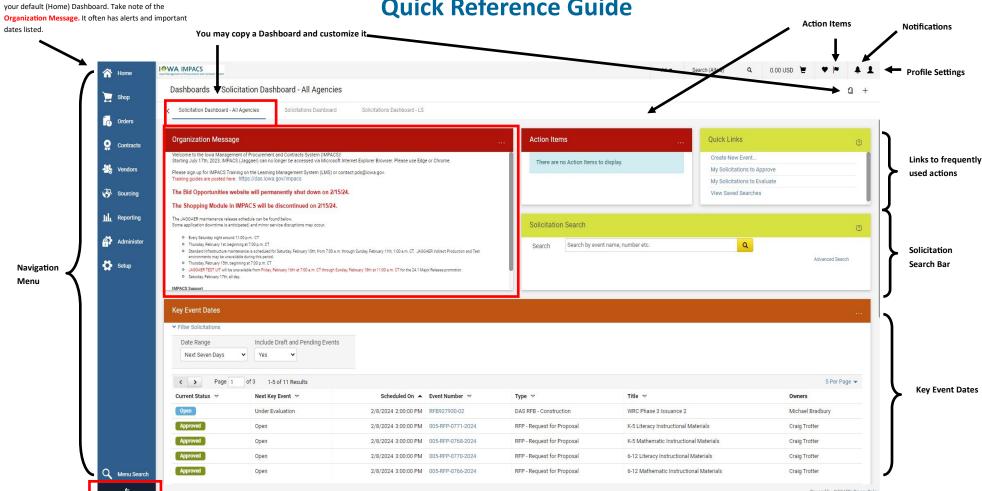
## IOWA IMPACS Iowa Management of Procurement and Contracts System

Navigation Menu - The Home icon brings you back to



**Quick Reference Guide** 

Expand the navigation menu to see the icon labels.

The Solicitation Dashboard above is the default screen for many Users. You may navigate to other Dashboards or create your own. Once you copy the Dashboard on the screen, it becomes your own personal Dashboard with any name you choose. You will be able to add different Widgets or change the placement of the Widgets. Set your personal Dashboard in your Profile as your home page. You may make multiple personal Dashboards. The search screen on Page 2 can be used for Solicitations, Contracts and Vendors. This is the new user interface, the screen may look different until the full update.

Please see the IMPACS User Guides for detailed information about Creating & Evaluating Solicitations and Creating & Managing Contracts. The guides are located at the Department of Administrative Services Website: https://das.iowa.gov/state-employees/procurement/iowa-management-procurement-and-contracts-system-

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Assign Substitute Approvers-Contracts Assign Substitute Approvers-ContractRequests Assign Substitute Approvers-Solicitations Assign Substitute Approvers-Solicitation Evaluations Assign Substitute Approvers-Solicitation Requests

Log into IMPACS through Okta	Approvals	Assign Substitute Approver
Log onto IMPACS (Jaggaer) <u>https://login.iowa.gov/app/UserHome</u> Select either the DAS Jaggaer TEST sticker (sandbox) or the DAS Jaggaer PROD (live site) sticker.	<ul> <li>Approvers are assigned to the approval workflow based on the Agencies business rules.</li> <li>Approvers can approve in the following ways: <ol> <li>From the Approval Dashboard and select Solicitations or Contracts to Approve</li> <li>View your action items (flag icon) and select Solicitations or Contracts to Approve</li> <li>Click on the link at the bottom of the notification email that you receive.</li> </ol> </li> <li>To Approve <ol> <li>Navigate to the RFx or Contract number to view the details</li> <li>Click on the RFx or Contract number to view the details</li> <li>Click Workflow Actions on top right of the screen and select Approve/Complete or Assign to Myself for other actions.</li> <li>Other actions include: rejecting, returning to draft and placing on hold. The three dots next to the button lists more options.</li> </ol> </li> </ul>	<ol> <li>Steps for when it is necessary to assign a substitute to approve for you.</li> <li>Navigate to the Approvals Dashboard.</li> <li>Find the Quick Link Widget called Assign Substitute Approver (see Widget below).</li> <li>Select the Approval Type (i.e. Requisitions, Contracts, etc.)</li> <li>Select the button for All Folders or only selected folders by clicking the Substitute Actions button.</li> <li>Assign the Substitute Approver by searching for their name. You may specify the date and time range by checking that box when selecting the substitute's name.</li> <li>You may end the substitution at any time by returning to the widget and clicking the End Substitute for Folders button.</li> </ol>