# General availability – 9 pm on Sunday, November 4, 2012

#### **General Enhancements**

# 1. New look home page – forms stickers

a. Forms are no longer accessed via links. Instead, forms are now in their own showcase and each form is accessed through a sticker.

iversity Forms			B		
Non- Catalog Form	Printing Services Form	Controlled Substance Form	Route to Purchasing Form	HP Form	Research Animals Forn
Route to Materials Management Form	IT Consulting Services				

#### 2. New Approvals User Interface

a. The Approvals screen has been completely redesigned, providing multiple views of pending approvals and adding a document filter.

my approvals outbox   notifications   ma	anage substitutions   approvals configuration		?
Group Results By: Folders -			
	Total Results Found: 4	All Dates	Assign 💌 Go
Filtered By	•	Sort by: Submit date newest first	?
Type: Requisition	Hide requisition details 🚔 expand all 🔚 collapse all		Results per folder: 20 💌
Date Range: All Dates View Approvals For: Mike Long	9-699 between 10000.00 and 49999.99 [	1 result]	
Refine Search Results ?	🕒 🖻 Purchasing Dept: Purchasing UIUC: (All V	alues) [3 results]	
Туре			
Requisition			
Date Range			
All Dates			
View Approvals For			
My Approvals			
Folders			
Purchasing Dept: Purchasing UIUC: (All Values) (3)			
9-699 between 10000.00 and 49999.99 (1)			
Current Workflow Step 🏾 🖗			
Purchasing Department (3) Departmental Approval (1)			
Status			
Not Assigned (4)			
Custom Fields 🏻 🌾			
Account Index Code			
Chart			
Fund			
Organization [more]			
Department 1-344 (1-344) (4)			

b. You may open any folder individually or use "Expand All" to open all folders at once.

	Total Results Fou					Assign	
	Total Results Four	na: 13		All Dates		Assign	
Filtered By			Sort b	y: Submit date newest fir	rst		
Type: Requisition Date Range: All Dates	Hide requisition details	expand all 👘 collapse all				Results per	folder: 20
View Approvals For: Mike Long	a 🛁 1-344 bel	ween 50000 and 249999.99" [1 result]					
	Requisition No.	Suppliers:	Assigned Approver	Reg Da	te/Time Requisitioner	Amount	Action
tefine Search Results	? 2 872445 🛝	Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:30 PM	Teresa Kreps	149,997.00 USD	Assign
ype	10 07 2443 Car						
Requisition 💌	Requisition Name	2012-10-30 kreps 05		Folders	0 Days in folder [1-344 between 50000 and 2499	99.99"]	
Date Range	No. of line items	1					
All Dates	a 🖻 2-467 bet	ween 0.01 and 4999.99 [1 result]					
/iew Approvals For	Requisition No.	Suppliers:	Assigned Approver	Req Da	te/Time Requisitioner	Amount	Action
1y Approvals	2 871943 🖻	iBuy Bid Vendor	Not Assigned	10/29/2012 2:51 PM	Janet Mahler	2,155.00 USD	Assign
olders	Requisition Name	2012-10-29 imabler 01		Folders	0 Days in folder [2-467 between 0.01 and 4999.9	21	
-876 between 0.01 and 4999.99 (2) -876 between 50000.00 and 249999.99 (2)	No. of line items	1		La Folders	0 bays in lolder [2*467 between 0.01 and 4999.9	[4	
urchasing Dept: Purchasing UIUC: (All Values) (2)	a 🖻 2-509 bet	ween 50000.00 and 249999.99 [1 result]	1				
-876 between 5000.00 and 9999.99 (1) -467 between 0.01 and 4999.99 (1) [mor	Requisition No.	Suppliers:	Assigned Approver	Reg Da	te/Time Requisitioner	Amount	Action
	872000	Fisher Scientific Company LLC	Not Assigned	10/29/2012 3:44 PM	Teresa Kreps	101,031.00 USD	Assign
epartmental Approval (10)	· 872000 ····						
urchasing Department (2)	Requisition Name	2012-10-29 kreps 04		Folders	0 Days in folder [2-509 between 50000.00 and 24	9999.99]	
&C Review (1)	No. of line items	2					
tatus	4 🖴 2-876 bet	ween 0.01 and 4999.99 [2 results]					
lot Assigned (13)	Requisition No.	Suppliers:	Assigned Approver	Reg Da	te/Time Requisitioner	Amount	Action
	Requisition No.	Performance Safety Group Incorporated	Not Assigned	10/30/2012 1:22 PM	Teresa Kreps	3,540.00 USD	Assign
count dex Code	2 872460 🔍						
art	Requisition Name	2012-10-30 kreps 04		Folders	0 Days in folder [2-876 between 0.01 and 4999.9	9]	
nd	No. of line items	1					
ganization [mor		Champaign-Urbana News Agency Inc	Not Assigned	10/30/2012 11:38 AM	Teresa Kreps	4,927.45 USD	
epartment	🗸 🛛 🧷 872367 🔍	champaign-orbana News Agency Inc	not Assigned	10/30/2012 11:38 AM	Teresa Kreps	4,927.45 050	Assign
344 (1-344) (12)	Requisition Name	2012-10-30 kreps 01		Eolders	0 Days in folder [2-876 between 0.01 and 4999.9	21	
-466 (2-466) (1)							

