



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

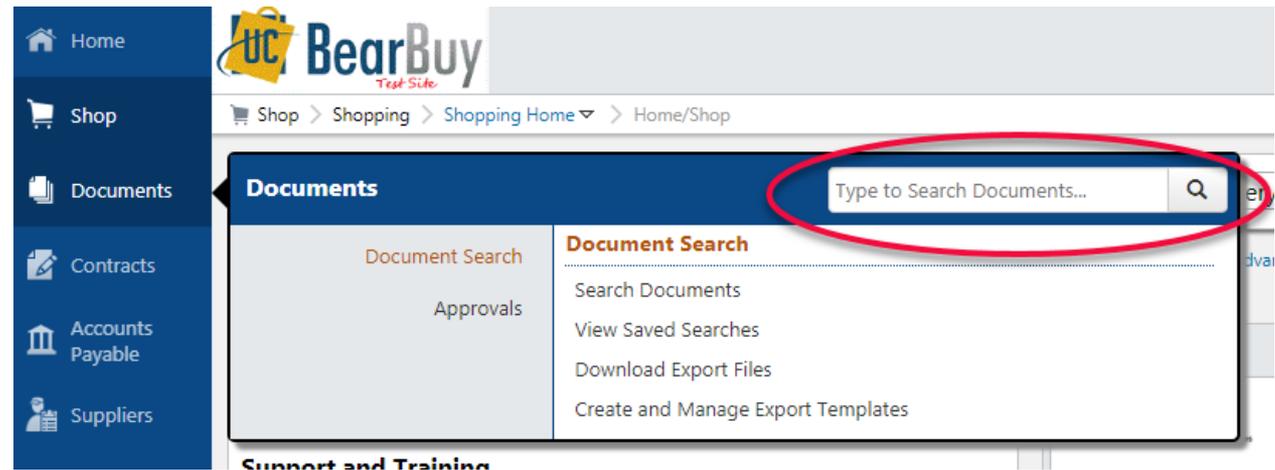
What to expect during the outage:

- 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.

From the Documents icon pop out you can now perform a quick search from the top bar:

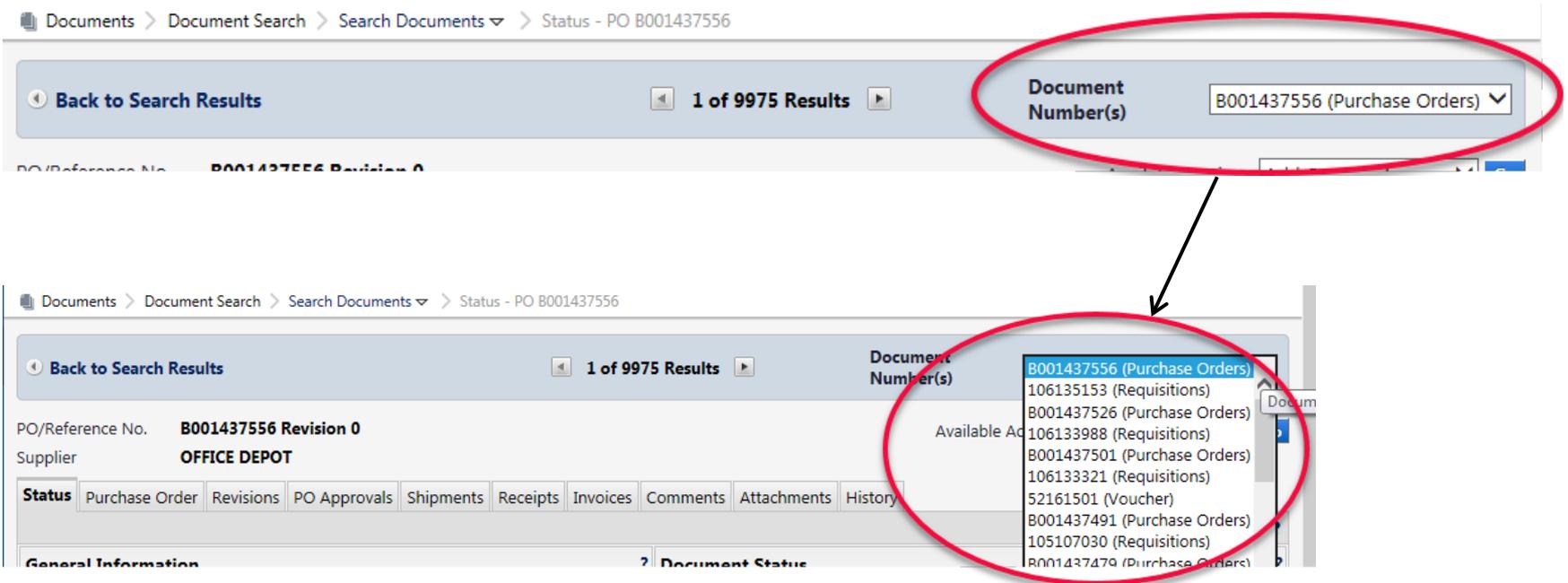


You are also able to perform a quick search from the top bar of the Contracts icon pop out:



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.



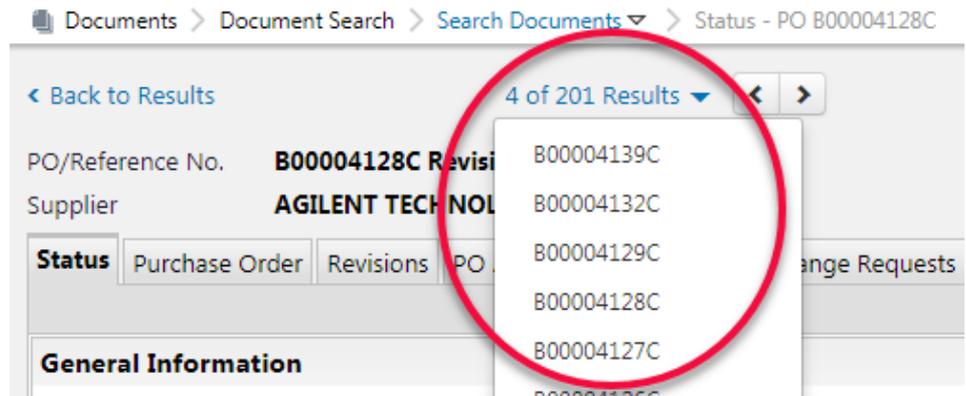
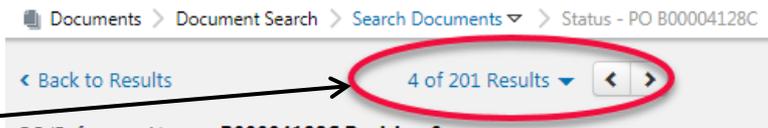
New Document Search Results and My Approvals Worklist Update

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:



Click the number of Document Search results to view additional documents



Resources

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

Additional Questions

- For  **BearBuy** application how-to questions, contact the IT Service Desk (415) 514-4100, option 2 or appsupport@ucsf.edu
- For  **BearBuy** policies and procedural questions, e-mail [BearBuy@ucsf.edu](mailto: BearBuy@ucsf.edu)



Thank you!