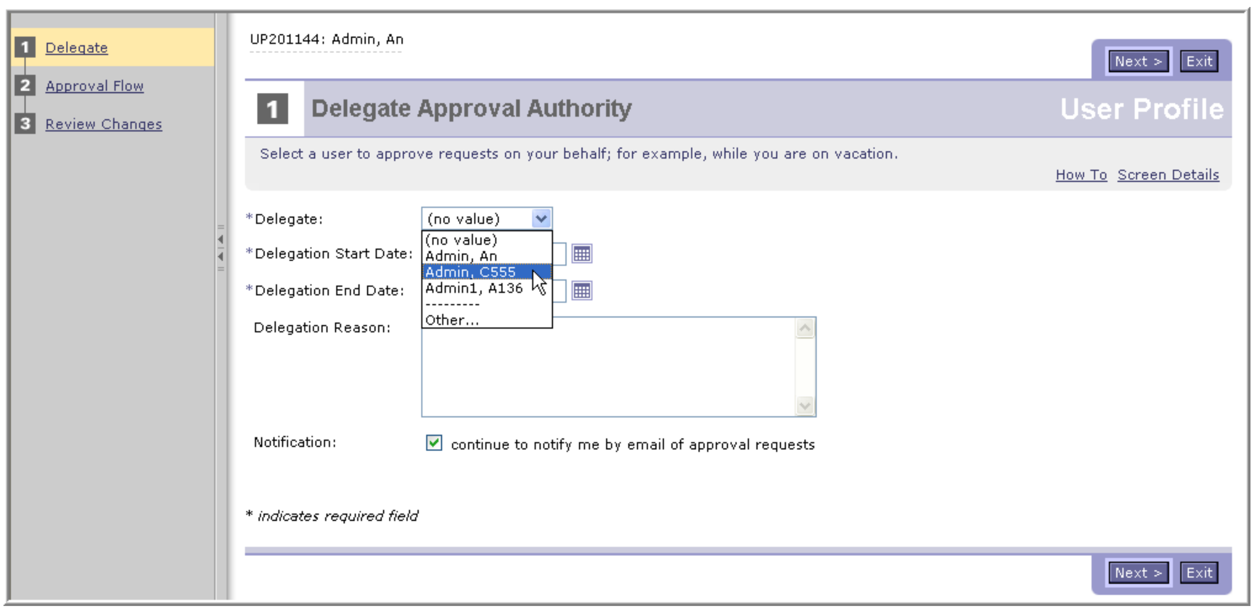
Click the **Preferences** link to open the Personal Information screen.



Click **Delegate Approval Authority**.



To set the Delegate field to the person you want as your delegated approver, look for the name in the drop-down list. (If it is not there, select *Other…* to get to a list of all users. Search for the user to select as the Delegate. Refer to the Adding an Approver section to learn how to use the *Other…* option.)



The Delegation Start Date is the first date your delegate can act as your approver. Use the calendar icon to select the date. Set the Delegation End Date as the date your delegation of authority is no longer active. Enter a Delegation Reason, if needed. The delegation begins and ends at midnight eastern time on the specified dates.

The delegate will receive email notification of all approvals that would ordinarily have gone to you. If you want to continue receiving those same notifications at the same time, select the Notification check box. If you do not want the email notifications, deselect the check box.

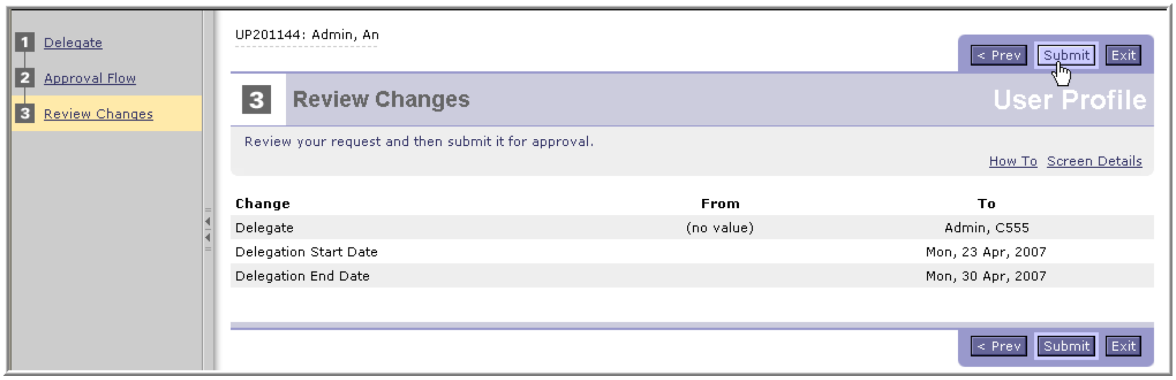
Click **Next** to proceed to Step Two – Approval Flow.

The Approval Flow screen graphically displays the Approval Flow for this request.

You can add an additional approver for this delegation, if necessary, or click **Next** to proceed to Review Changes.

The Review Changes screen displays all changes you have requested so you can review your changes before you submit them.

Click **Submit** to activate your delegation of authority.



Act as User Screen

When the delegation period starts, the delegated approver will be prompted after clicking **Shop Now** to select which user to use for the session. The delegate can choose to act under his own name for regular eMall functions, or to act as an approver on behalf of someone else.

If you are acting as an approver, you cannot create requisitions under that user.

Active Delegation of Authority

If you log in during the time that you delegated your approval authority to another, you will be notified that you have an Active Delegation of Authority. Click the **Continue using the delegation of authority** or **Stop using the delegation of authority** links as appropriate. This action is effective immediately.

