

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/umnetid. 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.UManitoba.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 Bar, 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 Requestion from the drop down menu.



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 Delegate 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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Anthony S. Fauci



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web der meerrettichbaum moringa oleifera syn guilandina moringa oder auch behenbaum behennussbaum klärmittelbaum trommelstockbaum pferderettichbaum und wie manche andere pflanzenarten auch wunderbaum gehört zur familie der bennussgewächse moringaceae inhaltsverzeichnis 1 name 2 beschreibung 3

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web ein wunderbaum der wünsche erfüllt ist der baum der in seinem ersten lebensjahr schnell mal rund acht meter in die höhe wachsen kann leider nicht aber nichtsdestotrotz seine zahlreichen nährstoffe sollen mehr als 300 krankheiten lindern können

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da er eines der nährstoffreichsten gewächse weltweit ist insgesamt enthält das gewächs sieben verschiedene vitamine und eine ganze reihe an mineralstoffen insgesamt werden etwa 90 essenzielle nährstoffe genannt wenn es um

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web aug 26 2023 da fast alle teile des baumes essbar oder anderweitig nutzbar sind und überdies die blätter eine hohe nährstoffdichte aufweisen trägt moringa den ehrennamen wunderbaum moringa zählt in vielen ländern nicht nur zu einer wichtigen nahrungsquelle sondern wird auch zu medizinischen zwecken genutzt

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web der wunderbaum moringa oleifera eine erste beeindruckende und äusserst wertvolle eigenschaft des moringa baumes ist die fähigkeit verschmutztes wasser zu reinigen und zu desinfizieren dazu löst man die in den langen schoten befindlichen samen heraus getrocknet und pulverisiert

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web aug 25 2015 der baum moringa ist auf der ganzen welt als wunderbaum bekannt nicht ohne grund denn die bezeichnung resultiert aus den nachgewiesenen wirkungen die der baum mit sich bringt die einzelnen bestandteile des baumes wurden wissenschaftlich untersucht daher wurde der wunderbaum der welt immer bekannter

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web apr 11 2019 das wichtigste zu moringa auf einen blick der moringabaum wird auch in südamerika auch baum der unsterblichkeit genannt die samen werden zur aufbereitung von trinkwasser verwendet da sie bakterien und einige schadstoffe binden können