# c. If you hide the filter options, the look is quite similar to older version of iBuy

tal Repairs Found: 13	3		All Dates			As	ssign		•
		Sor	t by: Submit date newest fi	rst 💌					
de requisition details 🖴 e	kpand all 📁 collapse all						Results per	folder: 2	20
4 🕒 1-344 betweer	50000 and 249999.99" [1 result]								
Requisition No.	Suppliers:	Assigned Approver	Rec	Date/Time	Requisitioner	Amount		Action	
2 872445 🗟	Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:30 PM		Teresa Kreps	149	9,997.00 USD	Assign	J
Requisition Name No. of line items	2012-10-30 kreps 05 1		🔚 Folders	0 Days in folder [1-344 bet	ween 50000 and 249999.99"]				
🖌 😑 2-467 betweer	0.01 and 4999.99 [1 result]								
Requisition No.	Suppliers:	Assigned Approver	Rec	Date/Time	Requisitioner	Amount		Action	
2 871943 🕰	iBuy Bid Vendor	Not Assigned	10/29/2012 2:51 PM		Janet Mahler	2	2,155.00 USD	Assign	l
Requisition Name No. of line items	2012-10-29 jmahler 01 1		E Folders	0 Days in folder [2-467 bet	ween 0.01 and 4999.99]				
4 🕒 2-509 betweer	50000.00 and 249999.99 [1 result]								
Requisition No.	Suppliers:	Assigned Approver	Rec	Date/Time	Requisitioner	Amount		Action	
2 872000 🗟	Fisher Scientific Company LLC	Not Assigned	10/29/2012 3:44 PM		Teresa Kreps	101	1,031.00 USD	Assign	l
Requisition Name No. of line items	2012-10-29 kreps 04 2		🔚 Folders	0 Days in folder [2-509 bet	ween 50000.00 and 249999.99]				
4 😑 2-876 betweer	0.01 and 4999.99 [2 results]								
Requisition No.	Suppliers:	Assigned Approver	Rec	Date/Time	Requisitioner	Amount		Action	
2 872460 🖄	Performance Safety Group Incorporated	Not Assigned	10/30/2012 1:22 PM		Teresa Kreps	3	3,540.00 USD	Assign	1
Requisition Name No. of line items	2012-10-30 kreps 04 1		Folders	0 Days in folder [2-876 bet	ween 0.01 and 4999.99]				
2 872367 🔍	Champaign-Urbana News Agency Inc	Not Assigned	10/30/2012 11:38 AM		Teresa Kreps	4	4,927.45 USD	Assign	i
Requisition Name No. of line items	2012-10-30 kreps 01		Folders	0 Days in folder [2-876 bet	ween 0.01 and 4999.99]				

d. If you choose "List" from the Group Results By drop-down, the look is virtually identical to previous versions of iBuy.

