

# AMOP User Manual

## 1. Login with IDIR

Login using your IDIR



The screenshot shows the login interface for amop.gov.bc.ca. At the top, there is a dark blue header with the British Columbia logo and the text 'Log in to amop.gov.bc.ca'. Below this is a white login box with a blue header that says 'Log in with IDIR'. Inside the box, there are two input fields: 'IDIR Username' and 'Password', followed by a blue 'Continue' button. To the right of the login box, there is a section titled 'Or log in with:' with a blue button labeled 'Log in with BCeID'. Below that, there is a 'Need help?' section with contact information for the IDIR security administrator and the 7-7000 Service Desk, including a phone number (250-387-7000) and an email address (77000@gov.bc.ca).

## 2. View order list

Once logged into the application using your IDIR, you will see a list of orders pending for your approval. At the top of the list, you can see the numbers of pending orders, approved orders, and rejected orders. You can switch among the three lists by clicking on the title (Pending, Approved, Rejected). From the order list page, you can perform a quick approval (section 3) or go to an order details page by clicking on the order image or the title link (section 4).

BRITISH COLUMBIA AMOP Order Approval Help Co

Order Listing Pending 2 Approved 3 Rejected 2

 **Title:** 2017-Feb-02:09:50:56:104491:Gary Sun Clicking the title link will take you to the order details page **Approve**  
Description:  
Invoice Number: 20172295032434  
EA Notes:  
Total Item Lines: 1  
Total Quantity: 1  
Subtotal: \$230.20  
Clicking the image will take you to the order details page. Quick approval

 **Title:** 2017-Feb-02:09:50:08:38679:Natasha Bansal **Approve**  
Description:  
Invoice Number: 20172294817148  
EA Notes:  
Total Item Lines: 1  
Total Quantity: 6  
Subtotal: \$37.02

### 3. Approve an order from the order list page

To approve an order from the order list page, click on the Approve button beside the order. Once this is done, the system will move the order from your pending order list to approved order list, and update the numbers of the two lists accordingly.

### 4. View order details

From the order list page, you can navigate to an order details page by clicking on the order image or the title link. At the bottom of the order details page you can re-assign the order to another EA to approve (section 6), approve the order (section 7), reject the order (section 8), or click on the Next button to go to the next pending order.

**Order Detail**

Customer Reference Number: 20172115472274  
 Subtotal: 96.98  
 Shipping: 0.00  
 GST/HST: 0.00  
 PST: 0.00  
 Total amount for this order: 96.98

Material ID	Description	QTY	Price(\$)
6532870105	INCONT TENA BRIEF CLASSIC PLUS LG 72/CS	2	48.49

Notes from EA: Reassign to Another EA

Approve Reject ➔ NEXT

## 5. Re-assign an order

To re-assign an order to another EA, click on the Reassign to Another EA button on the order details page. The system will ask you to enter the email of the new EA.

**Order Detail**

Customer Reference Number: 20172294110527  
 Subtotal: 109.60  
 Shipping: 0.00  
 GST/HST: 0.00  
 PST: 0.00  
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

**Reassign Order**

\*EA Email:

\*Confirm EA Email:

OK Cancel

Once you enter the new EA's email and click on the OK button, the system will display a confirmation message (see the image below) and remove the order from your pending order list. The new EA will get an email notification about the re-assignment, and he/she will see the order appears on his/her pending order list. The new EA can approve, reject, and re-assign the order following the same steps as described in this manual.

**Order Detail**

Customer Reference Number: 20172294110527  
 Subtotal: 109.60  
 Shipping: 0.00  
 GST/HST: 0.00  
 PST: 0.00  
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

Order is reassigned to EA: gary.sun@gov.bc.ca.

If you enter an invalid email address, the system will display the following error message.

**Order Detail**

Customer Reference Number: 20172294110527  
 Subtotal: 109.60  
 Shipping: 0.00  
 GST/HST: 0.00  
 PST: 0.00  
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

**Reassign Order**

\*EA Email:

**Please enter a valid email address.**

\*Confirm EA Email:

If you enter the email address of a person who is not an EA, the system will display the following error message.

**Order Detail**

Customer Reference Number: 20172294110527  
 Subtotal: 109.60  
 Shipping: 0.00  
 GST/HST: 0.00  
 PST: 0.00  
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

**Reassign Order**

\*EA Email:

**Please check expense authority's email.**

\*Confirm EA Email:

## 6. Approve an order from the order details page

To approve an order from the order details page, click on the Approve button at the bottom of the page. You can put some notes before you approve the order. Once this is done, the system will display a confirmation message (see the image below), move the order from your pending order list to approved order list, and update the numbers of the two lists accordingly. The person who created the order will get an email notification about the approved order.

**Order Detail**

Customer Reference Number: 20172115472274  
 Subtotal: 96.98  
 Shipping: 0.00  
 GST/HST: 0.00  
 PST: 0.00  
 Total amount for this order: 96.98

Material ID	Description	QTY	Price(\$)
6532870105	INCONT TENA BRIEF CLASSIC PLUS LG 72/CS	2	48.49

Notes from EA:

**Order is approved.**

## 7. Reject an order from the order details page

To reject an order from the order details page, click on the Reject button at the bottom of the page. You can put some notes before you reject the order. Once this is done, the system move the order from

your pending order list to rejected order list, and update the numbers of the two lists accordingly. The person who created the order will get an email notification about the rejected order.

**Order Detail**

Customer Reference Number: 201721154030470  
Subtotal: 62.38  
Shipping: 0.00  
GST/HST: 0.00  
PST: 0.00  
Total amount for this order: 62.38

Material ID	Description	QTY	Price(\$)
6532870020	INCONT ATTEND BRF LRG 18/PAK	2	31.19

Notes from EA:  
The order is rejected due to wrong purchase.

**Order is rejected.**

← PREV    NEXT →