

SERVICES: NEOMIN Helpdesk :

Click on the link from NEOMIN Homepage
<http://www.neomin.org>

1. Click on "Create a new Request" under Request Support.
2. Fill in the following fields:
 - Report by: Your UserName
 - Phone #: enter your phone #
 - Email address: Your email
 - Priority - Leave blank if normal
 - Request Area - For fiscal support
>NEOMIN.FISCAL.USPS.SUPPORT
>NEOMIN.FISCAL.USAS.SUPPORT
 - Enter a description of problem
 - Report by: Your User Name
3. Click on Save - The system will respond with a request detail and produce the Request Detail with your ticket number.
4. Click on HOME in top right corner to exit.

Login format is always your email address:

Ex. Jane.smith@neomin.org

Password: USDsmith

Note:*** Password doesnot expire. It always remains USDlastname

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NEOMIN STAFF (330) 847-6464

Administration

Executive Director	Tom Garbarz	Ext. 1509
Associate Director	Rob Falatic	Ext. 1507
Administrative Asst	Melanie Reese	Ext. 1501
Consultant	John Jaros	Ext. 1520

Fiscal Services

Business Support Coord.	Brenda Krol	Ext. 1502
Business Support Spec.	Patty Daniels	Ext. 1512

Library Services

Library Support Specialist II	Autumn Roper	Ext. 1504
Library Support Specialist II	Davey Simo	Ext. 1506

Network Services

Network Coordinator	Kevin Homistek	Ext. 1508
Network Analyst	Mitch Bellotta	Ext. 1512

Student Services

Student/EMIS Coordinator	Amy Blanford	Ext. 1521
Student/EMIS Support II	Kathy Donley	Ext. 1523
Student/EMIS Support II	Barb Switzer	Ext. 1522

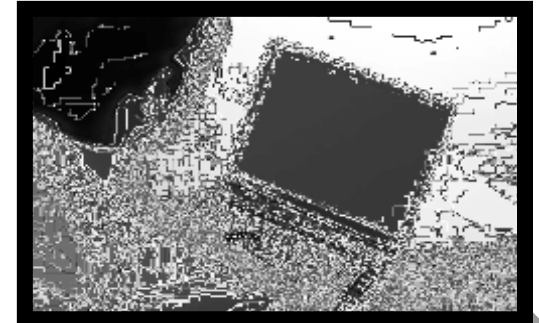
System Services

System Analyst II/Help Desk	Brian Greathouse	Ext. 1510
System Analyst II/Email	Lisa Collins	Ext. 1511
System Analyst II/DBA	Martina Agona	Ext. 1505

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NEOMIN



USASWeb REMOTE PO's

Requisitions Facts, Tips & Tricks

<https://webapps.neomin.org/usasweb>

FISCAL SERVICES

330-847-6464 / 866-547-1550



Documentation Created by Patty Daniels, Business Support - Fiscal Services

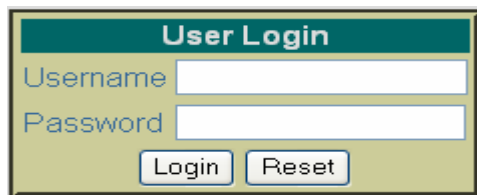
REMOTE PO's FACTS, Tips, & Tricks

Welcome to USASWeb Requisitions

USASWeb Login Procedure

Username: Lastname_S
Password:

- Use the same username and password to log into



reflections .

Accounts /Vendors

- Query Lookups - View information on Vendor or accounts status.

Requisitions:

New create a new requisition

Validate—Checks your fields

Post—Saves Requisitions & assigns Requisition #

Save Draft—Saves current Requisition to Local PC or Network Drive. No Requisition # assign.

Query Lookup Requisitions

After selecting a single requisitions , the contents will be display it on your pc screen.

- Modify Change requisition
- Clone copies current to a new req # .

You can also change any item or vendor on the clone requisition prior to posting.

- Delete displayed requisition
- Print displayed requisition

Utilities:

- **Change Password**—Reset your password. This is active in Reflections & USASWeb. Password should be reset every 30 days
- **Show Current Users**— Shows users who are currently accessing your Districts files.



Steps to add an new Requisition:

1. From the Menu on Left hand side click on “New”
2. Tab to Vendor— enter vendor number or click on binoculars to search for your vendor.
3. This will popup a vendor query. In the “Search: “ Field enter sa% This will look for any vendor who has the 1st two character of their name as SA. Below the Vendor Query box will be a listing. To Select a vendor Click on the √ next to the vendor name. This will pop the vendor # into Your requisition.
4. Enter Requested PO Date, terms, Deliver to Vendor and Requisition Description. When heading is complete Click on the + sign located on the left side in the row under the heading information.
5. You are now in the item section. Enter the following
Quantity: Units: (Boxes, Case etc)
Price: Description of item
XREF is short code for your account or just enter Long code fund and click on the binoculars to search for a particular account.
6. When complete d click on the + to add another item or use the √ if this is the only item for this requisition.
If you have multiple items. Click X on a new blank item.
To exit. You can go back to any item and change something by click on the pencil to edit. The scissors will delete the item from this requisition..
7. Next you can hit the **validate** button. This will check to make sure everything looks okay. If every thing is ok. Then you can **Post** to place the requisition on the USAS System.
8. This will display with a screen that will show you the requisition # and also give you the opportunity to clone , delete, modify or print this requisition.

Clone: Will duplicate copy of the displayed Requisition. You can then modify any field or you can save this as a draft to use later . If you post it will give a new req #

Save as A Draft: Do you want to open or Save.? Click Save Select the Save in location. (My Documents, Mycomputer for drive specifications. And give it a File name. Click ok to save. The req will be on your computer in the location specified.

Tips & Tricks

Inputting Dates in USASWeb

1. Enter “t” in any date field = 08/20/2007 (today’s date)
2. Enter 082007 and will be displayed as 08/20/2007
3. 0820 will default to current year = 02/27/2006
4. “dd” (20) will default to current month/year =08/20/2007

Short Cuts in USASWeb

- **Shift+Tab** Takes you back to prior field
- **Home** Cursor is place at the beginning of field
- **End** Cursor is placed at the end of field on line
- **Ctrl+F** Find on current page
- **Ctrl+R** Refresh current page
- **Ctrl+C** Copy Highlighted Text
- **Ctrl+X** Cut Highlighted Text
- **Ctrl+V** Paste highlighted text at cursor position

Did you know?

- When adding more than one item, bypass the √ and click on the + icon to add additional item. This will save the current item and simultaneously open the next item . With the + highlighted you do not have to continue to click √ just hit enter to add successive items.
- On– Line Help Assistance is available by clicking the ? Under your district name in top right hand corner.