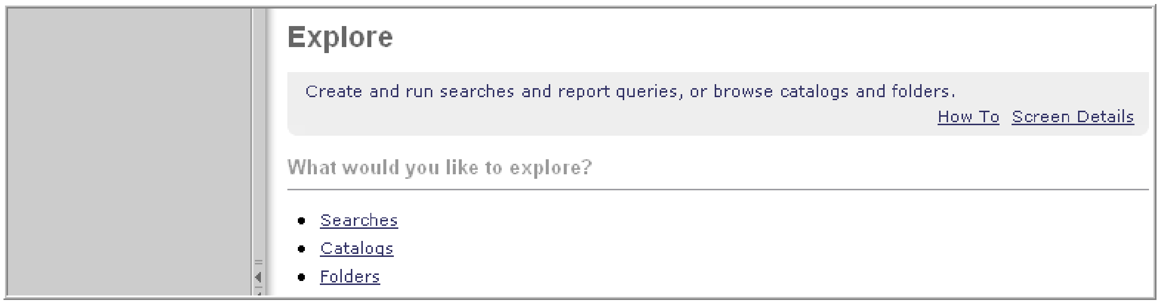
If you decide to continue to use the delegation of authority, you can still approve your requests. You can log in, click **Continue**, and approve requests that require your approval.

EXPLORE

The eMall Explore feature is useful for organizing your requests into file folders as well as for searching the database to find specific requests. This section includes a general overview of the Explore features as well as information about:

- Searches
- Catalogs
- Folders

When you click **Explore** on the Shop Now Home page, you can choose **Searches**, **Catalogs**, or **Folders**.



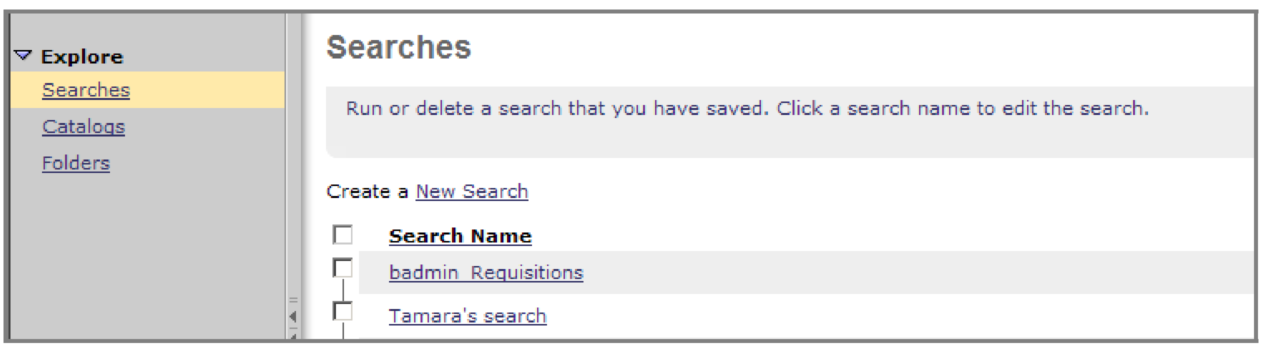
Exploring Searches

From the left navigation bar on the Shop Now Home page you can click Searches, Catalogs, or Folders. Click the **Searches** link to open the Searches screen. From here you can create a new search, run or delete an existing custom search, or run a system search. Each of these actions is described in detail.

Creating a Search

When you create a search, you can save the search criteria for future use. This function is useful for searches you perform often.

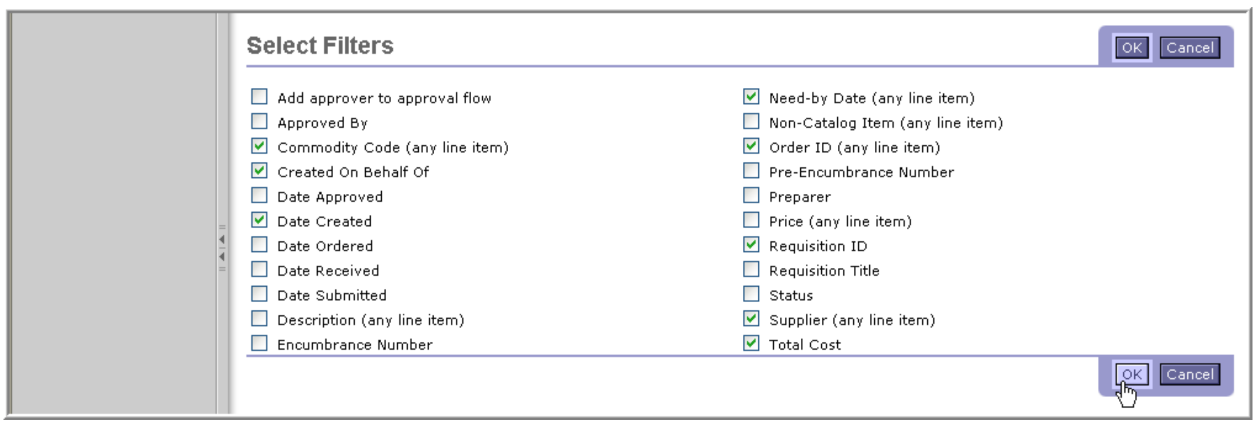
Click the Create a **New Search** link to get to the Create Search screen.



Enter a value in the **Search Name** field that will help you identify the search later.

Select a value for the search from the Category drop-down list that shows the available documents (Requisitions, Receipts, Purchase Orders, and so forth).

