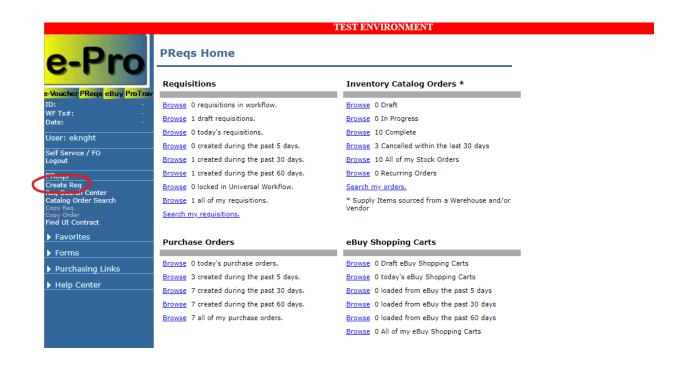
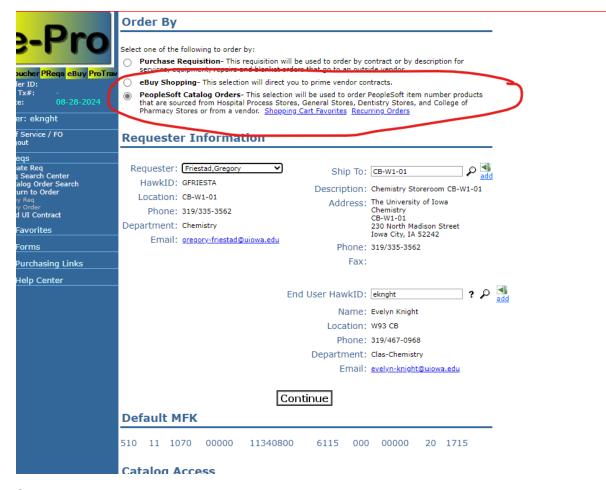
Training Guide for Chemistry Stores Customers How To Use Self-Checkout:

Step 1:

Login to preqs: https://preqs.its.uiowa.edu/preqs/home.page?requisition.home=true



Step 2: click create req on left hand side of the screen.



Step 3:

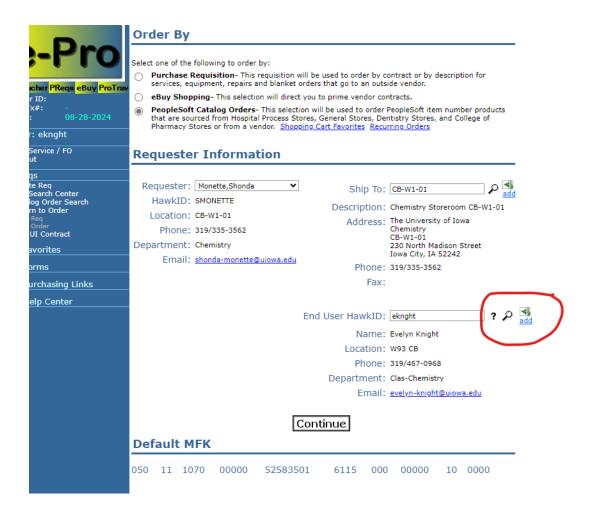
Select PeopleSoft catalog orders as a checkout option, the bubble should be filled in.

Requester Information



Step 4:

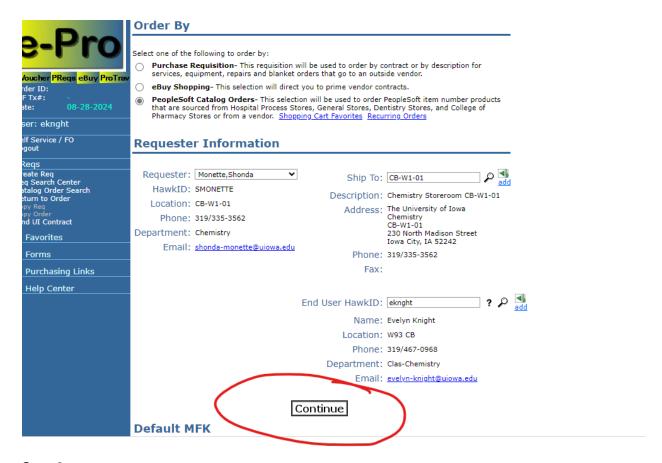
Select the requester drop-down and/or make sure the requester is your name (the customer). The Ship to location should be CB-W1-01 for Chemistry Stores. The end user should always be who the goods purchased are going to, which could be yourself (the customer) or your supervisor.



