

18.2 New Feature Review July 2018



Enhancements in this Release

- New Quick Search Functionality
- Document Search Results and My Approvals Worklist Update



Reminder: BearBuy Unavailable

BearBuy will be unavailable Friday, July 27th at 6PM through Sunday, July 29th at 9AM to upgrade from release version 18.1 to 18.2 and apply new features.

• BearBuy will be available on Monday, July 30th

What to expect during the outage:

- BearBuy will not be available
- Please complete all BearBuy requests prior to the outage



New Quick Search

In 18.2 you now have the ability to search for documents from side menu pop outs.



You are also able to perform a quick search from the top bar of the Contracts icon pop out:



New Document Search Results and My Approvals Worklist Update

Prior to 18.2 when viewing **Document Search** results and **My Approvals** worklist, you could view the additional documents in the list by using a pull down menu.

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DO/Reference No. BOO1437EE6 Davisian O		
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General Information	? Document Statue	R001437479 (Purchase Orders)



New Document Search Results and My Approvals Worklist Update

In 18.2 the bar at the top of **Document Search** results and **My Approvals** worklist has a new look and now you will be able to click the number of documents in the list to view the additional documents.

New look for the bar at the top of Document Search results and My Approvals worklist:



Resources

• BearBuy training materials: <u>https://supplychain.ucsf.edu/bearbuy-</u> <u>training</u>

Additional Questions

- For BearBuy application how-to questions, contact the IT Service Desk (415) 514-4100, option 2 or <u>appsupport@ucsf.edu</u>
- For BearBuy policies and procedural questions, e-mail BearBuy@ucsf.edu







Thank you!