howing <b>1 - 14</b> of 14	results		All Dates			A	ssign	-	•
Results per page 20 💌	]	Sor	t by: Submit date newest fin	st 💌			🔳 Pag	e 1 of 1 🕩	
Hide requisition details									
Requisition No.	Suppliers:	Assigned Approver	Req	Date/Time	Requisitioner	Amount		Action	Г
2 872468 🛝	Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:44 PM		Teresa Kreps	14	19,997.00 USD	Assign	Γ
Requisition Name	2012-10-30 kreps 07		🔚 Folders	0 Days in folder [Purchasing	g Dept: Purchasing UIUC: (All Values) ]				
No. of line items	1								
<i>@</i> 872445 🗟	Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:30 PM		Teresa Kreps	14	19,997.00 USD	Assign	Γ
Requisition Name	2012-10-30 kreps 05		🔚 Folders	0 Days in folder [1-344 bet	ween 50000 and 249999.99"]				
No. of line items	1								
2 872460 🗟	Performance Safety Group Incorporated	Not Assigned	10/30/2012 1:22 PM		Teresa Kreps		3,540.00 USD	Assign	
Requisition Name	2012-10-30 kreps 04		Folders	0 Days in folder [2-876 bet	ween 0.01 and 4999.99]				
No. of line items	1								
2 872396 🕰	Performance Safety Group Incorporated	Not Assigned	10/30/2012 12:54 PM		Teresa Kreps		5,310.00 USD	Assign	Γ
Requisition Name	2012-10-30 kreps 03		🔤 Folders	0 Days in folder [2-876 bet	ween 5000.00 and 9999.99]				
No. of line items	1								
2 872373 🗟	Performance Safety Group Incorporated	Not Assigned	10/30/2012 12:04 PM		Teresa Kreps	S	57,385.00 USD	Assign	
Requisition Name	2012-10-30 kreps 02		📴 Folders	0 Days in folder [2-876 bet	ween 50000.00 and 249999.99]				
No. of line items	1								
2 872367 🕰	Champaign-Urbana News Agency Inc	Not Assigned	10/30/2012 11:38 AM		Teresa Kreps		4,927.45 USD	Assign	Г
Requisition Name	2012-10-30 kreps 01		Folders	0 Days in folder [2-876 bet	ween 0.01 and 4999.99]				
No. of line items	1								
2 871988 🛝	Fisher Scientific Company LLC	Not Assigned	10/29/2012 4:02 PM		Teresa Kreps		7,597.00 USD	Assign	Γ
Requisition Name	2012-10-29 kreps 05		Folders	0 Days in folder [4-864 bet	ween 5000.00 and 9999.99]				
No. of line items	1								

e. You can filter on a wide variety of options, but the Department and Fund/Account are a couple that we think may be most valuable. Note that if you filter by Department, it is the "Department" value set in the Requestor/Shopper's profile and not the Chart-Org in the FOAPAL.

		Total Results Found	1.40					Assign	- F	- G
		Total Results Found	1: 13		All Dates			Assign		<u> </u>
Filtered By	•			Sort by	y: Submit date newest fir	rst 💌				1
Type: Requisition		Hide requisition details	expand all) 🗀 collapse all					Results per f	folder: 2	0
Date Range: All Dates View Approvals For: Mike Long		4 🖴 1-344 betv	veen 50000 and 249999.99" [1 result]							
Approvals For Fine Long		Requisition No.	Suppliers:	Assigned Approver	Reg Da	te/Time	Requisitioner	Amount	Action	i r
tefine Search Results ?			Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:30 PM		Teresa Kreps	149,997.00 USD	Assign	1.0
ype		2 872445 🗟								
Requisition		Requisition Name	2012-10-30 kreps 05		Folders	0 Days in folder [1-3	44 between 50000 and 249999.99"]			
Date Range		No. of line items	1							
All Dates	111	🔺 🖴 2-467 betv	veen 0.01 and 4999.99 [1 result]							
View Approvals For		Requisition No.	Suppliers:	Assigned Approver	Reg Da	ite/Time	Requisitioner	Amount	Action	Ē
My Approvals	111	2 871943 🖎	iBuy Bid Vendor	Not Assigned	10/29/2012 2:51 PM		Janet Mahler	2,155.00 USD	Assign	1
Folders		-								
2-876 between 0.01 and 4999.99 (2)	11	Requisition Name No. of line items	2012-10-29 jmahler 01		Folders	0 Days in folder [2-4	67 between 0.01 and 4999.99]			
-876 between 50000.00 and 249999.99 (2)		No. of line items	1							
Purchasing Dept: Purchasing UIUC: (All Values) (2) 2-876 between 5000.00 and 9999.99 (1)		a 🛁 2-509 betv 🛁	veen 50000.00 and 249999.99 [1 result	1]						
2-467 between 0.01 and 4999.99 (1) [more]		Requisition No.	Suppliers:	Assigned Approver	Req Da	ste/Time	Requisitioner	Amount	Action	í I
Current Workflow Step		2 872000 🔍	Fisher Scientific Company LLC	Not Assigned	10/29/2012 3:44 PM		Teresa Kreps	101,031.00 USD	Assign	
epartmental Approval (10)	111				1					
Purchasing Department (2) S&C Review (1)		Requisition Name No. of line items	2012-10-29 kreps 04 2		Folders	0 Days in folder [2-5	09 between 50000.00 and 249999.99]			
Status		-	-							_
lot Assigned (13)	111	a 😑 2-876 betv 🗠	veen 0.01 and 4999.99 [2 results]							
Custom Fields		Requisition No.	Suppliers:	Assigned Approver	Req Da	ate/Time	Requisitioner	Amount	Action	í I
count	111	<i>2</i> 872460 🖄	Performance Safety Group Incorporated	Not Assigned	10/30/2012 1:22 PM		Teresa Kreps	3,540.00 USD	Assign	i r
ndex Code		-								
hart		Requisition Name	2012-10-30 kreps 04		Folders	0 Days in folder [2-8	76 between 0.01 and 4999.99]			
rganization [more]		No. of line items	1							
epartment 🌾		2 872367 🔍	Champaign-Urbana News Agency Inc	Not Assigned	10/30/2012 11:38 AM		Teresa Kreps	4,927.45 USD	Assign	
344 (1-344) (12)										
		Requisition Name	2012-10-30 kreps 01		Folders	0 Days in folder [2-8	76 between 0.01 and 4999.99]			
2-466 (2-466) (1) Form Type		No. of line items	1							