Step 5:

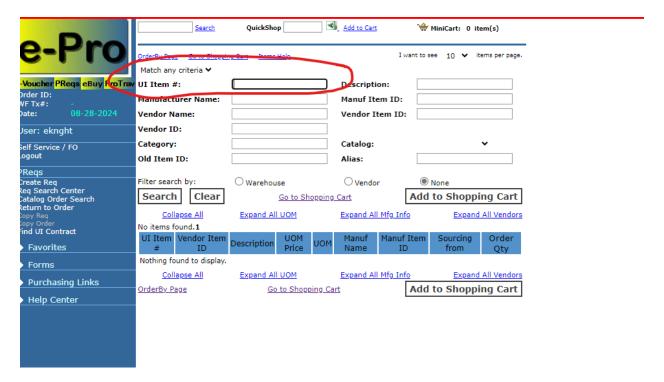
If you would like to change the end user to be a different person, utilize the spy glass next to the end users Hawk ID. This will allow you to search for a different end user with their hawk ID, first name, and/or their last name. To save the new end user for future purchases you can select the blue underlined word "add" to add them to your end user favorites.

The green arrow above "add" allows you to select saved favorite end users.



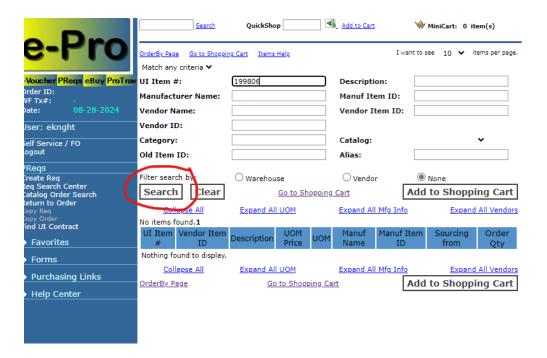
Step 6:

Once this information is correct, you can move on to checking out your items. Hit the continue button outlined in black to start the check-out process.



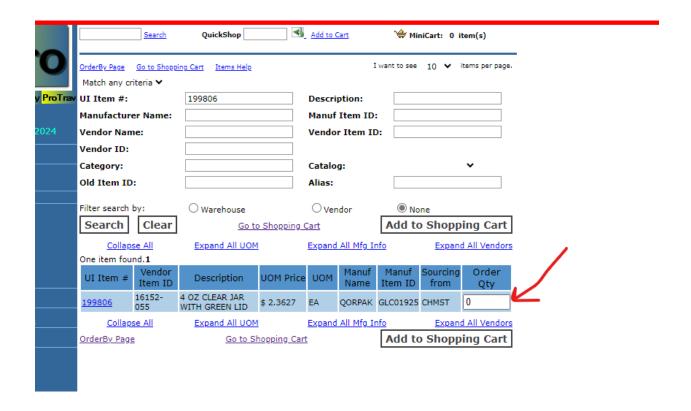
Step 7:

Now it is time to scan or enter the items you are purchasing. Click within the box UI Item #, once you are within the box scan your item or enter in the item ID on the paper slip for the item.



Step 8:

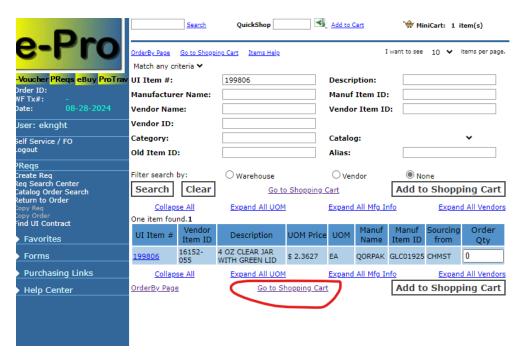
Select the search button to bring up that item so you can enter in the quantity you are purchasing. It will then also show you the price for the item.



Step 9:

After you hit search your screen should look like this. Enter the quantity you are purchasing for the item in the "Order Qty" box. Then hit the add to shopping cart button below that.

