MyExpense: Usability Updates for User Interface
Usability Changes to the User Interface
Part of the ongoing continuous improvement for the user experience

The Create New Report button is available on the right top corner of the Report Library in the Manage Expenses section.

Prior to the UI update, Create New Report took space in the tile list. This change provides more visual screen space to display the existing expense reports.
Usability Changes to the User Interface

Part of the ongoing continuous improvement for the user experience

The **Upload New Receipt** button is available in the right top corner of the **Available Receipts** section. This update provides more screen space to display the existing receipts.
Usability Changes to the User Interface

Part of the ongoing continuous improvement for the user experience

New ability to toggle visibility of Available Receipts panel in the report page.

Click View Available Receipts or Hide Available Receipts when viewing an expense report to view or hide the Available Receipts panel.
Usability Changes to the User Interface

Part of the ongoing continuous improvement for the user experience

While viewing **Available Receipts** in the expense report page, you can select an available receipt and drag and drop into an expense report line.
Changes to the User Interface

Updates to “Act As” a Delegate user interface.

To Act As a delegate for another user who has granted you permission, select the second radio button.

Start typing the name of the person for whom you want to Act As a delegate for and select their name.
Changes to the User Interface

Updates to “Act As” a Delegate user interface.

Click **Switch** to act as a delegate for the name selected.

At the top right you can see who you are currently acting as.

To change back to your profile, select the radio button for **Myself** and click Switch.
Resources

Supply Chain Management Training Materials

MyExpense Training – Job aids, webinars, FAQ

Support

UCSF employees can connect with the SCM Response Team using the button in the Need Help? section of Supply Chain Management’s website: supplychain.ucsf.edu