Compass Update (PUM) Preparation Check List & Outage Dates

The Compass Team will go-live with the first Compass Update (PUM) on Monday, February 19th. The Compass system (PROD) will be unavailable starting Thursday, February 15th at 8pm thru Monday, February 19th at 8am.

- EPEX and Emory Express will also be unavailable during these times.
- EBI & RPT will be available, but the data will not refresh during the downtime.

Here’s how you can prepare:

- Review the list of changes that will be effective with the PUM. The most notable change that you will see is with the Compass navigation. When you log into Compass after go-live on February 19th, you will see tile based navigation on the home screen (similar to HR & ELMS).

Click [here](#) to review the full list of changes with the PUM.

- Take the 12 minute online Fluid Navigation course (class code 260727-13336). Users will learn about the new way to navigate in Compass. All Compass Users are encouraged to take the course prior to go-live. Register [NOW](#) in ELMS!
  - How to Launch an eLearning Course?

- Take screenshots of the navigation path for your Favorites. Unfortunately, we will not be able to port over the links to Favorites. You will need to re-set your Favorites after go-live on February 19th.

- Prepare for the outage. The Compass system (including EPEX & Emory Express) will be unavailable starting Thursday, February 15th at 8pm – Monday, February 19th at 8am.
  - Review the information from the Compass MythBuster.
    - The Truth About Procure to Pay
    - The Truth About General Ledger
  - Take the Fluid Navigation course if you haven't already do so.

Thank you,
Transition Support
Office of Finance Systems & Data Analytics