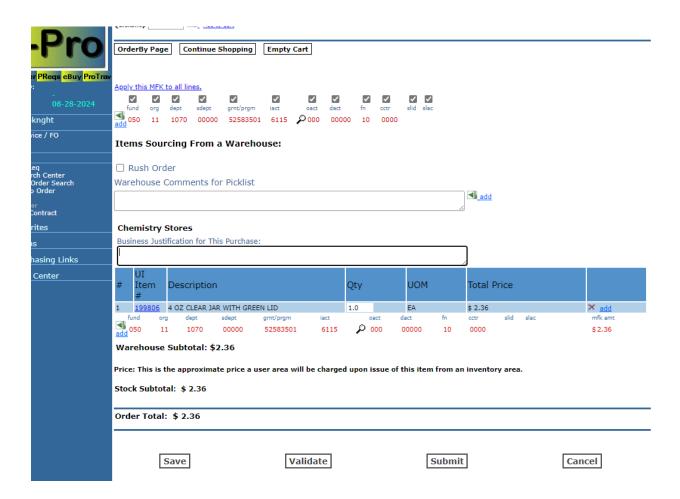
If you would like to add more items, you can repeat the above process by deleting the item number in the UI Item # box and then searching up another item.



Step 10:

If you would like to view your shopping cart or complete your purchase, select the underlined words "Go to shopping cart".

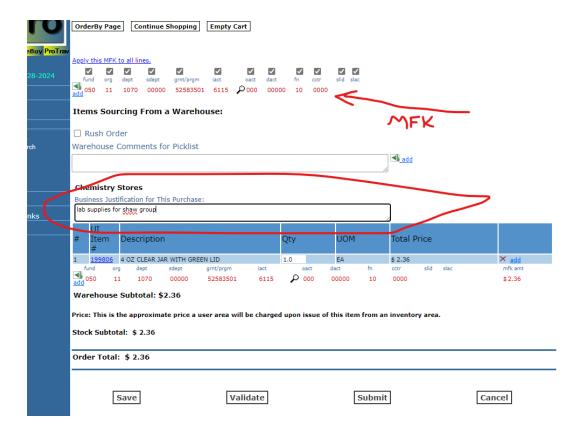
The next screen should look like this:



Step 11 (Part 1):

To complete your checkout, you will look over the MFK and verify it is the correct one you would like to use for the purchase, if you have multiple MFKs you may need to click the green arrow to select a saved favorite or select the underlined word "add" to add a different MFK. I will provide more steps on how to use multiple MFKs later on.

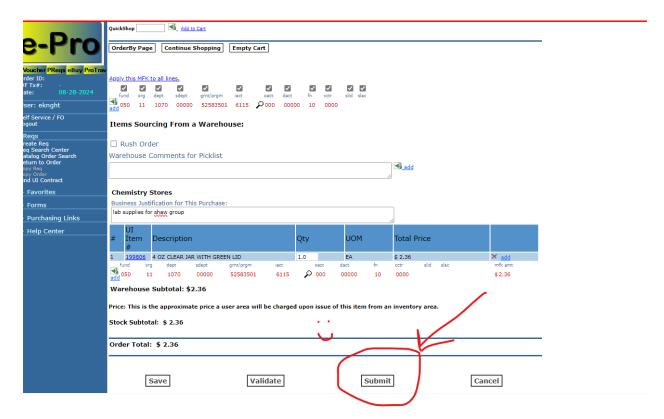
Part 2 On Next Page:



Step 11 (Part 2):

You will also need to fill out the box "Business Justification for This purchase" with a description of why you are buying the items. Example: "lab supplies for shaw group".

You do not need to fill out the Warehouse comments box or select the rush order box.



Step 12 (Final Step):

Once you are ready to fully complete your purchase you can then hit the <u>submit</u> button at the bottom to complete your purchase.

Your items have now been charged to the MFK associated with your group/grant/account. You may now bag up your items and depart from the store.

IMPORTANT STEP!

