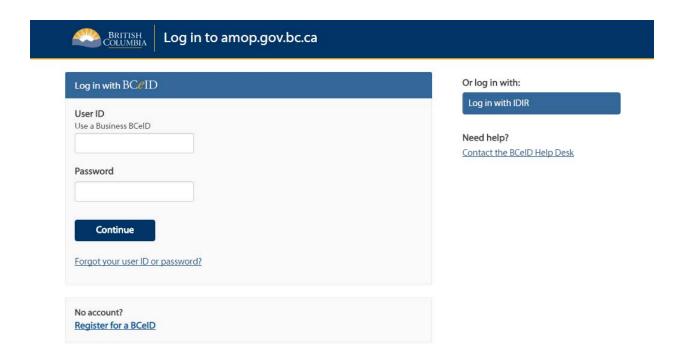
AMOP User Manual

1. Login with BCeID

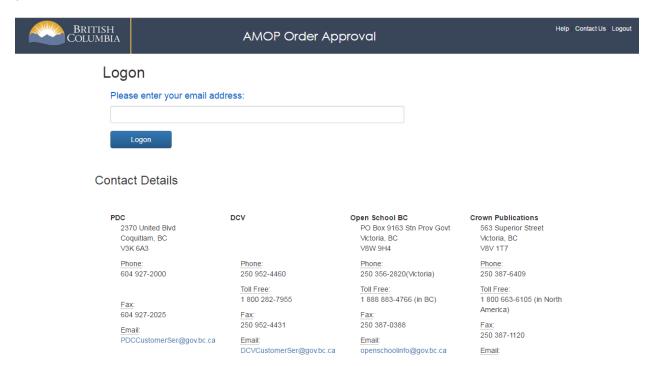
For BPS users who use the system for the first time, you will need to login using your BCeID



After your BCeID is authenticated, you will be redirected to AMOP login page and enter your SALAD expense authority (EA) user accounts. If the second login is valid, you will gain access to AMOP system and an order list will be displayed (section 3). However this second authentication is not required in your future sign in process.

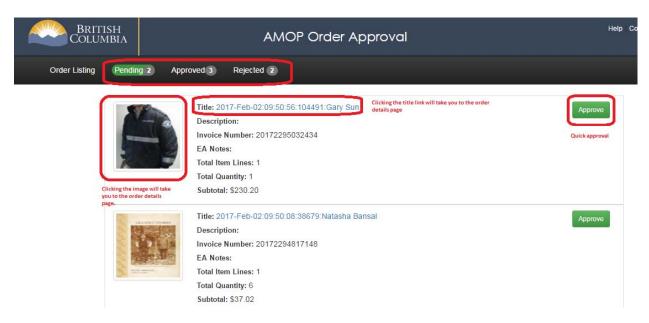
BRITISH COLUMBIA		AMOP Order App	roval		Help Contact Us Lo
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	k Pang, AMOP requires y se Authority Name:	ou to logon.			
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	one: 927-2000	Phone: 250 952-4460	Phone: 250 356-2820(Victoria)	Phone: 250 387-6409	
Fo		Toll Free: 1 800 282-7955	Toll Free: 1 888 883-4766 (in BC)	Toll Free: 1 800 663-6105 (in No	orth

In the case that the system has more than one emails associated with your SALAD EA account, the system will ask you to enter the email specified during the ordering process. Once the email is entered, you will see the order list (section 2).



2. View order list

Once logged into the application using your BCeID, you will see a list of orders pending to 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 numbered tab. 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).

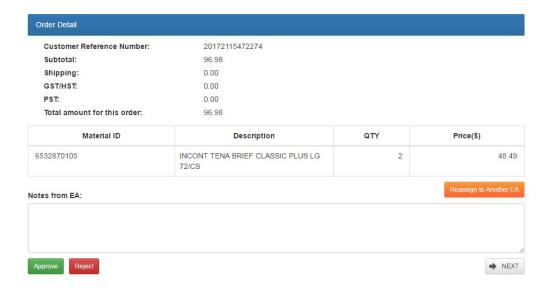


3. Approve an order from the order list page

To approve an order from the order list page, click on the Approve button besides 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 5), approve the order (section 6), reject the order (section 7), or click on the Next button to go to the next pending order.



5. Re-assign an order

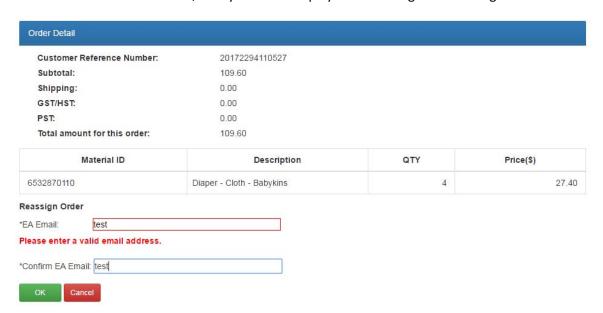
To re-assign an order to another EA, click on the Reassign to Another EA button on the order details page. The system will ask you to enter the email of the new EA



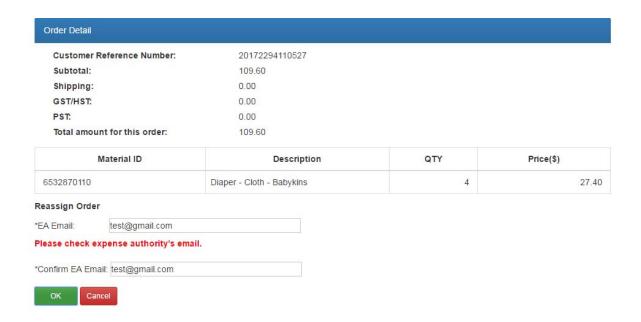
Once you enter the new EA's email and click on the OK button, the system will display a confirmation message and remove the order from your pending order list. The new EA will get an email notification about the re-assignment, and he/she will see the order appears on his/her pending order list. The new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



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



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



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, 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.



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.

