12.3 Release Upgrades – User Information

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.

![forms stickers image]

2. **New Approvals User Interface**

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

![approvals interface image]
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b. You may open any folder individually or use “Expand All” to open all folders at once.

c. If you hide the filter options, the look is quite similar to older version of iBuy
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d. If you choose “List” from the Group Results By drop-down, the look is virtually identical to previous versions of iBuy.

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

![Filter Custom Field](image)

- **Requisition Name**: 2012-10-30 lines 03
- **Date Range**: 0 Days
- **Folder**

Add another Fund

Save Close

Requisition Name: 2012-10-30 lines 03

No. of line items: 1

Fisher Scientific Company LLC

Net Assigned

10/29/2012 4:02 PM

Teresa Kees

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

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

And you may show the details again by clicking Show Requisition Details
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j. Outbox, Notifications, and Substitutions are each separate tabs now under Approvals.

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

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.