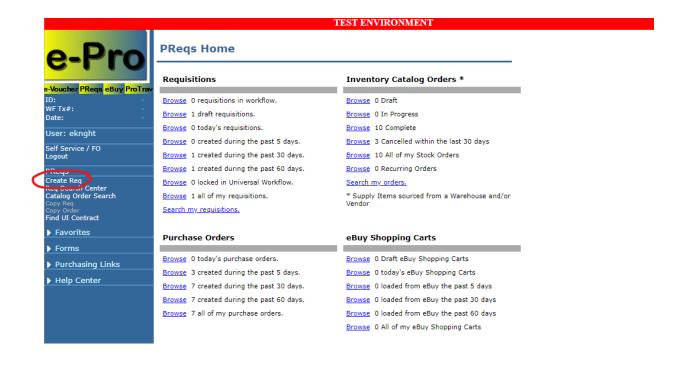
Please sign out of the checkout computer once you have completed your transaction to keep your account secure. We will have auto log-out set up so it will log you out of the computer if inactive, but please sign out to secure your account.

How To Add Multiple MFKs & Save Them as Favorites:

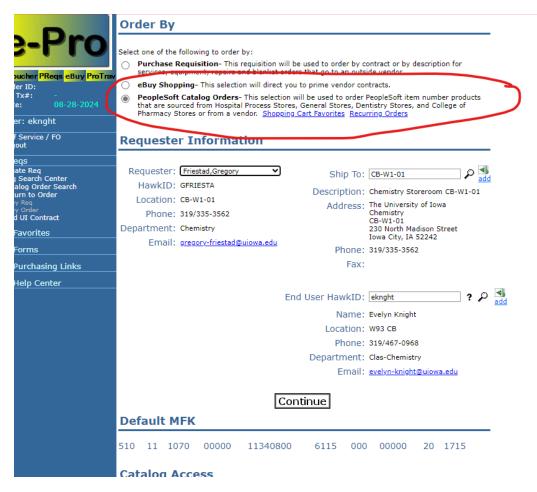
To access adding favorites and naming your favorites you will want to have already saved an MFK as your favorite. You can do this when you are checking out an item.

Step 1:

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Step 2: click create req on left hand side of the screen.



Step 3:

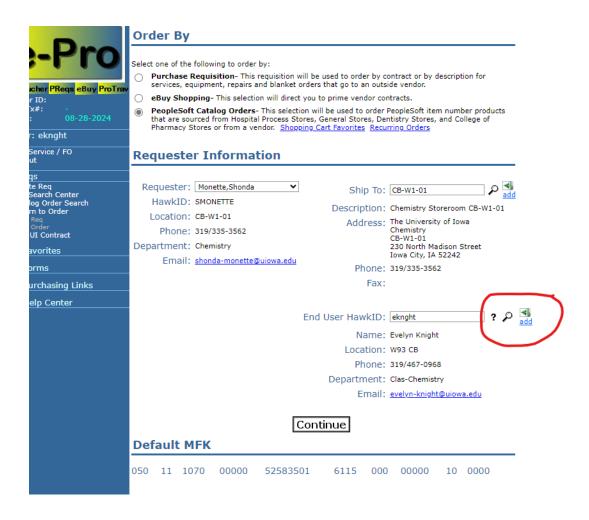
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Requester Information



Step 4:

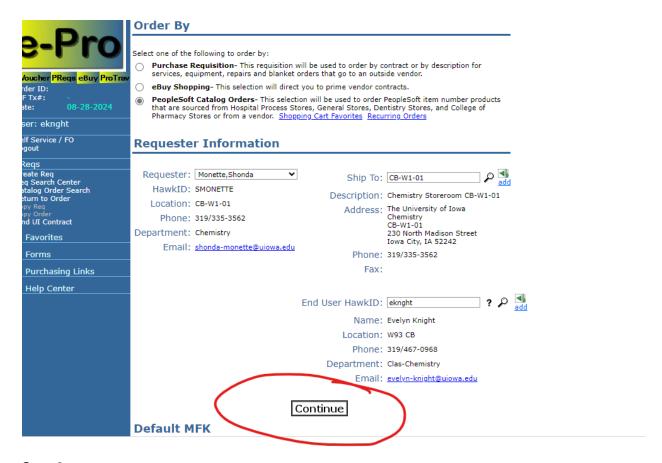
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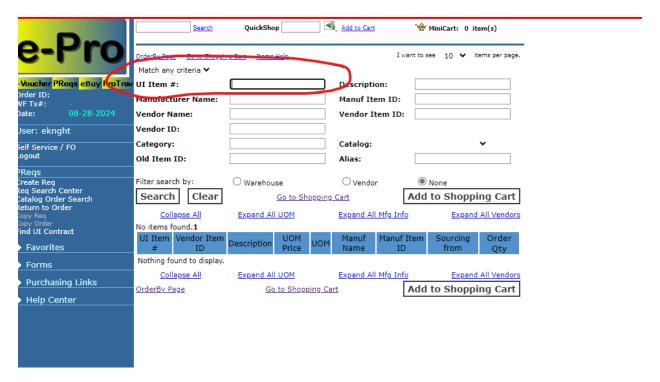
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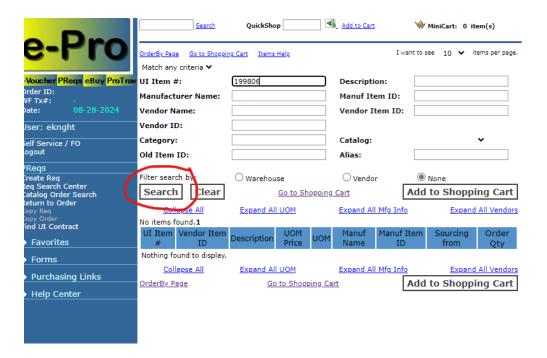
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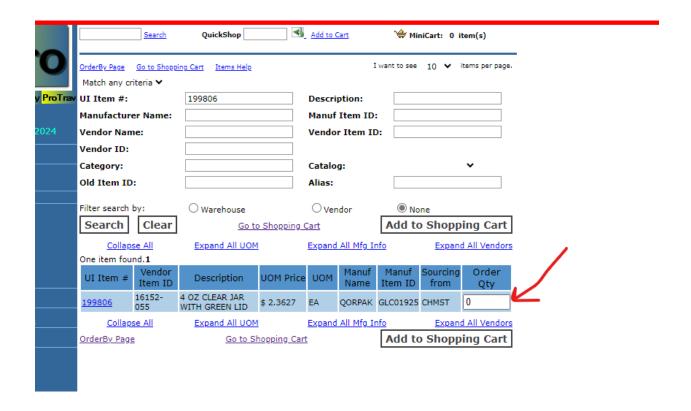
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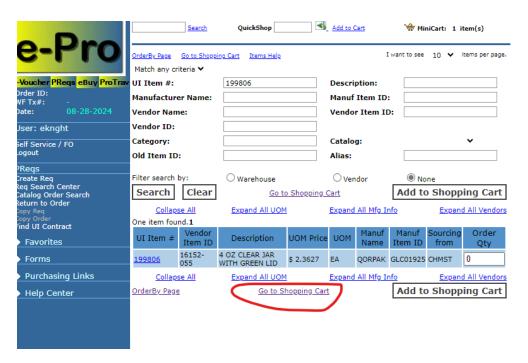
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Step 9:

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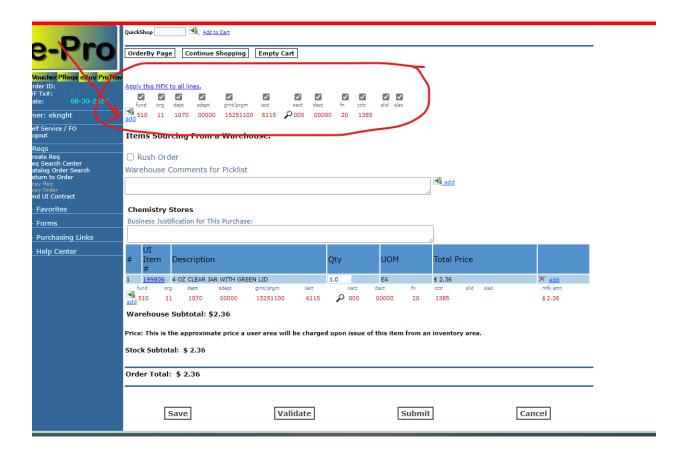
If you would like to add more items, you can repeat the above process by deleting the item number in the UI Item # box and then searching up another item.