f. If you choose to filter on one of the Custom Fields, you can enter a value to filter on and a matching criteria:

Requisition Name	2012-10-30 kreps 03		Folders	0 Days in folder [2-876 between 5000.00 an	rd 9999.99]
No Apply Custom Field	d Filter			💷 ? X	
C Fund	Is Exactly Is Exactly Starts With Is Between	120010 Select from profile values Select from all values	Ad	dd another Fund	and 249999.9
C Requisition Name	2012-10-30 kreps 01	Save Close		0 Days in Tolder   2-876 between 0.01 and 4	000 001
No. of line items	1		E Folders	o Days in folder [2-376 between 0.01 and 4	555.55]
– 🖪 Fish	er Scientific Company LLC	Not Assigned	10/29/2012 4:02 PM	Teresa Kreps	

g. To remove a given filter element, just remove the checkbox from the Filtered By window in the filter

	Showing 1 - 13 of	13 results		All Dates		Assign	-	G
iltered By	Results per page 20		Sort b	y: Submit date newest fin	st 💌	🔳 Page	1 of 1 📐	?
Type: Requisition Date Range: All Dates	Hide requisition details							
Date Range: All Dates /iew Approvals For: Mike Long	Requisition No.	Suppliers:	Assigned Approver	Reg Dat	te/Time Requisitioner	Amount	Action	
[remove all]	2 872468	Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:44 PM	Teresa Kreps	149,997.00 USD	Assign	
epartment	Requisition Name	2012-10-30 kreps 07		Folders	0 Days in folder [Purchasing Dept: Purchasing UIUC: (All V	(alues) ]		
1-344 (1-344)	No. of line items	1		E Folders	o bays in folder (Parchasing Dept. Parchasing 010C. (All V	aldes) j		
	No. of fine feeling	-						
efine Search Results ?	2 872445 🕰	Dell Marketing LP c/o Dell USA LP	Not Assigned	10/30/2012 1:30 PM	Teresa Kreps	149,997.00 USD	Assign	1 -
ype	Requisition Name	2012-10-30 kreps 05		Eolders	0 Days in folder [1-344 between 50000 and 249999.99"]			
Requisition	No. of line items	1		La Foiders	o baya in loidel [1-544 between 50000 and 245555.55 ]			
ate Range							_	
II Dates	2 872460 🛋	Performance Safety Group Incorporated	Not Assigned	10/30/2012 1:22 PM	Teresa Kreps	3,540.00 USD	Assign	, L
iew Approvals For	Requisition Name	2012-10-30 kreps 04		Folders	0 Days in folder [2-876 between 0.01 and 4999.99]			
1y Approvals	No. of line items	1						
olders 🐐		Performance Safety Group Incorporated	Not Assigned	10/30/2012 12:54 PM	Teresa Kreos	5,310.00 USD	Accion	í E
rchasing Dept: Purchasing UIUC: (All Values) (3)	2 872396 🔍					-,	rearyn	1
876 between 0.01 and 4999.99 (2)	Requisition Name	2012-10-30 kreps 03		Folders	0 Days in folder [2-876 between 5000.00 and 9999.99]			
-876 between 50000.00 and 249999.99 (2) -876 between 5000.00 and 9999.99 (1)	No. of line items	1						
344 between 50000 and		Performance Safety Group Incorporated	Not Assigned	10/30/2012 12:04 PM	Teresa Kreps	57,385.00 USD	Assian	íг
(1)	2 872373 🔍							
urrent Workflow Step	Requisition Name	2012-10-30 kreps 02		🔚 Folders	0 Days in folder [2-876 between 50000.00 and 249999.99]	1		
irchasing Department (3)	No. of line items	1						
&C Review (1)	2 872367 🔍	Champaign-Urbana News Agency Inc	Not Assigned	10/30/2012 11:38 AM	Teresa Kreps	4,927.45 USD	Assign	
tatus	-							
t Assigned (13)	Requisition Name	2012-10-30 kreps 01		Folders	0 Days in folder [2-876 between 0.01 and 4999.99]			
ustom Fields 🛛 🐐	No. of line items	1						
count lex Code	2 871988 🔍	Fisher Scientific Company LLC	Not Assigned	10/29/2012 4:02 PM	Teresa Kreps	7,597.00 USD	Assign	
art	-			_				
nd	Requisition Name	2012-10-29 kreps 05		Folders	0 Days in folder [4-864 between 5000.00 and 9999.99]			
rganization [more]	No. of line items	1						

