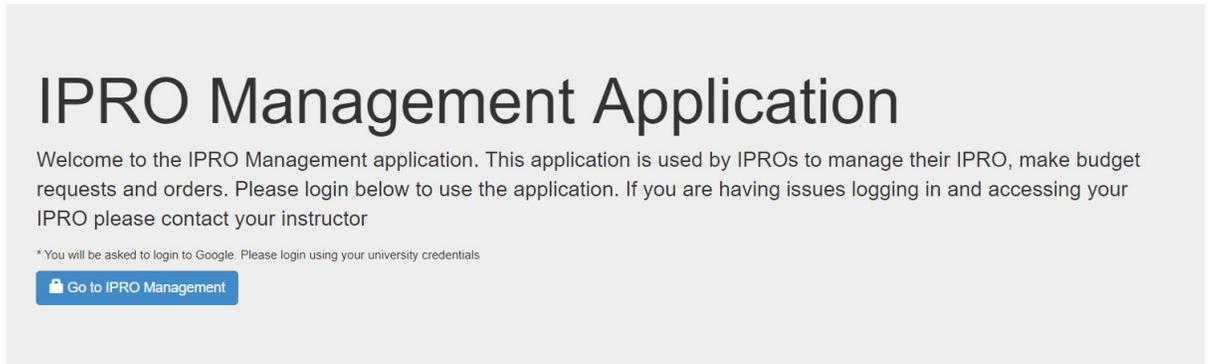


IPRO Manager Guide

1. IPRO Manager can be found at this link: <https://ipromanager.ideashop.iit.edu/>



2. Select go to IPRO Management and log in with your MyIIT credentials.

Ordering

When you are looking to buy an item, **check the Idea Shop first** to see if they already have the item available for purchase. If you are able to buy through the Idea Shop, the cost of the items/materials will be deducted from your budget by staff. If you cannot find it at the Idea Shop, every order **must** go through IPRO Manager Order Requests. The steps to do so are as follows:

1. From the Dashboard, navigate to the enrolled IPROs tab on the leftmost side and click on your class.



- From the Orders dashboard, select the 'new' button next to the Orders title.

The screenshot shows a dashboard for project 497-102. At the top, there are navigation tabs: Dashboard, Orders, Roster, Submit PDFs, and Actions. The account balance is \$680.00. Below the navigation is the 'Orders' section with a 'New' button highlighted in yellow. A search bar is present. A table lists two orders:

Order #	Order Name	Status	
Order: 214	Multi Order Test	Status: Ordered	View
Order: 213	Bucket	Status: Requested	View

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

- This will bring you to the New Order page. All of the information on this page is for you to fill out. Starting at the top, fill out the order name with whatever you want to title your order (keep in mind there might be multiple different items in your order, so you may want to title it something general) and include your phone number.

New Order

The 'New Order' form has a section titled 'Order Information'. It contains the following fields and values:

- User: Talon Hawk
- Email: talon@hawk.iit.edu
- Project: 497-102
- Project Name: Dragon Slayer
- Order Name:
- Phone number:

Below these fields is a button labeled 'Approved Order Pickups'.

- Next, you'll fill out the information relevant to your order. You'll need to put in the item name, cost, how many you need, the shipping cost, the link to wherever you found the item (usually an amazon link), the part number (if applicable, this is mostly for electronics and McMaster parts), and the justification, which is the reason you need this specific part. IPRO will buy parts from Amazon, Warehouse Direct and McMaster. If you

need to add multiple parts to this order, click the add more items button.

Order Items

Item Name	Remove Item
<input type="text"/>	
Link	Cost
<input type="text" value="http://www.amazon.com/Accoutrements-12027-Horse-Hc"/>	<input type="text" value="\$ 0.00"/>
Part Number	Quantity
<input type="text"/>	<input type="text" value="1"/>
Justification	Shipping
<input type="text"/>	<input type="text" value="\$ 0.00"/>
	Total Cost
	<input type="text" value="\$ 0.00"/>

+ Add more items

5. Lastly, your budget is displayed along the bottom of the screen. Ensure that the cost of the items you're requesting is less than the amount in your budget, otherwise you won't be able to complete the request. If everything is in order, hit the place order button.

Order Summary

Available Funds: \$200.00	Grand Total: \$0.00	Place Order
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6. Once you've completed your order, you'll receive an email as confirmation. Once the office has had a chance to look at it, you'll receive an additional email telling you to buy it yourself and do a reimbursement, that it will be purchased for you (with updates for item ordered, received/ready for pick up, and picked up statuses), or that your item can be found in the Idea Shop and purchased from there. If you have any additional questions, email ipro@iit.edu.

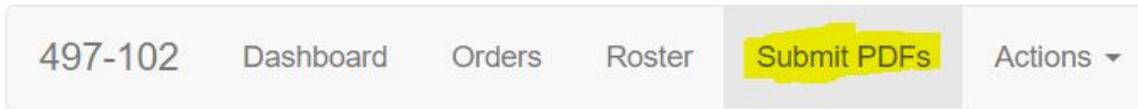
Prohibited items: alcohol, guns/weapons, hazardous/offensive material, outsourcing your project, airfare

Restricted purchases: food, clothing (this includes t-shirt printing), travel (incl. mileage) and live animals (fish included), if you have a unique request like these, please contact the IPRO office so we can assist.

Submitting a Poster/Brochure

If your group needs a poster, follow the following steps to submit one. Please have your poster or brochure design ready in PDF form by this time.

1. From the tab for your class/group (the same one from the ordering instructions), navigate to the “Submit PDFs” tab along the top.



2. Upload your PDFs here, and be aware you can upload multiple files.

Print IPRO Day materials



Submit a Poster
Approved sizes
36 x 24
24 x 36
36 x 48
48 x 36
Other upon approval
[Select poster .pdf](#)



Submit a Brochure
Approved sizes
8.5 x 11
11 x 8.5
Other upon approval
[Select brochure .pdf](#)

3. Once files are selected the upload process will begin, please wait for files to upload. If your file does not meet the size requirement, you will receive a message telling you so. If the file dimension is not correct, please delete your submission, fix the dimensions and try uploading the file again. If you are sure the file is correct you can override the dimension check by clicking on the green button.

Filename	Size	Dimensions	Uploaded By	Uploaded Date/Time	Status
IPRO 492-02 Brochure1.pdf	0.32 Mb	8.5 x 11	Bartlomiej Dworak	04/13/2015 1:38 am	Submitted
IPRO 492-02 Brochure1.pdf	0.32 Mb	8.5 x 11	Bartlomiej Dworak	04/13/2015 1:38 am	The file you uploaded does not meet our dimension specifications.If you are certain the file you uploaded has correct dimensions you can override this message and submit the file.If we find that the file dimensions are not correct we will reject your submission and you will have to resubmit the file. Override?

[No, Delete this submission](#) [Yes, override my file](#)

Once your files are printed you will receive an email to come to the IdeaShop to pick them up. Please be sure to bring your ID to pickup your prints. We will provide you with foam core to mount your poster.