16.3 New Feature Review
November 2016

Enhancements for this Release

- Main Navigation Menu Item Updates

- Main Navigation Menu Item Name Changes

- New Advanced Search Setting for Document Search

- Navigation and Save Buttons Display without Scrolling

UC BearBuy

Reminder: BearBuy Unavailable

BearBuy will be unavailable Friday, November 11th at 6PM through Sunday, November 13th at 9AM.

- BearBuy will be up and running on Monday, November 14th.
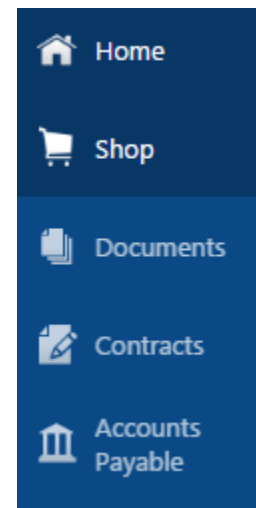
What to expect during the outage

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

BearBuy

Main Navigation Menu Item Updates

In 16.3, updates have been made to the way menu items are displayed. Previously the menu items were displayed only as icons and now the name of the menu item displays.

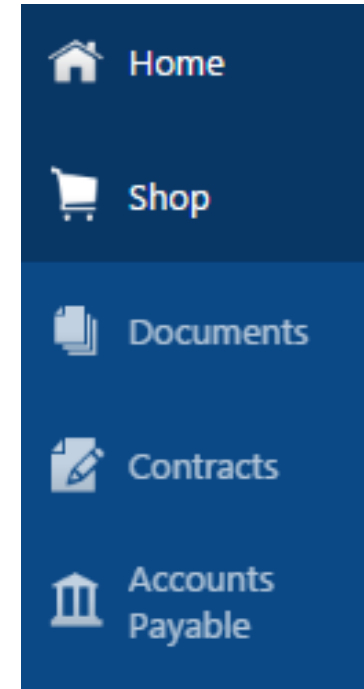Before the menu item updates. Visibility to menu items is determined by the roles you are granted in BearBuy.

After the 16.3 menu item updates. Now the menu options also display the name of the menu option.

There is an icon on the bottom of the menu that allows users to hide the labels.

Main Navigation Menu Item Name Changes

As of the 16.3 release, the titles of several menu options have also changed. The changes are outlined below.

- The **Orders & Documents** menu option has been renamed to **Documents.**

- The **Catalogs and Contracts** menu option has been renamed to **Contracts.**

New Advanced Search Setting for Document Search

The updated search option allows advanced document to search for documents for the current user.

Advanced search functionality allows you to search for items based on related users. For document search, this includes "participants" or anyone who touched a document and is in the audit trail for that document. Previously, participants had to be manually selected for the search. In 16.3, a new setting will indicate that the items returned should be those for which the user searching is the participant.

The *Participant* search field is available on advanced document search for requisitions, purchase orders, invoices, receipts. In 16.3, there are three options to choose from:

• **Any** - This option returns documents for all participants.
• **Me** - This option returns documents on which the current user is a participant.
• **Pick** - This option allows the user to select participants for the search. When this option is selected a field displays below in which the users can be searched for or entered.

Navigation and Save Buttons Display without Scrolling

As of 16.3, some save and search buttons display, or "stick" in the available screen space. This eliminates the need to scroll all the way down to access the buttons.

Buttons display at the bottom of the active screen. If the buttons are displayed within a rectangular background such as in this example, it indicates you can scroll on the page.

System & Browser Requirements

- BearBuy is only supported on the following browsers and versions:
  - **Internet Explorer (IE) 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

UC BearBuy

Resources

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

Additional Questions

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

- For ![UC BearBuy] policies and procedural questions
  - Email BearBuy@ucsf.edu

THANK YOU!