# 16.1 New Feature Review

April 2016

Enhancements for this Release

- New Icons for Action Items &Notifications Menus

- New Quick Search Look & Feel

- Ability to Modify a Saved Document Search

- New BearBuy Email Notification Look & Feel

- Updates to BearBuy System Requirements

New Icons for Action Items & Notifications Menus

- **Action Items** menu displays items requiring your action
  - Previously, menu represented by "Action Items" text in top right banner of page
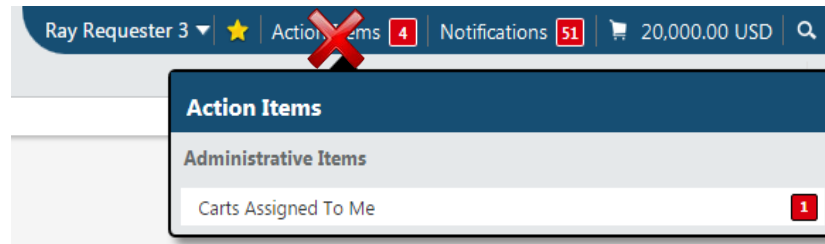

- **Notifications** menu lists your recent alerts about an activity or something that requires your attention
  - Previously, menu represented by "Notifications" text in top right banner of page
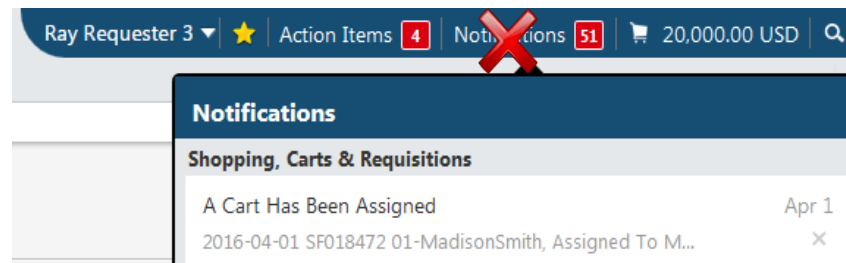
New Icons for Action Items & Notifications Menus

- Action Items text no longer appears and will be changed to a ⚑ flag icon
  - Click on the ⚑ flag icon to display your action items
  - A number still appears next to the icon to indicate the number of action items you have
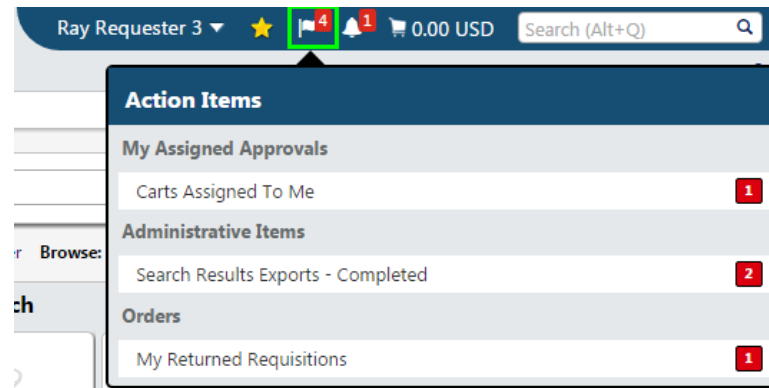

- Notifications text no longer appears and will be changed to a 🔔 bell icon
  - Click on the 🔔 bell icon to display your notifications
  - A number still appears next to the icon to indicate the number of notifications you have
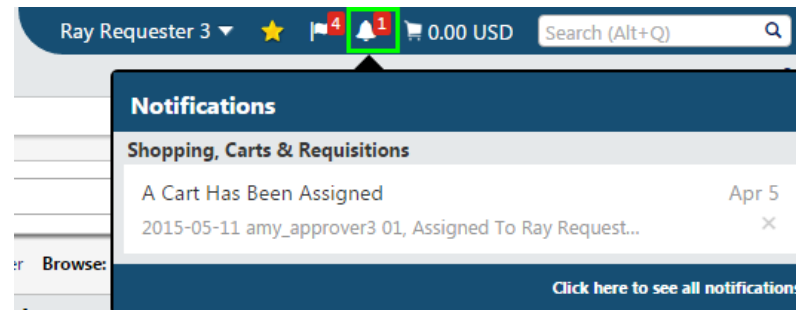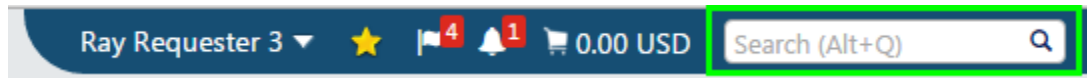
New Quick Search Look & Feel