	~							
Status	Requisition Nam	2012-10-30 kreps 02		Folders 0 Da	ays in folder [2-876 between 50000.00 and 249999.99]			
Not Assigned (14)	No. of line items	1			,			
Custom Fields	<b></b>	-						
Account	2 872367 🔍	Champaign-Urbana News Agency Inc	Not Assigned	10/30/2012 11:38 AM	Teresa Kreps	4,927.45 USD	Assign	
Index Code Chart	Requisition Nam	2012-10-30 kreps 01		E Folders	avs in folder [2-876 between 0.01 and 4999.99]			
Fund	No. of line items	1		- Folders - O	iya in folder [2 of o between olor and 4555.55]			
Organization	[more]	-						
Department	👔 🥔 871988 🛝	Fisher Scientific Company LLC	Not Assigned	10/29/2012 4:02 PM	Teresa Kreps	7,597.00 USD	Assign	
1-344 (1-344) (13) 2-466 (2-466) (1)	Requisition Nam			E Folders	ays in folder [4-864 between 5000.00 and 9999.99]			
Form Type	No. of line items	1						
Non-Catalog Form (10) Hospital Form (1)	<i>2</i> 872000 🕰	Fisher Scientific Company LLC	Not Assigned	10/29/2012 3:44 PM	Teresa Kreps	101,031.00 USD	Assign	
Prepared By	Requisition Name	2012-10-29 kreps 04		E Folders	ays in folder [2-509 between 50000.00 and 249999.99]			
Teresa Kreps (11)	No. of line items	2						
Mike Long (2)		Fisher Scientific Company LLC	Not Assigned	10/29/2012 3:38 PM	Teresa Kreps	45,705.40 USD		
Janet Mahler (1)	2 871973 🗟	Tisher Sciencific Company EEC	Not Assigned	10/29/2012 1.50 PM	Teresa Kreps	45,705.40 050	Assign	
Prepared For Teresa Kreos (11)	Requisition Name	2012-10-29 kreps 03		E Folders	ays in folder [Chart 2 Acct 163* Fund 400000 thru 498999	9 Amount between 25K and 10	0K1	
Teresa Kreps (11) Mike Long (2)	No. of line items	10						
Janet Mahler (1)		iBuy Bid Vendor			Janet Mahler			-
Product Flags	2 871943 🔍	iBuy Bid Vendor	Not Assigned	10/29/2012 2:51 PM	Janet Mahler	2,155.00 USD	Assign	
Controlled substance (2)	Requisition Name	2012-10-29 jmahler 01		E Folders	ays in folder [2-467 between 0.01 and 4999.99]			
Supplier	No. of line items	1						
Fisher Scientific Company LLC (3)		Champaign-Urbana News Agency Inc	Not Assigned	10/29/2012 11:23 AM	Teresa Kreps	59,500.00 USD	Anning	
Performance Safety Group Incorporated (3)	2 871741 🔍	champaigh orbana news Agency the	Not Assigned	10,23,2012 11:25 8:4	rerese reces	55,560.60 655	Assign	
Champaign-Urbana News Agency Inc (3) Ace Glass Inc (2)	Requisition Name	2012-10-29 kreps 01		Folders 1 Da	ays in folder [2-876 between 50000.00 and 249999.99]			
Dell Marketing LP c/o Dell USA LP (2)	[more] No. of line items	1						
Priority								-
Normal (14)	2 871273 🕰	Champaign-Urbana News Agency Inc	Not Assigned	10/26/2012 4:14 PM	Teresa Kreps	47,245.00 USD	Assign	
	Requisition Name	2012-10-26 kreps 11		🗀 Folders 🛛 🔒 Da	avs in folder (Purchasing Dept: Purchasing UIUC: (All Value	w)]		
	No. of line items	1		Polders De	sys in folder (Parchasing Dept. Parchasing 010C. (All Value	19) J		
		Ace Glass Inc	Not Assigned	10/24/2012 9:18 AM	Mike Long	10,900.00 USD	Assian	
	2 867883 🛝							
	Requisition Nam	2012-10-24 mikelong 02		🗀 Folders 💦 🔶 🕞 Da	ays in folder [9-699 between 10000.00 and 49999.99]			
	No. of line items	2						
	2 864606 🕰	Ace Glass Inc	Not Assigned	10/19/2012 11:13 AM	Mike Long	6,198.54 USD	Assign	
	Requisition Name	2012-10-19 mikelong 01		E Folders	Days in folder [Purchasing Dept: Purchasing UIUC: (All Valu	ues) ]		
	No. of line items	1						
	No. of fine iterns	-						

