

eVA's April / May 2018 Upgrade – V3

Updates to the Buyer Portal (a.k.a the Knowledge Center)

Updated 5/14/2018 – By: dds

For help and questions, please contact the JMU eVA Help Desk at askeva@jmu.edu or 568-4382.

Updates

All the updates in this document have been highlighted in yellow. The most notable being the upgrade date moving to May 19th rather than May 18th or May 4th.

Summary

What's changing? On Saturday, May 19th what we currently call the Buyer Portal / Knowledge Center will have a brand new look with new features. The buyer portal will have widgets to allow quick actions or show summary information quickly. In this initial upgrade, there will only be a few widgets, but over time, more will be added.

Before the Upgrade - The Buyer Portal as of mid-April



After the Upgrade - The Buyer Portal starting **Saturday, May 19th**



Go To ▾ Dashboards ▾

Help Preferences Logout

My Work
Pending My Approval

Show entries

Search:

ID	Description	Status	Create Date
PR630227	Order to Test QM and to do listing	Submitted	04/19/2018
PR630002	Example Order to Deny	Denied	04/02/2018
PR630001	Grant Order Example 01	Submitted	04/02/2018
PR630000	iPads with Keyboards	Ordering	04/02/2018
PR629999	Cars for the Office	Submitted	04/02/2018
PR629998	Apple Order	Submitted	04/02/2018
PR629996	Dell Order	Ordering	04/02/2018

Showing 1 to 7 of 8 entries

Previous
1
2
Next

Entity Spend Summary

Small \$

Contract \$

My Work Summary

PRs
Solicitations
Contracts

Composing

Submitted

Ordered

Receiving

1

4

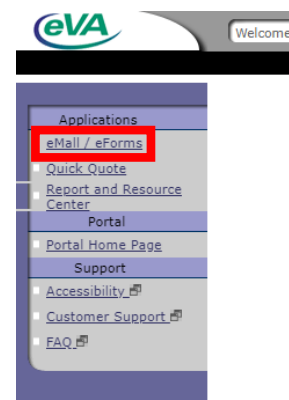
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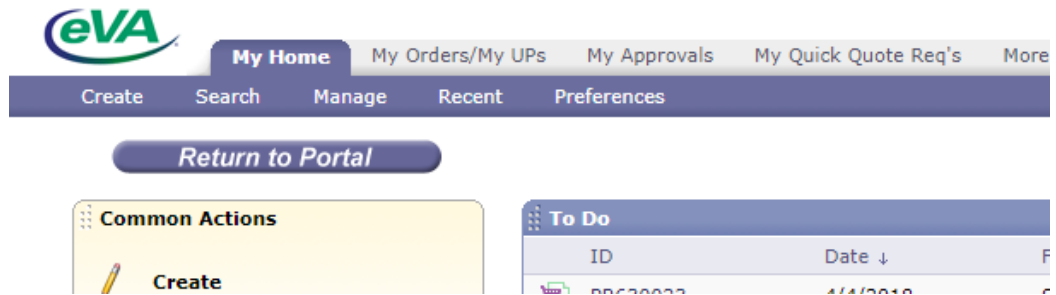
A.) I just want to access eMail / eForms to create, edit, and/or approve requisitions