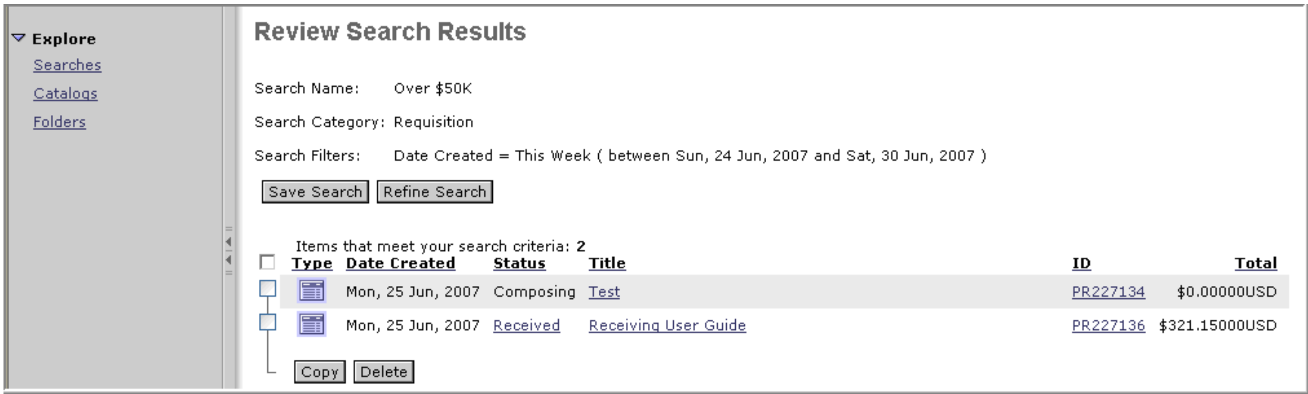
Click the **Add/Remove Search Filters** link, as shown on the previous screen shot, to change the filters to be used for a search. The Select Filters screen displays a list of fields that can be used as search criteria.



Use the check boxes to select and clear filters for your search and click **OK** to return to the Create Search screen.

The search filters that you selected appear at the bottom of the Create Search screen and you can choose values for some or all of the filters. When you have set all of the criteria, click the **Search** button to run the search.

A list of requests meeting the search criteria is returned at the Review Search Results screen.



The eMall is configured to return up to 2,000 records in a single search. If your search retrieves 2,000 records and you do not find the record you need, use the **Refine Search** button to try again with narrower criteria.

Using a Saved Search

You can view all of your saved searches on the Searches screen To run a saved search, click the **Search Name** link and view a list of saved searches.

Edit any criteria as needed and then click the **Search** button.

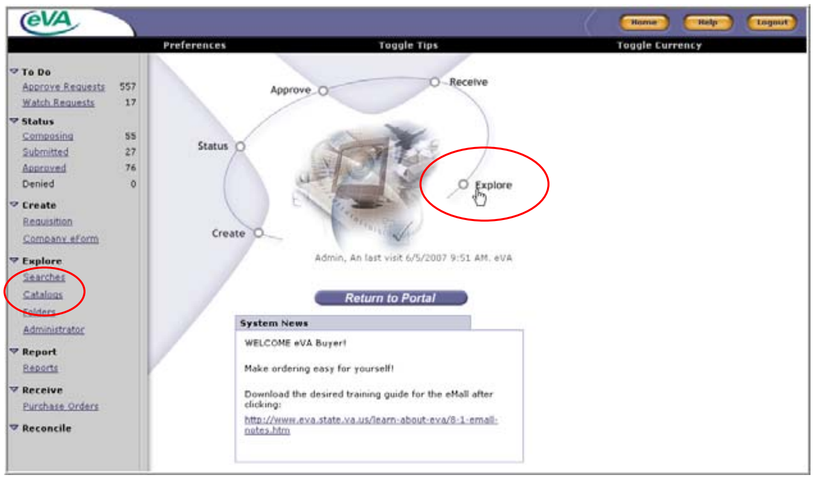
Exploring Catalogs

The eMall allows you to research non-PunchOut catalogs without creating a requisition.

These online catalogs include items on contract as well as items provided by vendors that have registered to do business with eVA.

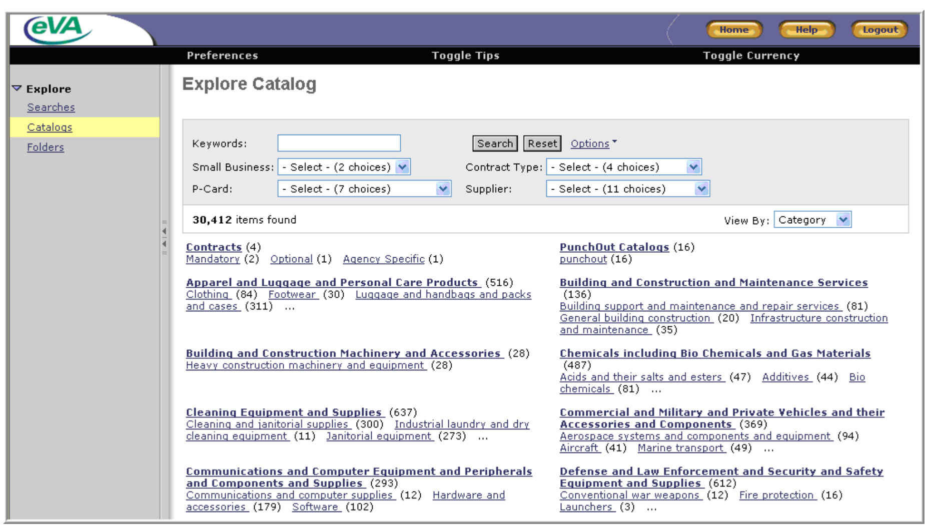
Online catalogs are accessed two ways from the Shop Now Home page:

- By clicking **Explore** on the Shop Now Home page and then clicking the **Catalogs** link
- By clicking the **Catalogs** link in the Explore section of the left navigation menu



There are three ways to locate catalog items on the Explore Catalog screen:

Tab	How you might use it
Catalogs	Find and explore catalog items, and start a request
Favorites	Retrieve items you have previously saved as favorites, such as items that you purchase often. Favorites are stored in Personal Folders.
Saved Searches	Retrieve and explore information from searches you have previously saved.