h. Aging information (amount of time in a given folder) is shown for each document.

i. If you wish to hide the aging information and requisition detail from the display, you can click Hide Requisition Details

		Sort by: Subm	it date newest first				?
Hide requisition details 🚔 expand a	II 🛅 collapse all				Results p	er folder:	20 💌
🔺 🖴 2-467 between 0.01	and 4999.99 [1 result]						
Requisition No.	Suppliers:	Assigned Approver	Req Date/Time	Requisitioner	Amount	Action	
2 871943 🕰	iBuy Bid Vendor	Not Assigned	10/29/2012 2:51 PM	Janet Mahler	2,155.00 USD	Assign	
Requisition Name No. of line items	2012-10-29 jmahler 01 1		Folders 2 Days in folder [2-	467 between 0.01 and 4999.99]			

# And you may show the details again by clicking Show Requisition Details

		Sort by: Submit da	te newest first				?
Show requisition details 🚔 expand al	l 📔 collapse all				Results p	er folder: 2	20 💌
🔺 😑 2-467 between 0.01 a	nd 4999.99 [1 result]						
Requisition No.	Suppliers:	Assigned Approver	Req Date/Time	Requisitioner	Amount	Action	
2 871943 🖻	iBuy Bid Vendor	Not Assigned	10/29/2012 2:51 PM	Janet Mahler	2,155.00 USD	Assign	

j. Outbox, Notifications, and Substitutions are each separate tabs now under Approvals.

home/shop   favorit	tes	1	forms	I	carts	approvals	document search	1	settlement	more >>
my approvals outbox   notifications   manage s	subst	itutions   appro	vals configuration							
Group Results By: Folder		Total Results F	Found: 6			All Dat	tes			Assign
Filtered By	•					Sort by: Submit date new	est first 💌			
Type: Requisition Date Range: All Dates		Show requisition of	details ៉ expand all 🔋	collapse all						Results per folder:
View Approvals For: Mike Long		D 🔁 2-467	between 0.01 and	4999.99 [1 r	esult]					
Refine Search Results ?		P 🖬 2-509	between 50000.00	and 249999	.99 [1 result]					
Туре		🕑 🗀 4-864	between 5000.00 a	and 9999.99	[1 result]					
Requisition	111	0 🔁 9-699	between 10000.00	and 49999.	99 [1 result]					
Date Range		🕑 🗀 Chart	2 Acct 163* Fund 4	00000 thru 4	4989999 Amount bet	ween 25K and 100K [1 result]				
All Dates		🕑 🗀 Purcha	asing Dept: Purchas	sing UIUC: (/	All Values) [1 result]					
View Approvals For										
My Approvals										
Folders										
2-467 between 0.01 and 4999.99 (1) Chart 2 Acct 163* Fund 400000 thru 4989999 Amount between 25K and 100K (1)										
9-699 between 10000.00 and 49999.99 (1) 4-854 between 5000.00 and 9999.99 (1)										
Purchasing Dept: Purchasing UIUC: [more] (All Values) (1)										
Current Workflow Step 🛛 🐐										
Departmental Approval (4) Purchasing Department (1) G&C Review (1)										
Status										
Not Assigned (6)										
Custom Fields 🌾										
Account Index Code Chart										
Fund Organization [more]										

i. The Outbox tab shows all things you have approved by document type. You can also use filters to limit the display.