Before the Upgrade

1. After logging-in to eVA you will be taken to the Buyer Portal
2. Click “eMail / eForms” on the left-hand side



3. You will be taken into eMail / eForms.

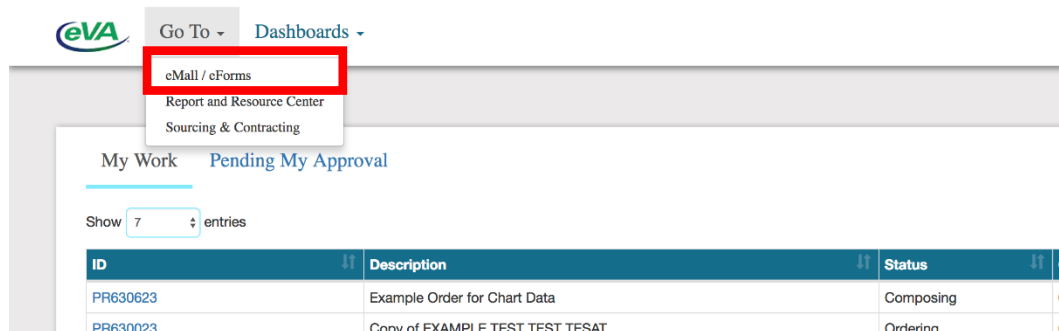


After the Upgrade

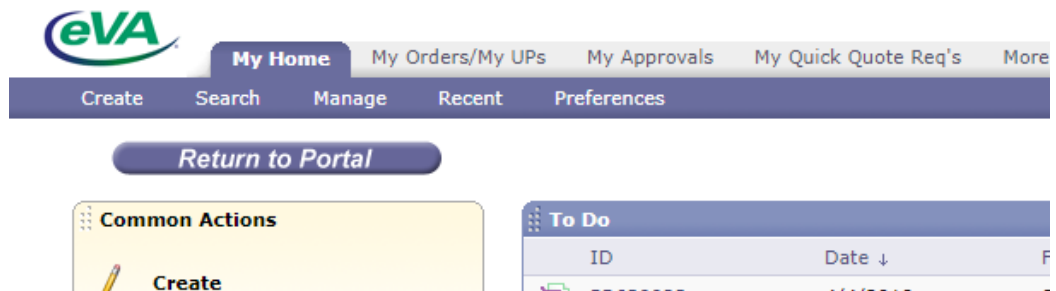
1. After logging-in to eVA you will be taken to the Buyer Portal
2. Click, "Go To" on the top left-hand side



3. In the Go To dropdown menu, you will click, "eMail / eForms"



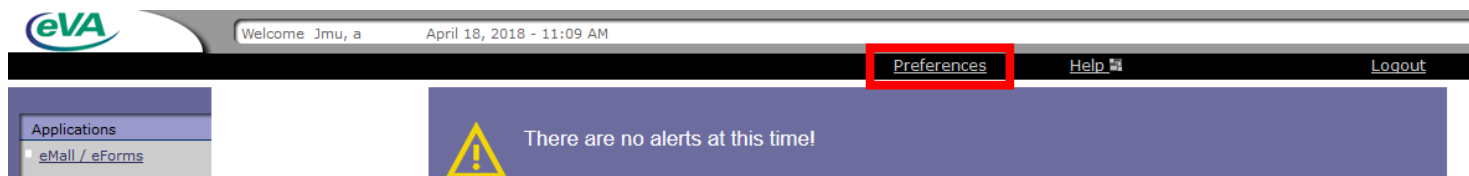
4. You will be taken into eMail / eForms
 - a. Everything within eMail / eForms will work and look the same way as it does currently



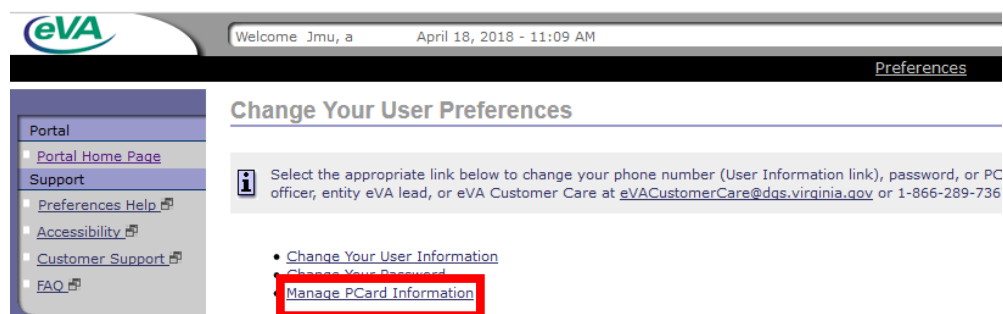
B.) I need to add, modify, or remove my SPCC (pcard)

Before the Upgrade

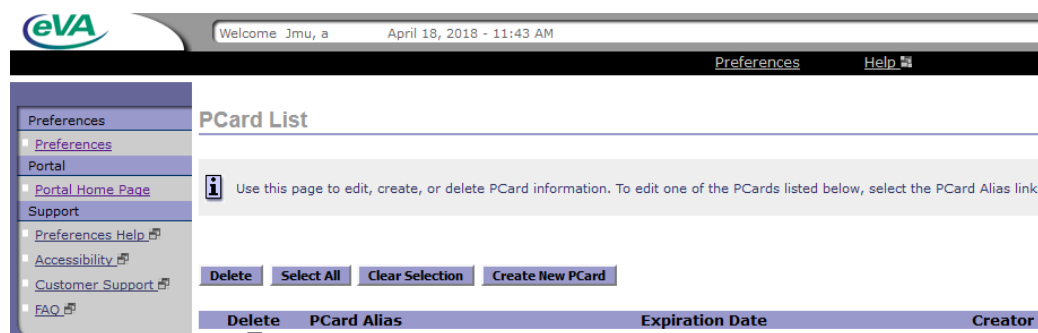
1. After logging-in to eVA you will be taken to the Buyer Portal
2. Click, "Preferences" on the top center



