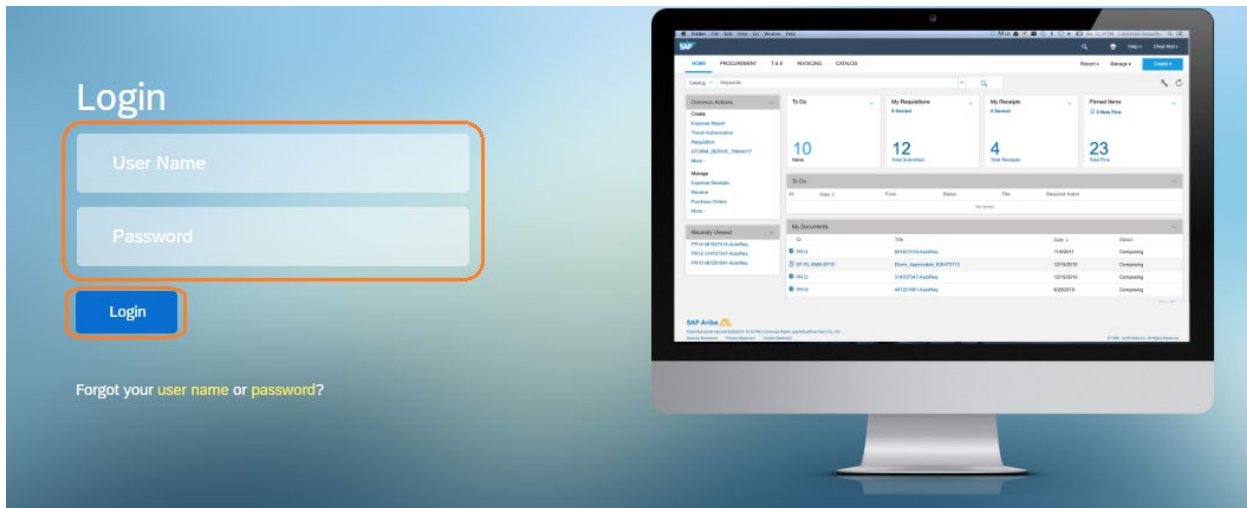


Navigating LESA

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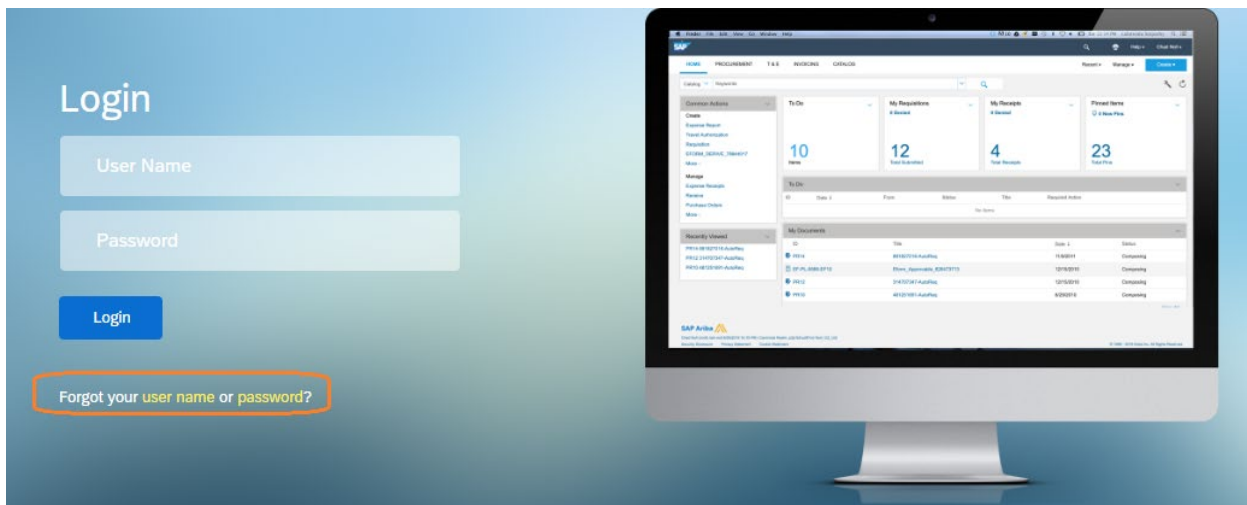
Log In

- To log in to LESA visit louisiana.sourcing.ariba.com louisiana.sourcing.ariba.com
- Type in your user name and password then hit submit
 - Your user name should be all lower case
 - Make sure there are no extra spaces or characters in either field



Username/Password Reset

- Click on “Forgot your username or password?”