- Quick Search allows you to quickly search documents from the menu banner at the top right of any page

- Previously, you can click on the magnifying glass icon in the banner and a search box appears below the icon
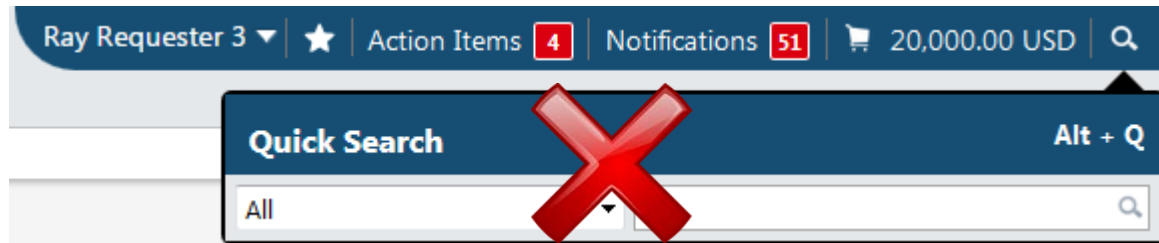
New Quick Search Look & Feel

- Now, the Quick Search box is always visible in the banner

- Click in the box and the Quick Search box expands
  - When expanded, the Quick Search covers your cart icon as well as your bookmarks, Action Items, and Notifications menus

- Select the type of document to search for in the dropdown menu, type in the document number, and click the magnifying glass icon (or press your keyboard's enter key) to start the search
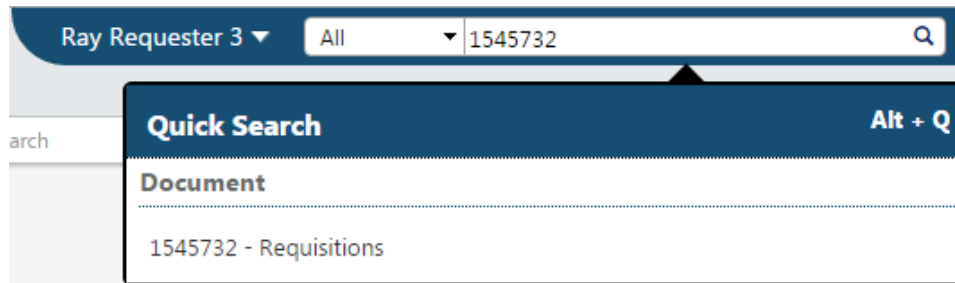
Ability to Modify a Saved Document Search

- Saved Document Searches allow you to quickly run searches without having to enter search criteria each time

- Previously, once a Document Search was saved, the search criteria could not be modified

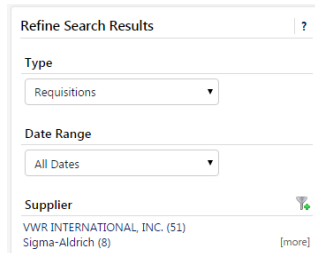- A new saved search had to be created with different criteria
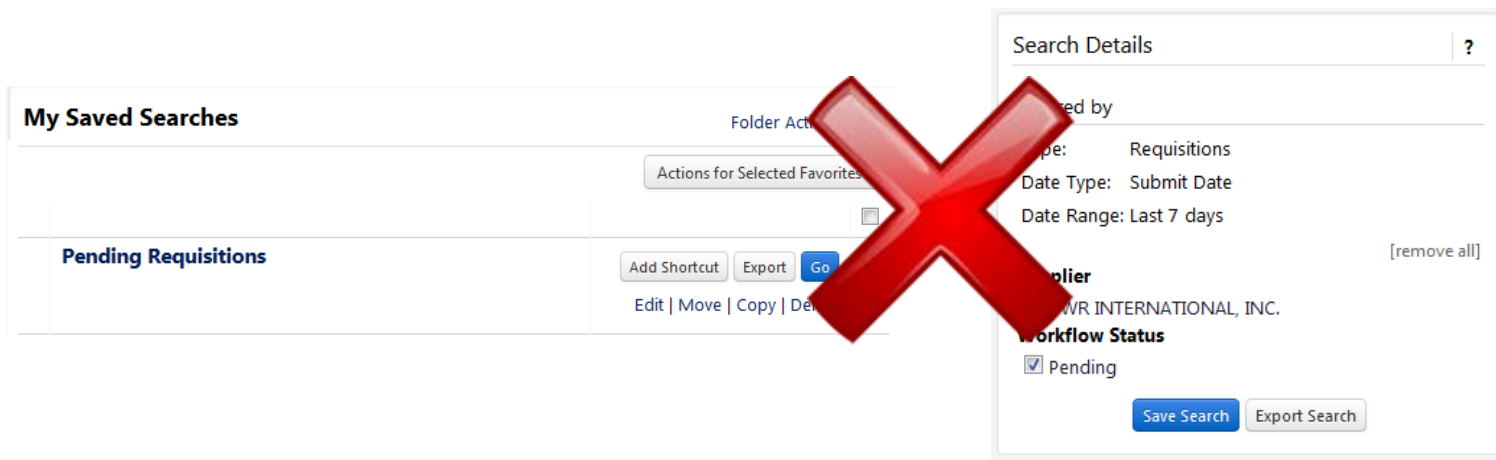
Ability to Modify a Saved Document Search