3. On the User Preferences screen, you will click, "Manage PCard Information"



4. You will be taken to the PCard list menu were you can add, modify, or remove your SPCC

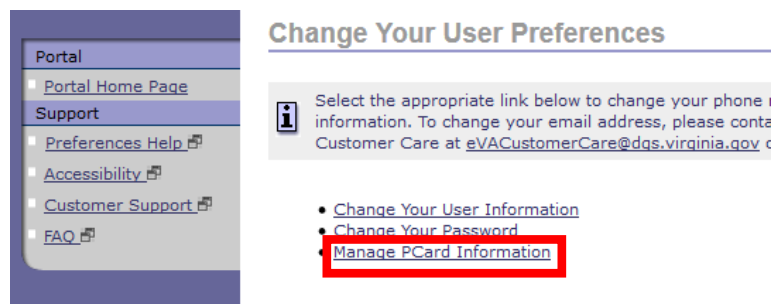


After the Upgrade

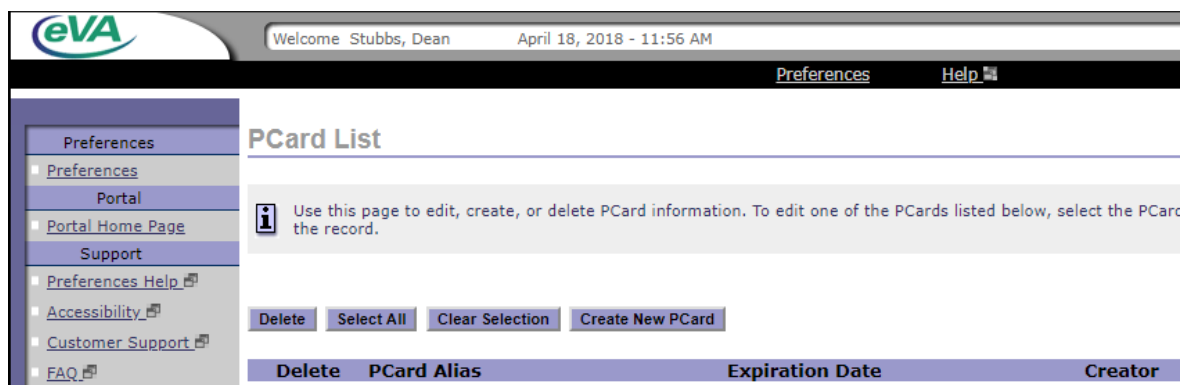
1. After logging-in to eVA you will be taken to the Buyer Portal
2. Click, "Preferences" on the top right-hand side



3. On the User Preferences screen, you will click, “Manage PCard Information”



4. You will be taken to the PCard list menu where you can add, modify, or remove your SPCC

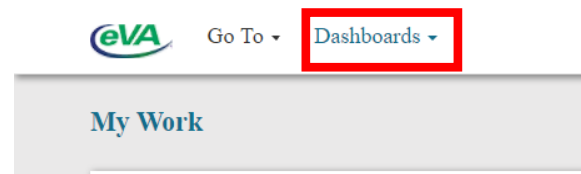


C.) I want to learn more about the new Buyer Portal

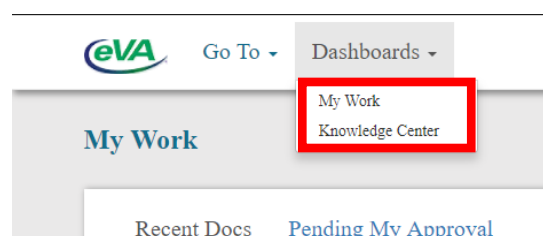
Within the new buyer portal there will be two dashboards, *My Work* and *Knowledge Center*. Both of these dashboards will be brand new and have completely different content from the current buyer portal.

By default once you sign-in to eVA the Buyer Portal will display the *My Work* dashboard, but if you want to change what dashboard you are viewing, you would do the following:

1. Click, “Dashboards” on the top left-hand side



2. In the Dashboards dropdown menu, you will click, either “My Work” or “Knowledge Center”



My Work

This dashboard will have three primary widgets, but over time, more will be added.

- I. The first Widget is *Recent Docs & Pending My Approval*. This widget has two tabs both will show you slightly different things.

The **My Work** (*Recent Docs*) tab will show all requisitions you have created or **modified in the last six months** and the status of those requisitions (composing, submitted, approved, or denied). If you click on the ID number of a requisition, you will be taken directly to that requisition in eMail / eForms.