- Once you submit your request please wait for an email from Ariba. If after fifteen (15) minutes you have not received an email you may email your request to our LESA helpdesk at LESA@la.gov

Add Users to LESA

- If you would like to add more users from your agency to LESA please email the LESA helpdesk (LESA@la.gov) with the following information for each user:
 - Full name
 - Email address
 - Phone number
 - Department ID number

LESA Dashboard

- When you log into LESA you will see your home screen which is referred to as your Dashboard. This is fully customizable and each section can be moved around with a simple 'drag and drop'.
- Some important sections to highlight are:
 - My Documents – the documents you create will be listed here

The screenshot shows the LESA Dashboard interface. At the top, there is a navigation bar with the Louisiana logo and menu items: HOME, SOURCING, CONTRACTS, SUPPLIERS. On the right, there are utility icons for search, notifications, help, and user profile (AC). Below the navigation bar is a search bar with the placeholder text "Search using Title, ID, or any other term".

The dashboard is divided into several sections:

- Common Actions:** A list of actions including Create, Sourcing Request, Contract Request (Procurement), Quick Survey, Manage, Sourcing Library, Supplier Knowledge, and My Tasks.
- Recently Viewed:** A list of recently viewed items, currently showing "RFP for TBMO - Jordan".
- Event Status:** A donut chart showing the distribution of event statuses. The legend indicates "Draft" (blue) and "Pending Selection" (green).
- Expiring Contracts:** A bar chart showing the number of contracts expiring within 30 days.
- My Tasks:** A section showing 0 Completed Tasks.
- Supplier Approvals:** A section showing 696 Approved.
- News:** A section with the message "Company news content has not been configured by your system administrator."
- My Documents:** A table with columns for Title, Date, and Status. It currently shows "No Items".
- To Do:** A table with columns for Date, Status, and Title. It currently shows "No Items".
- Watched Projects:** A section with a table for Name and a single entry: "RFP for TBMO Any for OSP".
- Notifications:** A table with columns for From, Subject, and Received. It currently shows "No Items".
- Calendar:** A calendar for August 2022 showing dates from 1 to 31. The date 29 (Today) is highlighted.

- To Do – shows tasks assigned to you

The screenshot shows the Louisiana procurement system dashboard. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', and 'SUPPLIERS'. The dashboard features several widgets: 'Event Status' with a donut chart showing 2 Draft and 1 Pending Selection; 'Expiring Contracts' with a bar chart showing 30 Days; 'My Tasks' showing 0 Completed Tasks; and 'Supplier Approvals' showing 696 Approved. A 'To Do' widget is highlighted with an orange border, displaying a table with columns for Date, Status, and Title, and a message 'No Items'. Below the 'To Do' widget is a calendar for August 2022, with the 29th (Today) highlighted. Other widgets include 'My Documents', 'Watched Projects', and 'Notifications', all showing 'No Items'.

- Watched Projects – lists projects that have been manually added to the dashboard

This screenshot is identical to the one above, showing the Louisiana procurement system dashboard. In this view, the 'Watched Projects' widget is highlighted with an orange border. It displays a table with columns for Name and a single entry: 'RFP for TBMO Amy for OSP'. The 'To Do' widget and the calendar for August 2022 remain visible in the background.

- Needs Review – items that require your review

Event Status (Last 12 months)					
	RFI	RFP	Auction	Survey	Forward Auction
Draft	0	16	0	0	0
Preview	0	0	0	0	0
Open	0	0	0	0	0
Pending Selection	0	2	0	0	0
Completed	0	0	0	0	0

Search Function

- Click on the drop down arrow next to the search bar to select which option you would like to search.
- In the search bar you can type the corresponding reference number or the name of the project and click the blue magnifying glass to search.

State of Louisiana

HOME SOURCING CONTRACTS SUPPLIERS

Recent Manage Create

Sourcing Project Search using Title, ID, or any other term

- Analytical Report
- Assembled PDF
- Clause Library
- Compound Report
- Content Document
- Contract Addendum
- Contract Clause
- Contract Request (Procurement)
- Contract Request (Sales)
- Contract Terms
- Contract Workspace (Internal)
- Contract Workspace (Procurement)
- Contract Workspace (Sales)
- Event
- Excel Template
- Knowledge Project
- Main Agreement
- Sourcing Project
- Sourcing Request
- Supplier Performance Management Project
- Supplier Qualification Management Project
- Supplier Registration Project
- Supplier Request Project
- Suppliers and Customers
- More...

Project

ASSO)

DR

ing Contracts My Tasks Supplier Approvals

LESA Terms

- Sourcing Request –the method of agency submission.
 - Activities include:
 - Writing the Scope of Work
 - Adding the Definitions and Acronyms
 - Contemplating Evaluation Factors
 - The reference number will begin with ‘SR’
 - This is similar to the transmittal number in Proact/Lagov or the shopping cart number in DocTracking
- Sourcing Project – where the RFP “lives”.
 - Activities include:
 - Customizing RFP content
 - Reviewing and Approving the RFP
 - Evaluating Proposals
 - Awarding the RFP
 - The reference number will begin with “WS”
- Sourcing Event – the RFP.
 - Activities include:
 - Answering inquiries
 - Receiving proposals
 - The reference number will begin with “Doc”
 - This is similar to the Rfx number in Proact/Lagov/DocTracking
- Contract Workspace – where the contract “lives”.
 - Activities include:
 - Drafting the contract
 - Contract negotiation
 - Approving the contract
 - Contract management
 - The reference number will begin with “CW”