



COMPASS UPDATE (PUM) PEOPLESFT UPDATE MANAGER

FOR YOUR INFORMATION

Compass Update (PUM) Preparation Check List (NEW Go-Live and Outage Dates)

The Compass Team will go-live with the first Compass Update (PUM) **on Monday, February 20th**. **The Compass system (PROD) will be unavailable starting Friday, February 16th at 8pm thru Tuesday, February 20th at 8am.**

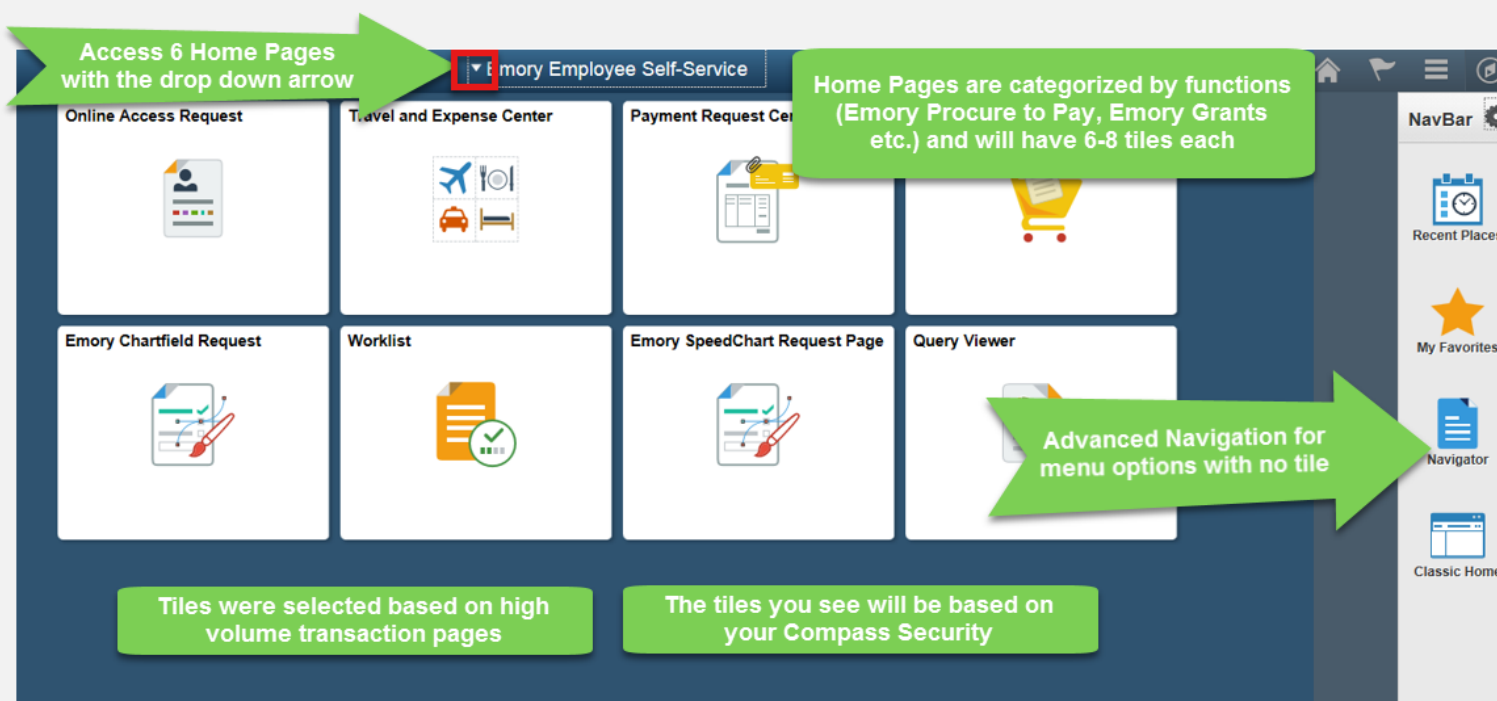
- EPEX and Emory Express will also be unavailable** during these times.
- EBI & RPT will be available**, but the **data will not refresh** during the downtime.

Key Information for the Research Community

- Both Compass and EPEX **will be available on Friday, February 16th until 8pm.**
- Compass and EPEX **will not be available on Monday, February 19th.**
- There are **no major agency deadlines Monday, February 19th nor Tuesday, February 20th**. However, we do anticipate that some proposals will have deadlines this day. OSP will monitor the volume of proposals throughout the week of February 11th and will work directly with the appropriate RAS unit on each proposal to ensure each proposal meets its deadline.

Here's how you can prepare for go-live:

- 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 10 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 Friday, February 16th at 8pm thru Tuesday, February 20th 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.



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