

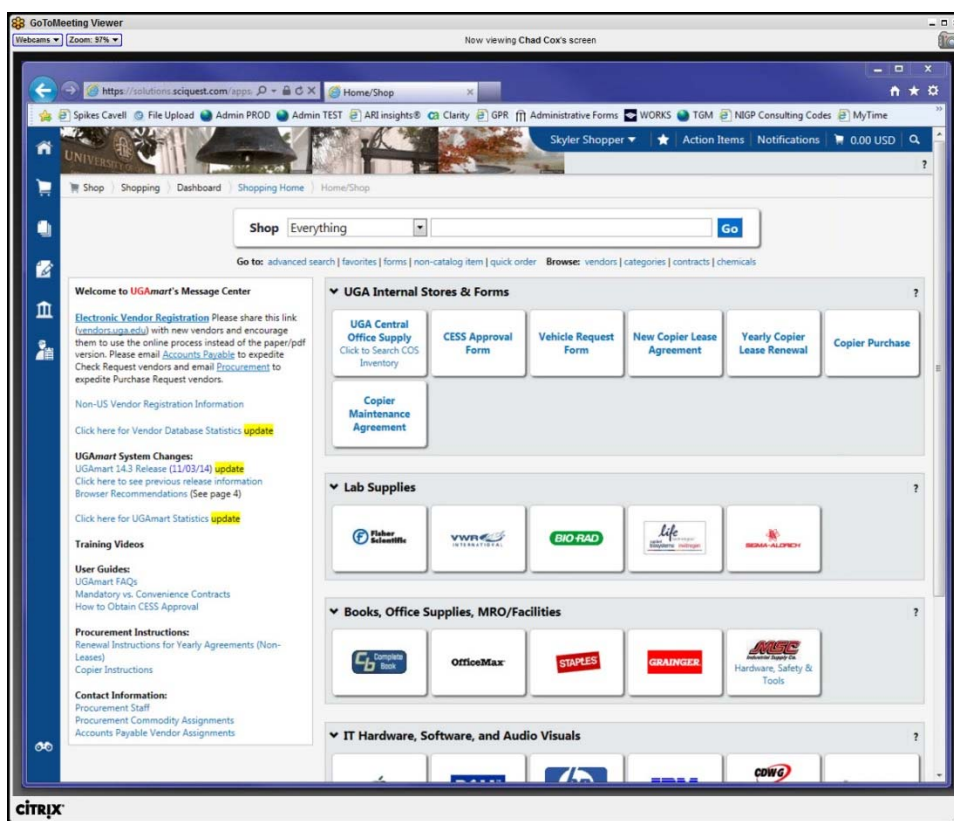
UGAmart Training

UGAmart classes are taught throughout the year at [Training and Development](#). These classes require registration through the [UGA Self Service website](#). The current training schedule is shown below.

Class Title	Date	Time
UGAmart for Beginners	Wednesday, January 24	9:00 – 12:00
UGAmart for Advanced End-Users	Thursday, February 22	9:00 – 12:00
UGAmart for Beginners	Thursday, March 22	9:00 – 12:00

- January 2nd is the first day that you can register for these classes through Training & Development.

Additional classes will be added with each release of a new Training and Development schedule. However, if you have a group of users and would like to host a UGAmart training session then let us know. Group training sessions are also available via go-to-meeting for locations that are outside of the Athens area.



Contact [Christy Bailey](#) to arrange for a group on-site or go-to-meeting training session.

Class Descriptions:

UGAmart for Beginners - This class introduces end-users to UGAmart. This course will provide an attendee with knowledge on how to shop and submit purchase requests using UGAmart.

Class Outline: UGAmart for Beginners

1. Brief Overview of UGAmart (PowerPoint)
2. Hosted Search Filter (UGAmart Demo)
3. Adding Items to Cart (UGAmart Demo)
 - a. Hosted
 - b. Punchout
 - c. Non-Catalog
4. Checkout Process (UGAmart Demo)

UGAmart for Advanced End-Users - This class presents advanced uses of UGAmart geared for frequent Shoppers and Requisitioners. This course will provide an attendee with knowledge on how to use some of the advanced functionality within UGAmart like: advanced search techniques for documents, advanced search techniques for vendors, and use of favorites. It is recommended that all attendees have a working knowledge of UGAmart or have attended the UGAmart for Beginners class prior to attending.

Class Outline: UGAmart for Advanced End-Users

1. Hosted Search Filter
2. Contract Search and Information
3. Vendor Search
4. Personal Favorites
 - a. Ship To Addresses
 - b. Bill To Address
 - c. Account Codes
 - d. Object Codes
5. Code Favorites
6. Document Search
7. Saved Search
8. Report Export
9. Product Favorites