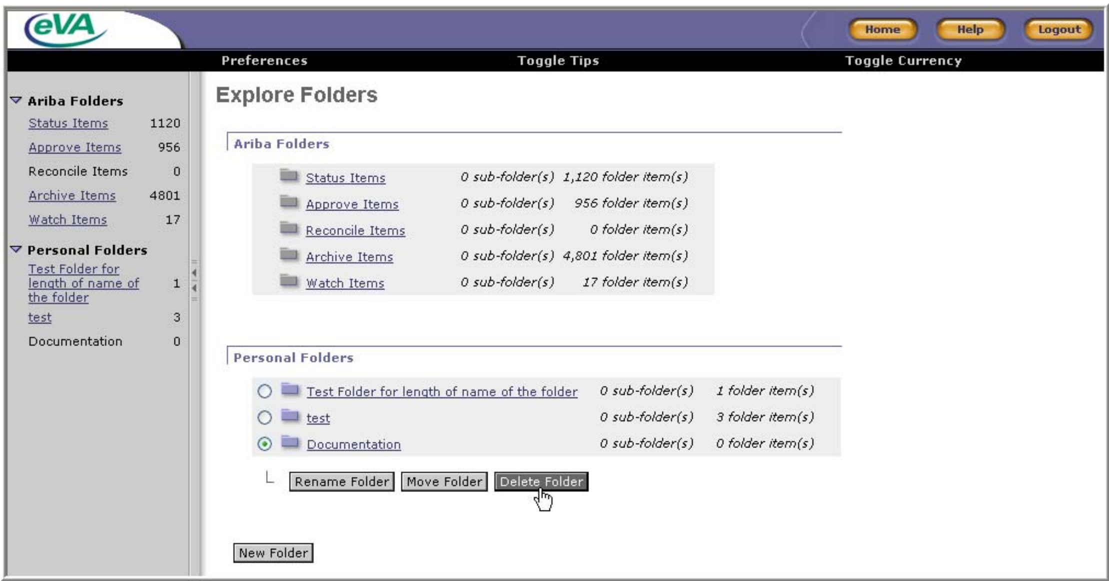
For additional instructions about how to search and explore catalogs, refer to the section Creating a Purchase Requisition, Step 2: Add Items in the *eMall Volume 1 User Guide*.

Exploring Folders

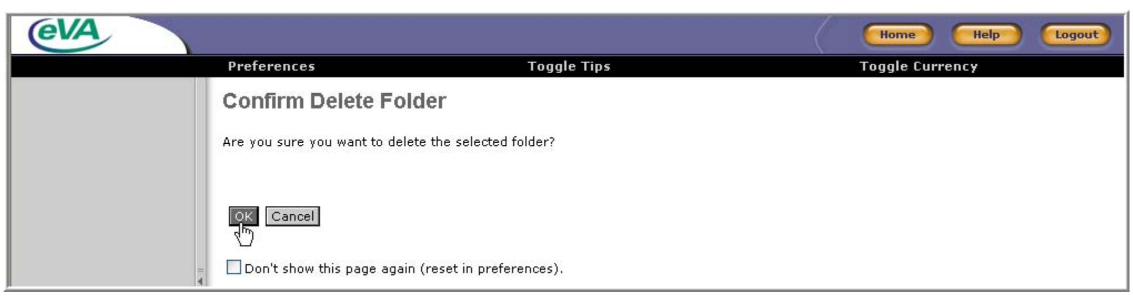
When you click the **Folders** link on the Explore screen, you open the Explore Folders screen.

There are standard Ariba folders (for example, **Status Items** or **Approve Items**) and personal folders. Use folders to organize your requests in any order that you want. There is no limit to the number of folders that you can create. To view items in a folder, click the folder title link.

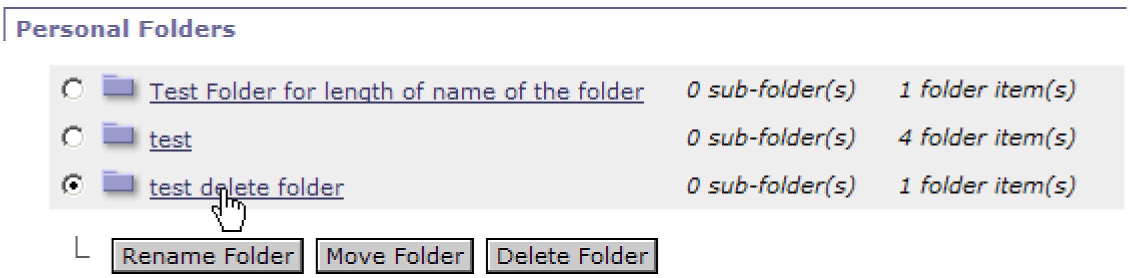
Use the action buttons to rename, move, and delete your personal folders. In order to delete your personal folders, the folder and all sub-folders must be empty. Select the radio button beside the personal folder you want to delete and click the **Delete Folder** button.



Click the **Ok** button to delete the selected folder.



You cannot delete a folder that contains transactions or sub-folders. To delete items in a folder, you must open the folder by clicking the folder name link.



To select all items in the folder select the checkbox located on the column heading row and click the **Delete** button.

Click the **Ok** button to delete the selected folder. The Confirm Delete page displays according to how your preferences are set.

