21.3 New Feature Review
November 2021
Reminder: BearBuy Unavailable

Jaggaer 21.3 Release will be promoted to our BearBuy production environment the weekend of **November 12**\(^{th}\) and there will be associated downtime.

BearBuy production downtime will take place between **Friday, November 12**\(^{th}\), at 6 p.m. through **Sunday, November 14**\(^{th}\), at 9 a.m. to upgrade from release version 21.2 to 21.3.

**What to expect during the outage:**
- **BearBuy will not be available**
- Please complete all BearBuy requests prior to the outage
- **BearBuy will be available on Monday, November 15.**
New Enhancement Features in this Release

The JAGGAER 21.3 update includes more improvements to streamline, simplify, and modernize the user interface with an update to the Approvals page.

The 21.3 updates to Approvals feature a new, modern interface and updates to the layout including changes to the Quick View, Assign, Approve and Attachment icons. The drop-down Actions menu has been replaced with a pop-up window that opens when one or more documents are selected.
21.3 Updates - Enhanced Approvals Page

- **New Experience View**: Layout and button updates
  - **New Tabs** across the top of each page
    - Replaces the *Type* filter: Easier way to access documents waiting to be approved
  - **Your Selections** replaces the *Filtered by* menu name
  - **Filters** replaces *Filter My Approvals*
  - Updated icon to expand and collapse the left filters sidebar
  - Updated icons for *Quick View, Assign, and Attachments*

- **New Actions Pop-Up Window** that opens when one or more documents are selected
  - Replaces the drop-down *Action Menu*
21.3 Enhanced Approvals Page – New Experience View

The Approvals page has been updated to a streamlined, modernized user experience introduced in other areas of the system in a prior release.

Before 21.3

After 21.3
21.3 Enhanced Approvals Page – Overview

- Click the quick view icon next to an item to view a printer-friendly version of a document.

- If an attachments icon is displayed, users can click the icon to open the Attachments tab of a document.
21.3 Enhanced Approvals Page – Tabs*

The **Type** filter in the left menu of Approval pages has been replaced with **Tabs** across top of the page.

Before 21.3

In the left sidebar, **Filtered by** has been replaced with **Your Selections**.

After 21.3

*Visibility to document tabs dependent on BearBuy assigned role(s)*
In the left sidebar menu, *Filter My Approvals* has been replaced with *Filters*. Click the *Select Multiple* link to view additional filter selections in a pop-up window.

### Before 21.3

![Before 21.3 Image]

### After 21.3

![After 21.3 Image]
21.3 Enhanced Approvals Page – Sidebar Controls

The sidebar controls have been updated. Click the icon to expand \(\rightarrow\) or collapse \(\leftarrow\) the left menu.

Before 21.3

After 21.3
21.3 Enhanced Approvals Page – Actions

The drop-down Actions menu has been replaced with a **pop-up window** that opens when one or more documents are selected.

Before 21.3

After 21.3

Click the checkbox to select one or more documents

Select an action from the pop-up window at the bottom of the page*

*Before approving a requisition, carefully review the requisition for accuracy and compliance.
21.3 Enhanced Approvals Page – Sort By:

The **Sort by:** field has moved to the top right corner of the page.

**Before 21.3**

**After 21.3**
21.3 Enhanced Approvals Page – Assign Icon

Click the assign icon  to assign a document to an approver. If the icon is gray , the document has already been assigned to an approver.
Browser Requirements

BearBuy is **only** supported on the following browsers and versions*:

- Internet Explorer (IE) 11
- Firefox - latest version
- Chrome - latest version
- Safari - latest version

*Pop-up blockers must be disabled

Supply Chain Management
Resources

BearBuy Training Materials: https://supplychain.ucsf.edu/bearbuy-training

BearBuy System Requirements: https://supplychain.ucsf.edu/bearbuy-training#System%20Requirements

Additional Questions

For BearBuy support, contact the IT Service Desk at (415) 514-4100 (Option 2) or appsupport@ucsf.edu between 8a.m. - 5p.m.
Thank you!