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 and Managing Contract Shells eLearning (OPS-SC-100) (15 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:
  ► Hosted Catalog Management eLearning (OPS-SC-101) (30 min)
  ► Creating and Managing Exceptions eLearning (OPS-SM-102) (15 min)
  ► Reviewing and Closing Exceptions eLearning (OPS-SM-104) (15 min)
  ► Creating and Managing Improvement Plans eLearning OPS-SM-103) (15 min)
  ► Creating and Finalizing Performance Evaluations eLearning (OPS-SM-105) (30 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
► 03.02.01 Create an Exception Job Aid
► 03.02.02 Review an Exception Job Aid
► 03.02.03 Edit and Close an Exception Job Aid
► 03.01.01 Create and Edit an Improvement Plan Job Aid
► 03.03.02 Close an Improvement Plan Job Aid
► 04.01.01 Create and Finalize a Performance Evaluation Job Aid
► 04.01.02 Complete a Performance Evaluation Questionnaire Job Aid

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Training for Contract Analysts includes lessons related to viewing, creating, and managing contract shells, as well as creating and managing exceptions, improvement plans, and performance evaluations.

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.

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► 05.02.15 Release and Permit Overview Job Aid
► 10.01.01 Create a Contract Shell Job Aid
► 10.02.01 Upload a Catalog Job Aid
► 10.02.02 Complete Catalog Enablement Job Aid
► 10.02.03 Publish a Catalog Job Aid
► 10.02.04 Create a Catalog Item Job Aid
► 10.02.05 Update a Catalog Item 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.

► Submitting Goods and/or Services Requests (OPS-RP-109) (30 min)