Step 10:

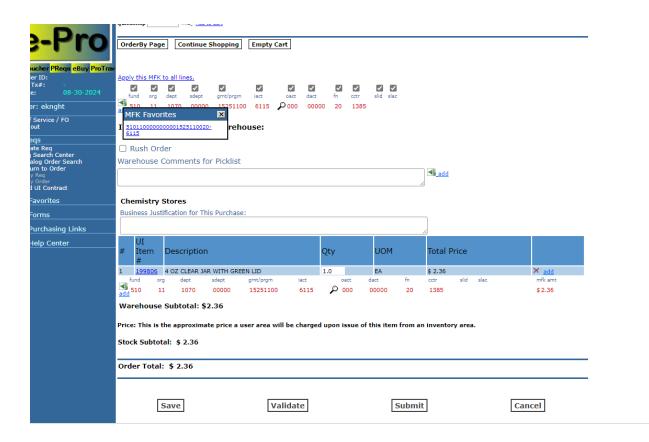
If you would like to view your shopping cart or complete your purchase, select the underlined words "Go to shopping cart".

The next screen should look like this:



<u>Step 11</u>

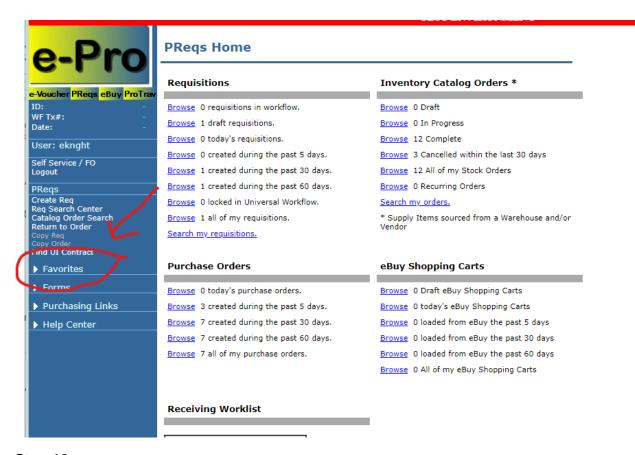
Draw your attention to the top of the screen where it shows your default MFK. To save this as a favorite you will need to press the blue underlined word <u>"add"</u>.



Step 12:

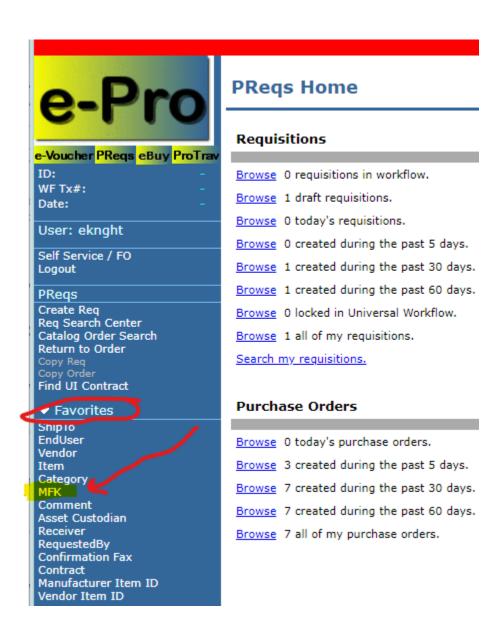
To verify if it has saved that MFK as a favorite hit the green arrow button, when you click it, a small box will pop up that says "MFK Favorites" which shows you which MFKs you have in your favorites.

Now that you have one favorite saved, you can access the "Favorites" option in e-Pro which allows you to add your other MFKs and assign names to them. The next step will show you how to access this function.



Step 13:

On the left-hand side of the screen, you can see the word "Favorites" with a drop-down arrow to the right of it.



Step 14:

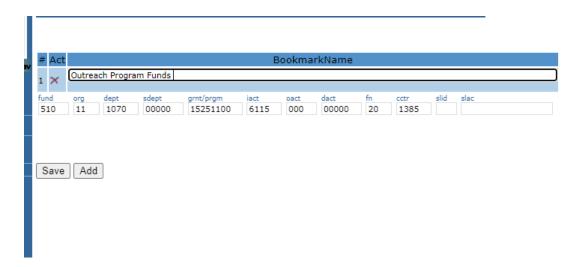
Click the word Favorites to extend the drop-down menu. There will be an option that says "MFK". Click the word "MFK".



Step 15:

Your page should now look like the one above. You can see the MFK Favorites page and the MFK I saved as a favorite first shows up on this page.

In the bookmark name box, you may delete the long strand of numbers and replace it with a word to help you remember what the MFK is for. Example: "MURI Grant" or "Outreach program funds".



To add more MFKs you can hit the "add" button. To save your work press "save".

For "iact" it should always be 6115.