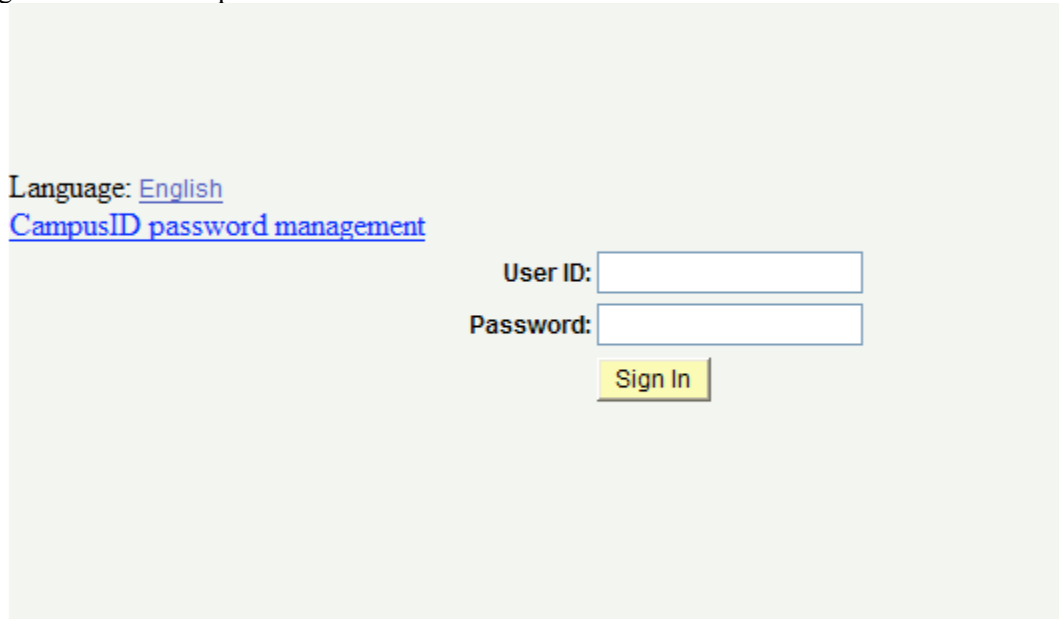


Instructions for making a Computer Purchase in SOAR

1) Log into SOAR at <https://soar.usm.edu/>




The screenshot shows the SOAR login interface. On the left, there are links for "Language: English" and "CampusID password management". On the right, there are two input fields: "User ID:" and "Password:". Below the password field is a yellow "Sign In" button.

2) To place an order click the following-Usm Utilities>Usm Purchase>Purchase>User Department Purchase- click Add a New Value.

User Department Purchase

Enter any information you have and click Search. Leave fields blank for a list of all values.



The search interface for "User Department Purchase" features two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs are two search fields: "Order Number:" and "EmplID:". Each field has a dropdown menu set to "begins with" and an adjacent input box. A magnifying glass icon is positioned to the right of the "EmplID:" input box. At the bottom, there are buttons for "Search" and "Clear", along with links for "Basic Search" and "Save Search Criteria". At the very bottom, there are links for "Find an Existing Value" and "Add a New Value".

3) Enter the requested information.

A-HR Number will be the HR dept. number ex. H340034001 or GR56879

B-Click on the magnifying glass and chose computer type

C-Enter the quantity

D-To add another item click on the blue plus sign

E- To cancel an item you will have to save the order and then click in the cancel item box and resave. You will get a notification that your order was modified.

F- To start over click on clear request

G-Enter the building in which the order should be delivered.

H-Enter the Office (room) number in which the order should be delivered to within the specified building.

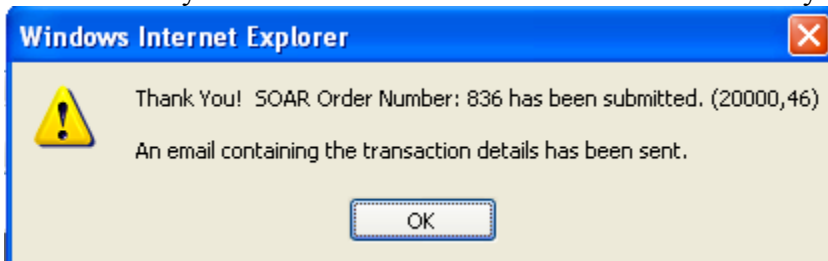
I-Enter the office phone number of the person to be contacted.

J-Enter any additional comments in the comments section.

K-To enter property accounting contact click on the magnifying glass beside property accounting contact and click on the name of the person displayed. The property accounting contact's phone # will be automatically entered.

The screenshot shows a web application interface titled "Computers for Purchase". At the top, there is a "Purchase Instructions" link and a "DateTime: 06/18/2009 3:47PM" label. Below this, the user information "EmpID: 148040 Strickland,Paige Rachelle" and "Order Number: NEW iTech Ack/Can N" is displayed. The form contains several input fields: "HR Number" (labeled A), "Fund Code", "Dept ID", "Program Code", "Proj/Grt" (labeled H), "Building" (labeled G), "Office Number" (labeled F), "Office Phone" (labeled F), "Comments" (labeled J), "Property Accounting Contact" (labeled K), and "Property Acct Contact Phone". A "Purchase Items" table is visible with columns for "Computer Type" (labeled B), "Quantity" (labeled C), "Item Price", and "Cancel Item" (labeled D). A "Clear Request" button (labeled F) is located below the table. At the bottom, there are "Save", "Notify", "Add", and "Update/Display" buttons.

*Be sure to click save when all the information has been entered. You will get a pop up that confirms your order. You will also receive an email with your order details.



4) To view an order you have already placed click the following-Usm Utilities>Usm Purchase>Purchase>User Department Purchase-enter either the order number or your emplid and click Search.

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Order Number: begins with

EmpID: begins with

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

5) You will be able to add items or cancel items for previous orders until iTech has acknowledged your order. When the order has been acknowledged it will be grayed out completely. If you want to make changes after it has been acknowledged, email computer.orders@usm.edu with your request.

Usm It Pur Dpt Pg

Computers for Purchase

[Purchase Instructions](#) DateTime: 06/18/2009 4:54PM

EmpID: 148040 Strickland,Paige Rachelle **Order Number:** 835
***HR Number:** IT09056 Hardware & Software Procuremen **iTech Ack/Can** Y
Fund Code: 10H10 **Dept ID:** 120029 **Program Code:** 06000 **Proj/Gr:** IT09056

Building: FCH Forrest County Hall **Office Number:** 306
Comments: test **Office Phone:** 266-6800

Property Accounting Contact: 148040 Strickland,Paige Rachelle **Property Acct Contact Phone:** 6-4007

Purchase Items		Find View All	First	1-2 of 2	Last
1	Computer Type <input type="text" value="D"/> Desktop	Quantity: <input type="text" value="3"/>	Item Price	\$2,007.00	<input type="checkbox"/> Cancel Item
2	Computer Type <input type="text" value="D"/> Desktop	Quantity: <input type="text" value="1"/>	Item Price	\$669.00	<input checked="" type="checkbox"/> Cancel Item

Total Price: \$2,007.00

Please email any questions to computer.orders@usm.edu.