

New EMS Online Training Now Available!

Has it been a while since you last attended an EMS training class? Could you use a refresher on the basics?

You're in luck! Our new brief EMS learning modules may be just what you need. They can be viewed either in video or MS Word format for your convenience and here's what's available:

- **EMS@aGlance** great overview for new employees
- **Logging in and Navigating** –What do I look for once I log in?
- **Creating an Expense Report for a P-Card Charge** demonstrates how to reconcile a P-Card charge for a group business meal while on a domestic business trip.
- **Creating an Expense Report for an Out-of-Pocket Expense** demonstrates how to create an expense report for personal car mileage to and from the airport.

To view the online training modules for EMS, go to:

<http://learn.med.yale.edu/procurement/ems/courses.asp>

Other useful EMS information such as FAQ's and Reference Guides can be found at: <http://www.yale.edu/procurement/ems/>

If you have questions or suggestions regarding EMS online training, please contact procurement@yale.edu