On the View Folder Details page, you will see that all of the items within the folder were deleted. You are now able to delete the folder. Click the **All Folders** link to return to the Explore Folders page to delete the appropriate folder.

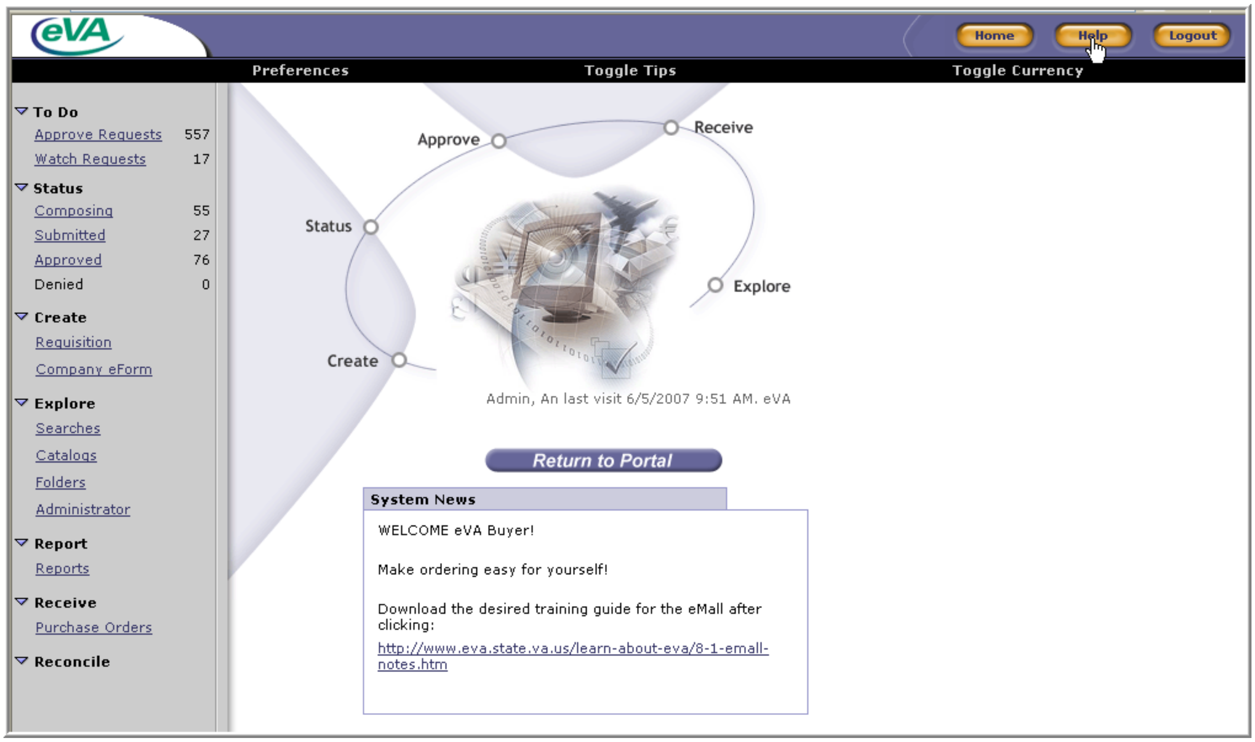
GETTING ANSWERS TO YOUR QUESTIONS

You have three help options to answer questions that you might encounter while working in the eMall:

- Online Help
- eMall Training guides
- eVA Client Support

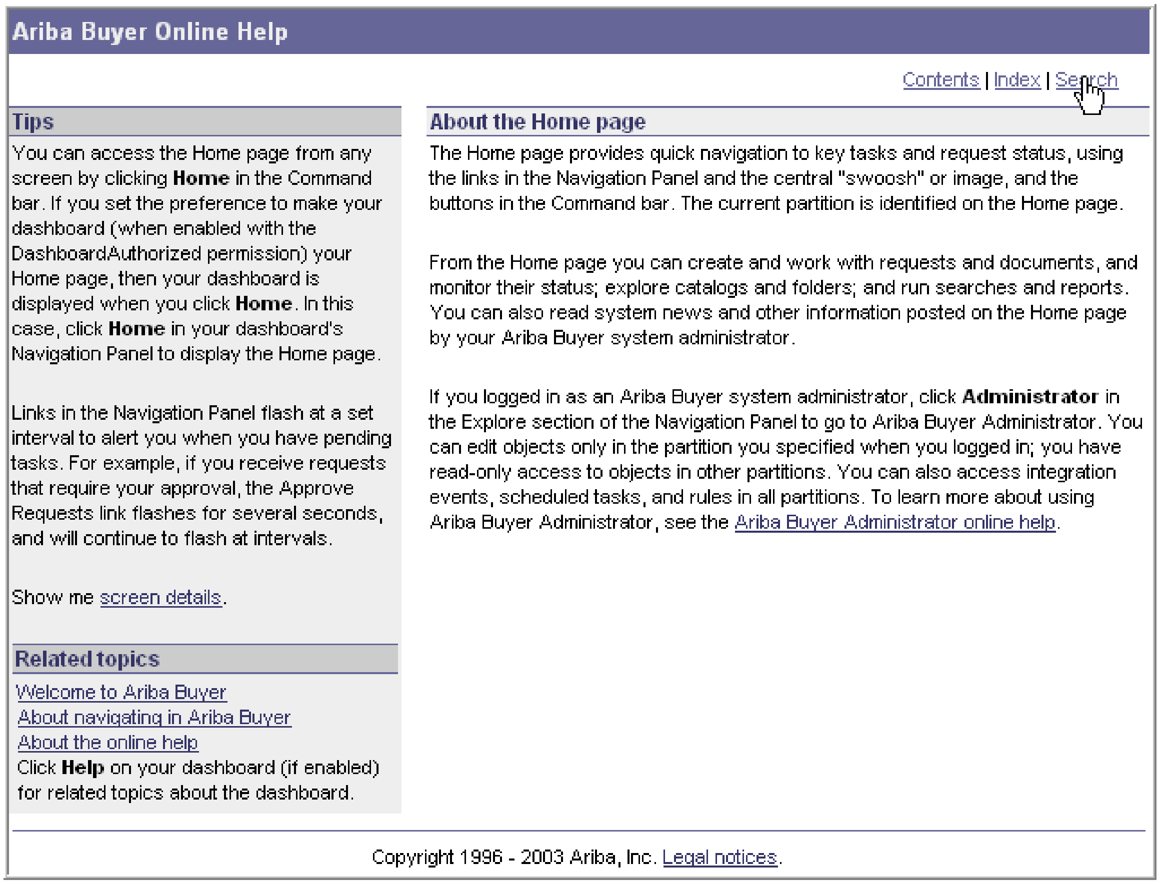
Online Help

Click the Help button in the screen header from any screen in the eMall to display help information about that screen. The help information displays in a new browser window. The screen shot below illustrates clicking **Help** on the Shop Now Home page.



The Ariba Online Buyer Help screen provides you with screen-specific help based on where you were in the eMall when you clicked **Help**.

If you need more explanation you can perform a search by clicking the **Search** link located on the upper right hand side.



Ariba Buyer Online Help

Contents | Index | Search

Tips

You can access the Home page from any screen by clicking **Home** in the Command bar. If you set the preference to make your dashboard (when enabled with the DashboardAuthorized permission) your Home page, then your dashboard is displayed when you click **Home**. In this case, click **Home** in your dashboard's Navigation Panel to display the Home page.

Links in the Navigation Panel flash at a set interval to alert you when you have pending tasks. For example, if you receive requests that require your approval, the Approve Requests link flashes for several seconds, and will continue to flash at intervals.

Show me screen details.

Related topics

Welcome to Ariba Buyer
About navigating in Ariba Buyer
About the online help
Click **Help** on your dashboard (if enabled) for related topics about the dashboard.

About the Home page

The Home page provides quick navigation to key tasks and request status, using the links in the Navigation Panel and the central "swoosh" or image, and the buttons in the Command bar. The current partition is identified on the Home page.

From the Home page you can create and work with requests and documents, and monitor their status; explore catalogs and folders; and run searches and reports. You can also read system news and other information posted on the Home page by your Ariba Buyer system administrator.

If you logged in as an Ariba Buyer system administrator, click **Administrator** in the Explore section of the Navigation Panel to go to Ariba Buyer Administrator. You can edit objects only in the partition you specified when you logged in; you have read-only access to objects in other partitions. You can also access integration events, scheduled tasks, and rules in all partitions. To learn more about using Ariba Buyer Administrator, see the Ariba Buyer Administrator online help.

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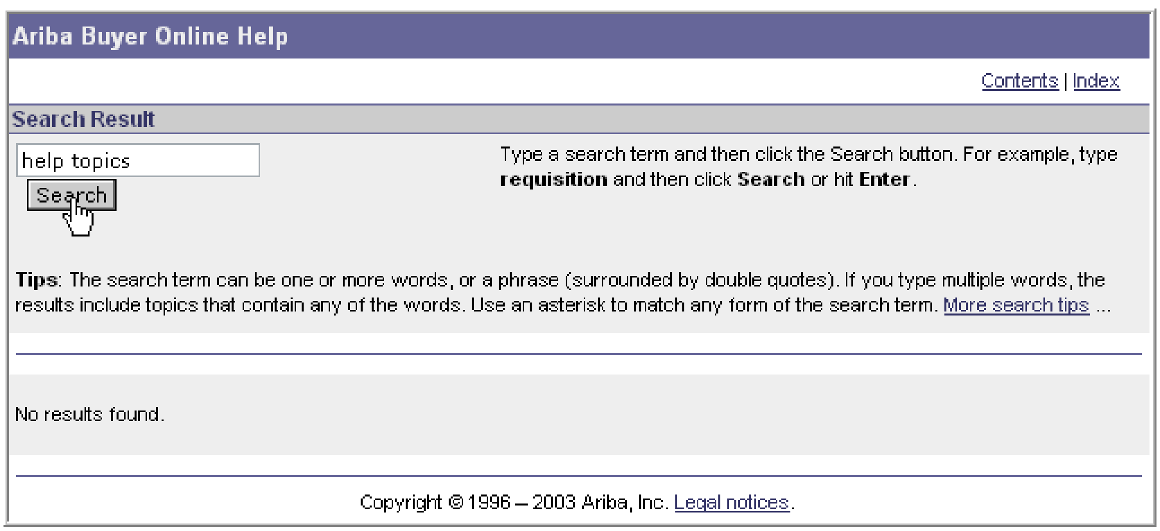
Type words or phrases in the Search field; then click **Search** to search for documents that contain the words or phrases.



Ariba Buyer Online Help

Contents | Index

Search Result

help topics

Search

Type a search term and then click the Search button. For example, type **requisition** and then click **Search** or hit **Enter**.

Tips: The search term can be one or more words, or a phrase (surrounded by double quotes). If you type multiple words, the results include topics that contain any of the words. Use an asterisk to match any form of the search term. More search tips ...

No results found.