		Showing 1 - 20 of 52 results         Last 30 days (10/2/2012-10/31/2012)         Show requisi							
iltered By	Results per page 20			Sort by: Approval date newest first	st 💌		✓ Page 1 ▼ of 3 ▶		
ype: Requisition	Requisition Number	My Action	Workflow Step	Approval Date/Time	Suppliers	Prepared For	Requisition Total		
ate Range: Last 30 days	✓ 871307 🔍	Requisition approved	Purchasing Supervisor	10/28/2012 9:39 PM	Globe Medical-Surgical Supply	Kayci Bohlen	63,000.00 U		
chine bearen nebareb	? ← 871267	Requisition approved	Departmental Approval	10/28/2012 9:39 PM	Champaign-Urbana News Agency Inc	Teresa Kreps	0.00 U		
уре	✓ 871273 🕰	Requisition approved	Departmental Approval	10/28/2012 9:39 PM	Champaign-Urbana News Agency Inc	Teresa Kreps	47,245.00 U		
equisition	<b>√</b> 871307 ▲	Requisition approved	Departmental Approval	10/28/2012 9:39 PM	Globe Medical-Surgical Supply	Kayci Bohlen	63,000.00 U		
ast 30 days	√ 871229 🖎	Requisition approved	Departmental Approval	10/28/2012 9:38 PM	Edward Don & Company	Teresa Kreps	3,959.99 U		
y Action	✓ 869302 🗟	Requisition approved	Purchasing Department	10/24/2012 3:06 PM	AAF McQuay Inc/AAF International	Hospital Requestor	5,199.50 U		
proved (52)		Requisition approved	Departmental Approval	10/24/2012 2:59 PM	AAF McQuay Inc/AAF International	Hospital Requestor	5,199.50 U		
orkflow Step		Requisition approved	Departmental Approval	10/24/2012 10:41 AM	OfficeMax Incorporated	Mike Long	81.10		
chasing Department (11)	✓ 868632 🛝			10/24/2012 9:13 AM	Ace Glass Inc	-	10.900.00		
rchasing Supervisor (1)	✓ 867812	Requisition approved	Purchasing Department			Mike Long			
344 (1-344) (48)	✓ 867812 🔍	Requisition approved	Departmental Approval	10/24/2012 9:13 AM	Ace Glass Inc	Mike Long	10,900.00		
100 (1-100) (2) 466 (2-466) (2)	✓ 866966 🔍	Requisition approved	Departmental Approval	10/23/2012 3:58 PM	Ace Glass Inc	Mike Long	750.00		
	<b>1 √</b> 866940 <b>△</b>	Requisition approved	Departmental Approval	10/23/2012 3:48 PM	Ace Glass Inc	Mike Long	750.00		
mpleted (51) thdrawn (1)	✓ 866912 🔍	Requisition approved	Departmental Approval	10/23/2012 3:38 PM	Ace Glass Inc	Mike Long	750.00		
	₩ \$66910	Requisition approved	Departmental Approval	10/23/2012 3:29 PM	Ace Glass Inc	Mike Long	750.00		
n-Catalog Form (46) spital Form (2)	✓ 866908 🗟	Requisition approved	Departmental Approval	10/23/2012 3:21 PM	Ace Glass Inc	Mike Long	2,995.99		
	% ✓ 866869 🖎	Requisition approved	Departmental Approval	10/23/2012 3:07 PM	Ace Glass Inc	Mike Long	2,995.99		
e Long (45) Isa Kreps (3)	✓ 866834 🔍	Requisition approved	Departmental Approval	10/23/2012 2:59 PM	Ace Glass Inc	Mike Long	2,995.99		
pital Requestor (2) ci Bohlen (2)	√ 866824 🔍	Requisition approved	Departmental Approval	10/23/2012 2:50 PM	Ace Glass Inc	Mike Long	2,995,99		
	(T)	Requisition approved	Departmental Approval	10/23/2012 2:44 PM	Ace Glass Inc	Mike Long	2,995.99		
e Long (45) esa Kreps (3)	✓ 866812 ✓ 866807 ≪	Requisition approved	Departmental Approval	10/23/2012 2:37 PM	Ace Glass Inc	Mike Long	2,995.99		

ii. The Notifications tab now shows all your notifications in one place instead of being intermingled with your approvals. There is a separate tab for each document type.