My Work Pending My Approval

Show 7 entries Search:

ID	Description	Status	Create Date
PR630227	Order to Test QM and to do listing	Submitted	04/19/2018
PR630002	Example Order to Deny	Denied	04/02/2018
PR630001	Grant Order Example 01	Submitted	04/02/2018

The *Pending My Approval* tab will show all requisitions that are waiting for you to approve. If you click on the ID number of a requisition, you will be taken directly to that requisition's approval summary menu in eMail / eForms.

My Work Pending My Approval

Show 7 entries

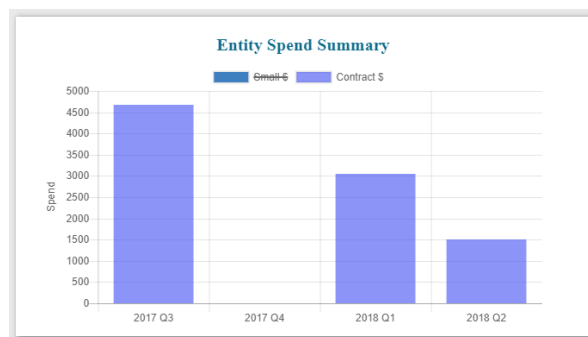
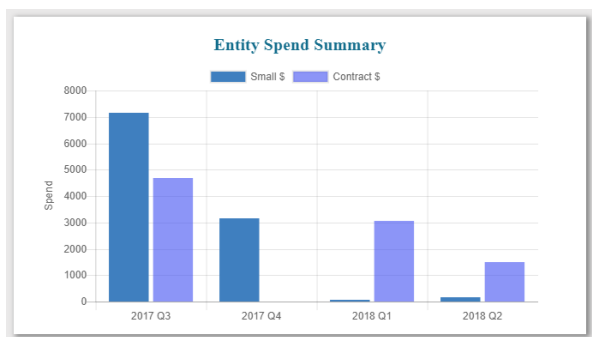
Search:

ID	Description	Total Amount	Create Date
PR629955	Example Order to Approve	\$3,800.92	03/29/2018

Showing 1 to 1 of 1 entries

Previous1Next

- II. The second Widget is *Entity Spend Summary*. This widget shows spend for the current fiscal year quarter and the three previous quarters. The data that feeds into this widget will be updated four times a day. *We have talked with eVA about modifying this to show spend at an individual user level and that functionality might be added in later.* You can click on "Small," or "Contract" to show more or less data in the graph.




- III. The last Widget is **My Work Summary** (*Document Summary*). This widget has three tabs but only the PRs tab will have any data for JMU eVA users. The PRs tab will show the number of requisitions in each status type (composing, submitted, ordered, and receiving) currently. The count for each will be for the last **six months**.

My Work Summary		
PRs	Solicitations	Contracts
Composing		1
Submitted		4
Ordered		0
Receiving		0

Knowledge Center


This dashboard will contain more general items such as guides, how-to videos, announcements, and links. We encourage JMU eVA users to make sure to consult with Procurement Services if there are any questions about the content on this dashboard as not all the information here will apply to JMU.


The Knowledge Center Dashboard as of May 14th


 Go To ▾ Dashboards ▾

Help Preferences Logout


FeaturedLearn MoreUser Group Playbacks



How Businesses Meet, Connect, Collaborate (B2B)



Approve Reqs on the Go (Approver Mobile App)



Receive and Review Temporary Employees Resumes (ACP)

AnnouncementsResourcesGuidesContract InfoSupplier InfoManuals & Policy

 **eVA Extra!**
Exciting new news for eVA Users

 **New Contracts**
New Contracts established by DPS Statewide Sourcing & Contracting Officers

 **2018 Forum**
Information about the 2018 Forum including Registration, schedules, and sessions

 **Find My DPS Account Executive**
Search for your state agency's or find you local governments account executive

Richmond Based eVA Training
Register

Hands-on basic training of eMail and Quick Quote available at no cost.

8/21/2018

- eMail 8:45 - noon
- Quick Quote 1:30 - 3:40

12/11/2018

- eMail Class 8:45 - noon
- Quick Quote Class 1:30 - 3:40

Advertise YOUR event HERE!

CAPA 2018 Fall Conference & Vendor Expo
Sept. 21st

VAGP 2018 Fall Symposium
Sept. 24-25th

DGS 2018 Procurement Forum
Oct. 22-24th

Join the Conversation!
JOIN

Sign-up to be part of the Buyer User Group and receive the eVA Extra today.