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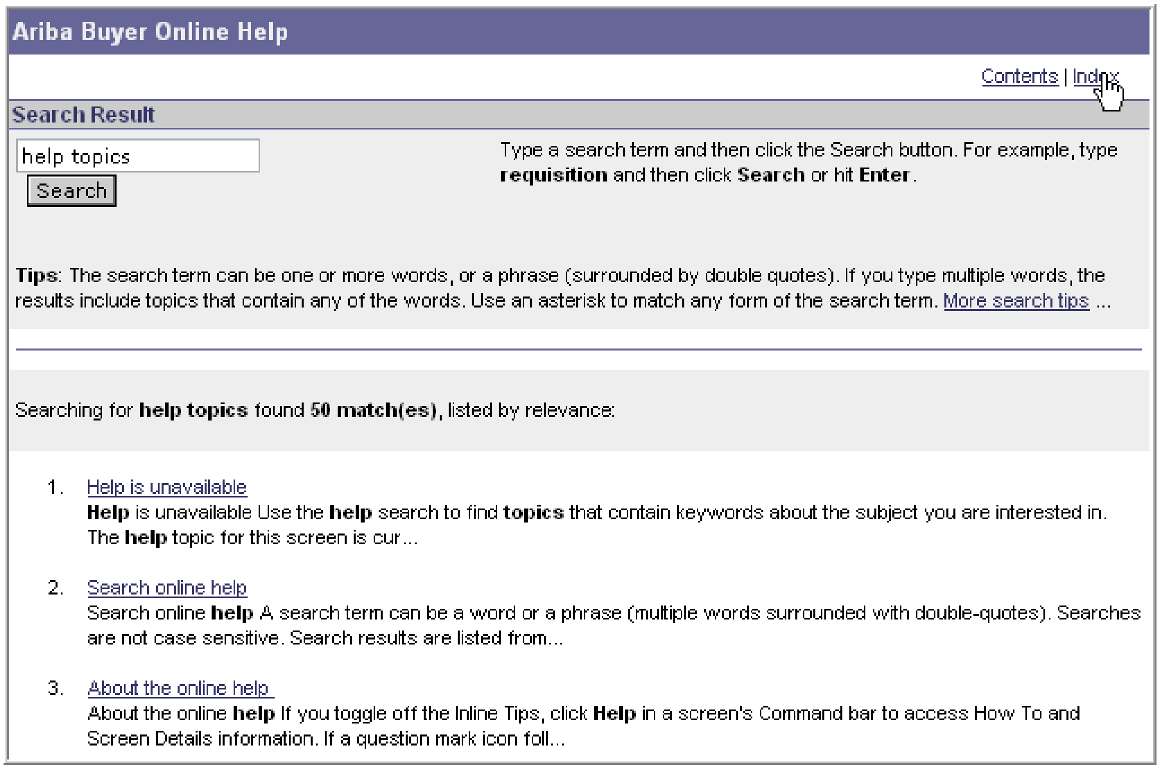
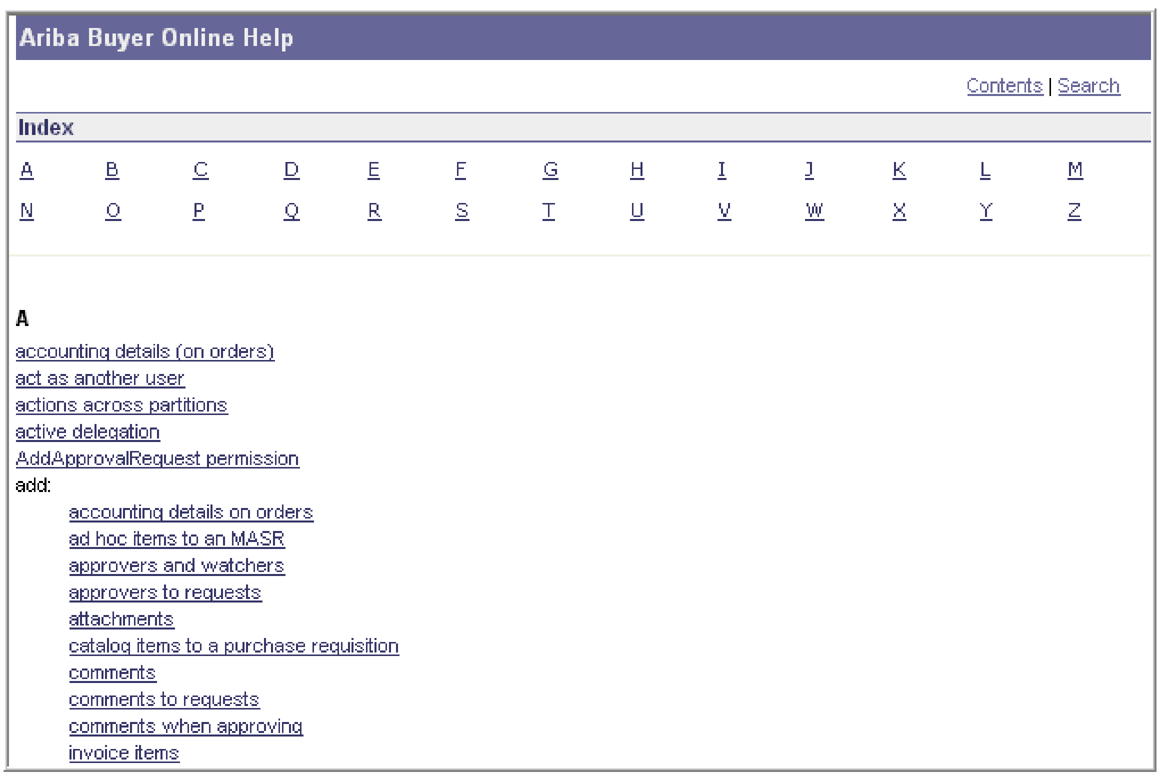
After the search results appear, you can get more details by clicking the topic link to each result.

