

## 12.2 Release Upgrades – User Information

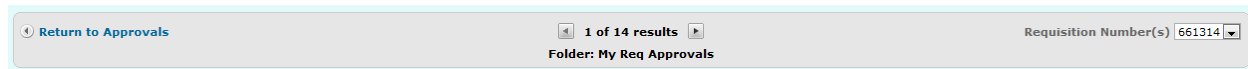
General availability – 4 pm on Sunday, July 22, 2012

### General Enhancements

#### 1. Improving shopping experience around empty search results

- Improved part number search - When user performs an advanced product search using a part number that is no longer available, a document search will display a previous order link if the part number is found on a previous order. **USER IS RESPONSIBLE FOR CONFIRMING THAT PREVIOUS ORDER DETAILS ARE STILL VALID PRIOR TO PLACING THE ORDER TO THE SUPPLIER.**
- Simple Search – When user performs “all of these words” search and no search results are available, the search engine will expand this search to use “any of the words”.
- Advanced Search – When user performs search with multiple criteria and no search results are available, the search will automatically “open up the search” and remove the additional criteria and only search for keywords and/or part numbers.

#### 2. Improved Navigation Between Approval Documents – allows approvers to navigate between documents that are in the approval folder. This applies to shared folders, dynamic workflow folders, and “My Approvals” queue. There will be a next and previous link on the document (similar to the document search navigation). **FOR APPROVERS ONLY**



#### 3. Document Attachment Identification (Icon) – a paperclip icon appears beside the document number on the results page to indicate there are attachments associated with the document. Clicking on the icon will open the document and take the user directly to the attachments tab.

A screenshot of a document search results table. The table has columns: Requisition No., Supplier(s), Requisition Name, Requisitioner, Requisition Date/Time, and Requisition Total. The first row shows a document with Requisition No. 804714, Supplier(s) Fisher Scientific Company LLC, Requisition Name Attachment Test, Requisitioner Lauri Quick, Requisition Date/Time 6/27/2012 3:00 PM, and Requisition Total 1.00 USD. A paperclip icon is visible next to the Requisition No. 804714, and a red arrow points to it.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
804714	Fisher Scientific Company LLC	Attachment Test	Lauri Quick	6/27/2012 3:00 PM	1.00 USD

#### 4. New Date Options in Document Search – additional date options are available in Document Search that allows more flexibility when using specific date ranges to search for documents. Document Searches can be saved using these new date options so that they can be run again in the future.

- Last History Date – search documents by date of last entry on the history tab
- Older Than X Days – search documents by date older than X days
- Newer Than X Days – search documents where date is newer than X days
- Older Than X Date – search documents by date older than X date

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- e. Newer Than X Date – search documents where date is newer than X date
- f. Last X Days - search documents by last X days
- g. Next X Days - search documents by next X days

