SciQuest SelectSite Video Training

Below are video tutorials of some basic SelectSite tasks. These tasks are grouped by the UGAmart role that commonly performs each task. These videos were created by SciQuest using a training version of SelectSite. While they were not created using UGAmart, they are accurate except as noted below.

These videos require Flash 10 or higher on your computer. The videos range from one to six minutes in length.

Shopper (Default Role)	Requisitioner	Approver
Navigation 101	Reviewing Assigned Carts Note1	Approving Requisitions Note4
Setting Your Home Page & Adding Bookmarks	Submitting a Cart Note1 Note2 Note3	Returning or Rejecting Requisitions Note5
Creating & Managing Favorites	Document Search	Viewing Previously Reviewed Documents
Assigning a Cart	Advanced Document Search: Save & Export	
	Creating Receipts	

Recommended for All Roles: Shopper, Requisitioner, and Approver

Note1: The following buttons referenced in the SelectSite video have different labels in UGAmart. The "Proceed to Checkout" button in SelectSite is labeled as "Proceed to Final Review" in UGAmart. The "Place Order" button in SelectSite is labeled as "Submit for Approval" in UGAmart.

Note2: The video references changing the billing address. There is only one billing address for UGA. Therefore, there is no option to select a different billing address in UGAmart.

Note3: The video references adding accounting codes to the cart. Shoppers cannot add accounting codes. This section will be completed by a UGAmart Requisitioner.

Note4: The available action "Approve/Complete Step" referenced in the SelectSite video is the "Complete Step (Approve or Reject)" available action in UGAmart.

Note5: The available action "Return to Requisitioner" is not a function available in UGAmart.