					Re	move Notifications	s 💌 G
Results per page 10 💌	Requisitions Found 11						🔹 of 2
Requisition No.	<ul> <li>Suppliers:</li> </ul>	Priority			Amount 🗠	Action	
✓ 834534 🗟	OfficeMax Incorporated	Normal	8/23/2012 9:27 AM	Jannah Coon	134.46 USD	Remove	
🧭 834248 🗟 🔺 Workflow error	Hewlett-Packard Company(HP)	Normal	8/22/2012 2:50 PM	Kayci Bohlen	20,421.00 USD	Remove	
🥏 834208 🗟 🔺 Workflow error	OfficeMax Incorporated	Normal	8/22/2012 2:13 PM	Jannah Coon	134.46 USD	Remove	
🧬 820954 🖹 🔺 Workflow error 🔍 This PR has notes	Abbott Laboratories Inc	Normal	7/27/2012 12:18 PM	Julia Kilgore	10,000.00 USD	Remove	
≈ 820868 🖳 🔺 Workflow error 👂 Resubmitted requisition IF This PR has notes	Abbott Laboratories Inc	Normal	7/27/2012 12:17 PM	Julia Kilgore	10,000.00 USD	Remove	
🖉 817195 🖹 🔺 Workflow error 🔍 This PR has notes	Reis Environmental Incorporated	Normal	8/13/2012 3:12 PM	Kayci Bohlen	27.56 USD	Remove	
🥏 790803 🗟 🔺 Workflow error	OfficeMax Incorporated	Normal	6/6/2012 3:40 PM	Jannah Coon	100.00 USD	Remove	
🥏 790802 🗟 🔺 Workflow error	DOT Scientific Inc	Normal	6/6/2012 3:39 PM	Jannah Coon	432.00 USD	Remove	
🥏 790791 🗟 🔺 Workflow error	OfficeMax Incorporated	Normal	6/6/2012 3:45 PM	Jannah Coon	100.00 USD	Remove	
✓ 717045 <a>A</a>	UIUC F&S Stores and Receiving	Normal	6/7/2012 8:30 AM	Steven Ashwill	3.37 USD	Remove	
Results per page 10 💌							💌 of 2

iii. The Substitutions tab allows you to assign someone else to approve on your behalf (in case of vacation or other absence). List by document type. The new feature is that you can now assign all folders at once or individually as before.

		Showing 1 - 20 of 211 results	All Folder Results	Assign Sub	stitute to Selected Fo	olders 🔻 😡
iltered By	1	Results per page 20 💌	Sort by: Folder name ascending 💌		🔳 Page 1 💌 d	of 11 🕨 💡
ype: Requisition		Folder Name	A	pprover Substitute	Action	Г
efine Search Results	2	1-220 between .01 and 4999.99	Mike Long		Assign	
ype		1-220 between 10000 and 49999.99	Mike Long		Assign	
Requisition 💌		1-220 between 1000000 and 10000000	Mike Long		Assign	
iew Approvals For		1-220 between 250000 and 499999.99	Mike Long		Assign	
ly Approvals		1-220 between 5000 and 9999.99	Mike Long		Assign	
pprover		1-220 between 50000 and 249999.99	Mike Long		Assign	
Hike Long (211)		1-220 between 500000 and 999999.99	Mike Long		Assign	
		1-239 between 0 and 999,999.99	Mike Long		Assign	
		1-239 between 1000000 and 10000000	Mike Long		Assign	
		1-244 between .01 and 4,999.99	Mike Long		Assign	
		1-244 between 10000.00 and 49999.99	Mike Long		Assign	
		1-244 between 1000000.00 and 99999999.99	Mike Long		Assign	
		1-244 between 250000.00 and 499999.99	Mike Long		Assign	
		1-244 between 5000.00 and 9999.99	Mike Long		Assign	
		1-244 between 50000.00 and 249999.99	Mike Long		Assign	
		1-244 between 500000.00 and 999999.99	Mike Long		Assign	
		1-305 between 0.01 and 4999.99-01	Mike Long		Assign	
		1-305 between 10000.00 and 49999.99-01	Mike Long		Assign	
		1-305 between 1000000.00 and 99999999.99-01	Mike Long		Assign	
		1-305 between 250000.00 and 499999.99-01	Mike Long		Assign	
		Results per page 20 💌			1 Page 1	▼ of 11 ►