- Now, a saved search's criteria can be updated
- To modify the current search with new filters:
  - Navigate to your saved document searches and click the search's name to run the search
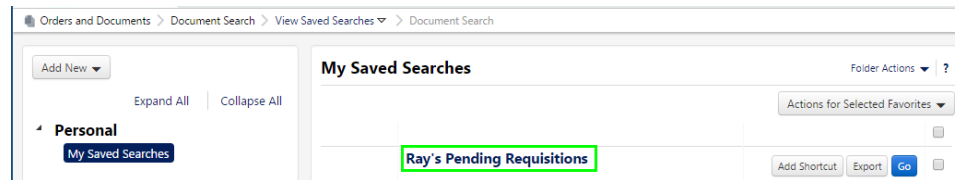
  - Adjust the filters used for the search on the left "Refine Search Results" panel

  - Click the "Save Changes" button in the Search Details panel and click the "Yes" button to confirm edits to the saved search
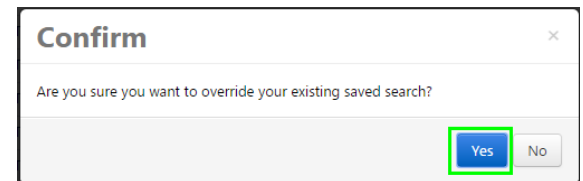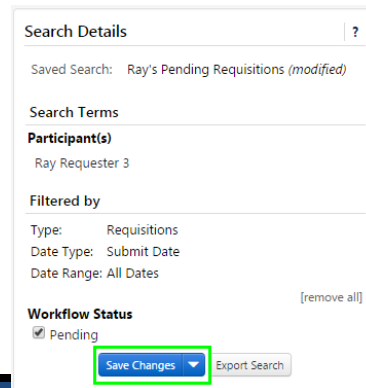
New BearBuy Email Notification Look & Feel

- Previously, email only contained text
- Email body text was left justified

New BearBuy Email Notification Look & Feel

- BearBuy logo appears at the top of email notifications
- The email's body text is now centered in the email

UC BearBuy

Procurement Dept Code: 123456 (F_FIN Supply Chain Management): (All Values) Approval Request for Requisition# 1545732

Dear Amy Approver,

The requisition listed below has been submitted for your approval.

Summary

Folder:	Procurement Dept Code: 12345 (F_FIN Supply Chain Management): (All Values)
Requester:	Ray Requester 3
Cart Name:	Monthly Office Supplies
Requisition No.:	1545732
No. of line items:	1

TOTAL: 550.00 USD

Details

ABC CO

Updates to BearBuy System Requirements

- BearBuy is only supported on the following browsers and versions:
  - **Internet Explorer 11**
  - **Firefox latest version**
  - **Chrome latest version**
- Some features may not function on older browser versions
- To take advantage of all BearBuy features and functionality, always use one of these supported browsers
- For the latest BearBuy browser requirements, visit the BearBuy System Requirements page

Resources

- **BearBuy Training Materials:** http://supplychain.ucsf.edu/training

Additional Questions

- For **BearBuy** Application how-to questions
  - ITS Service Desk (415) 514-4100, option 2 or appsupport@ucsf.edu

- For **BearBuy** policies and procedural questions
  - Email BearBuy@ucsf.edu

THANK YOU!