Pre Go-Live Training

These mandatory eLearning modules are meant to provide you with an introduction to Ohio|Buys and the procurement-related tasks and processes you will be completing. These modules will introduce concepts and processes so you can hit the ground running post go-live.

- Accessing and Navigating Ohio|Buys for State Users eLearning (OPS-SM-100) (20 min)
- Creating Receipts and Returns eLearning (OPS-RP-103) (30 min)

Post Go-Live

Post Go-Live training consists of access to the relevant eLearning modules and associated job aids. This training is designed to refresh or walk you through your role-specific tasks in Ohio|Buys.

**eLearning Modules**

- Pre-Classroom Training eLearning Modules (see above)
- Just-in-Time eLearning Modules:
  - Creating and Managing Exceptions eLearning (OPS-SM-102) (15 min)
  - Completing Performance Evaluation Questionnaires eLearning (OPS-SM-106) (15 min)
  - Running and Accessing Reports eLearning (OPS-EP-100) (15 min)

**Job Aids**

- 01.01.01 General Navigation (for State Users) Job Aid
- 01.01.02 Review a Supplier Record Job Aid
- 03.01.01 Create an Exception Job Aid
- 04.01.02 Complete a Performance Evaluation Questionnaire Job Aids
- 08.01.01 Create and Manage a Receipt Job Aid
- 08.01.02 Create a Return Job Aid
- 08.01.03 Create a Mass Receiving Receipt Job Aid
- 08.01.04 Approve an Invoice Job Aid
- 11.01.01 Access and Run an Analysis Report Job Aid
- 11.01.02 Run a Query Job Aid
Optional Training

These supplemental eLearning modules and job aids provide information about procurement activities that are not directly related to your primary job function, but help contextualize it within the broader procurement life cycle.

- Creating and Submitting Purchase Requisitions (eLearning Module) (OPS-RP-105) (120 min)