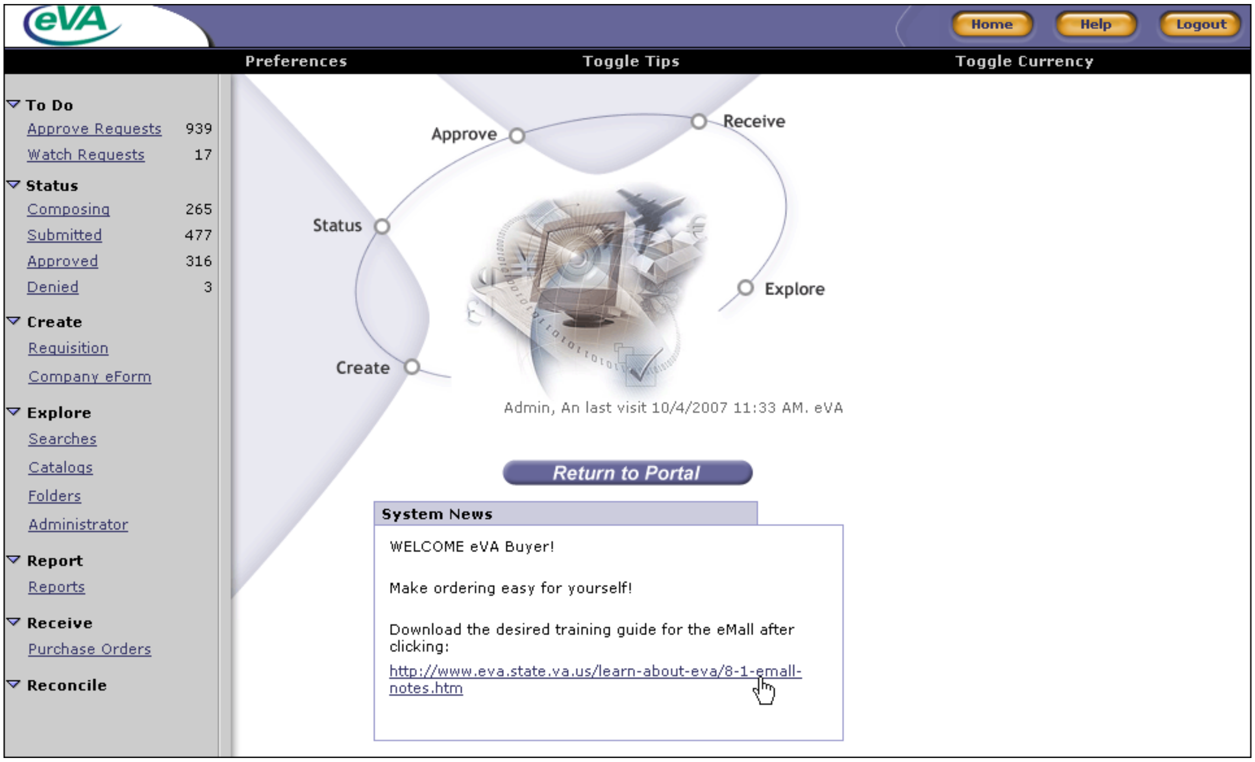


You can also search for additional help topics using the Help Index.

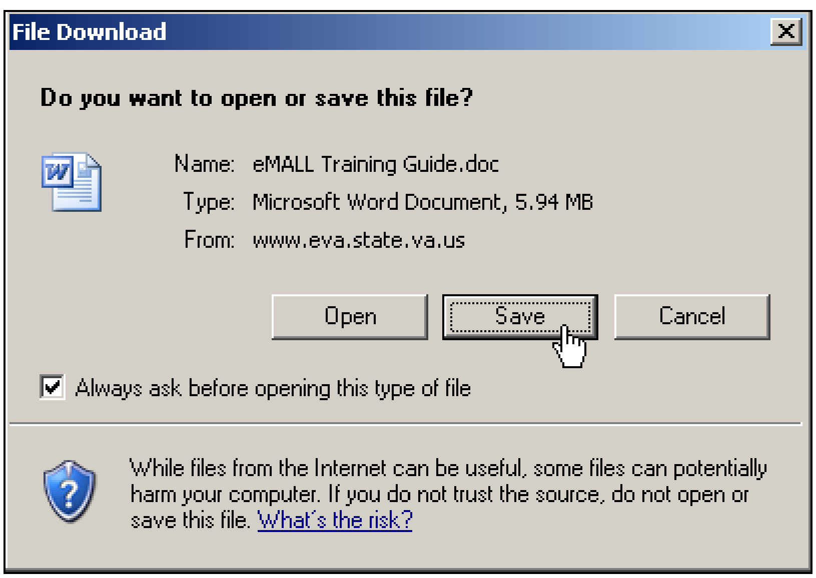


eMall Training Guides

To download training guides, click the appropriate link in the System News box on the Shop Now Home page.



When you find a guide to review, be sure to use the **Save** option to open the Save As window and save a copy to your computer instead of clicking **Open**. Many of these documents are large and using this option will help with the responsiveness of the Web site.



eVA Client Support

If you have questions that cannot be answered by Online Help, you have two client support options:

- Send an email to eVACustomerCare@dgs.virginia.gov
- Call toll free 866-buysense (866.289.7367) from 8AM – 5PM EST, Monday through Friday

If you have personal computer questions, contact your agency PC support.
If you have purchasing policy or general operating policy questions, you have two options:

- Contact your organization's eVA Coordinator
- Contact DPS Customer Care at 804-786-3842

Refer to eMall Vol. 1 User Guide *for information about other eMall functionalities.*
For general information on the eVA system, refer to eVA Overview Guide.