



21.2 New Feature Review

July 2021

Reminder: BearBuy Unavailable

Jaggaer 21.2 Release will be promoted to our BearBuy production environment the weekend of **July 23rd** and there will be associated downtime.

BearBuy production downtime will take place between **Friday, July 23, at 6 p.m. through Sunday, July 25, at 9 a.m.** to upgrade from release version 21.1 to 21.2.

What to expect during the outage:

- **BearBuy will not be available**
- **Please complete all BearBuy requests prior to the outage**

New Enhancement Features in this Release

The **JAGGAER 21.2** update includes more improvements to streamline, simplify, and modernize the user shopping experience. Introducing new enhanced usability with the relocation of action buttons for a more intuitive document and shopping cart experience and improved visibility options with the ability to hide or view the right sidebar. There are additional filter views for the requisition, purchase order and invoice and a new Add Internal Attachments/Add External Attachments button on the attachments tab.

21.2 Updates - Enhanced Usability

- Action buttons relocated from right sidebar to the top right corner
 - Assign Cart, Proceed to Checkout, Place Order, Reject
 - New approval action options pull down menu
- Cart name, description and cart owner relocated to right sidebar
- New changes to icons/buttons
 - Ability to hide/show right sidebar
 - Icon badge added to filter view to indicate a view is selected
 - Workflow indicators updated
- Additional filter view options for system documents
- New 'Add Internal Attachments/Add External Attachments' button

21.2 Shopping Cart Changes- Overview

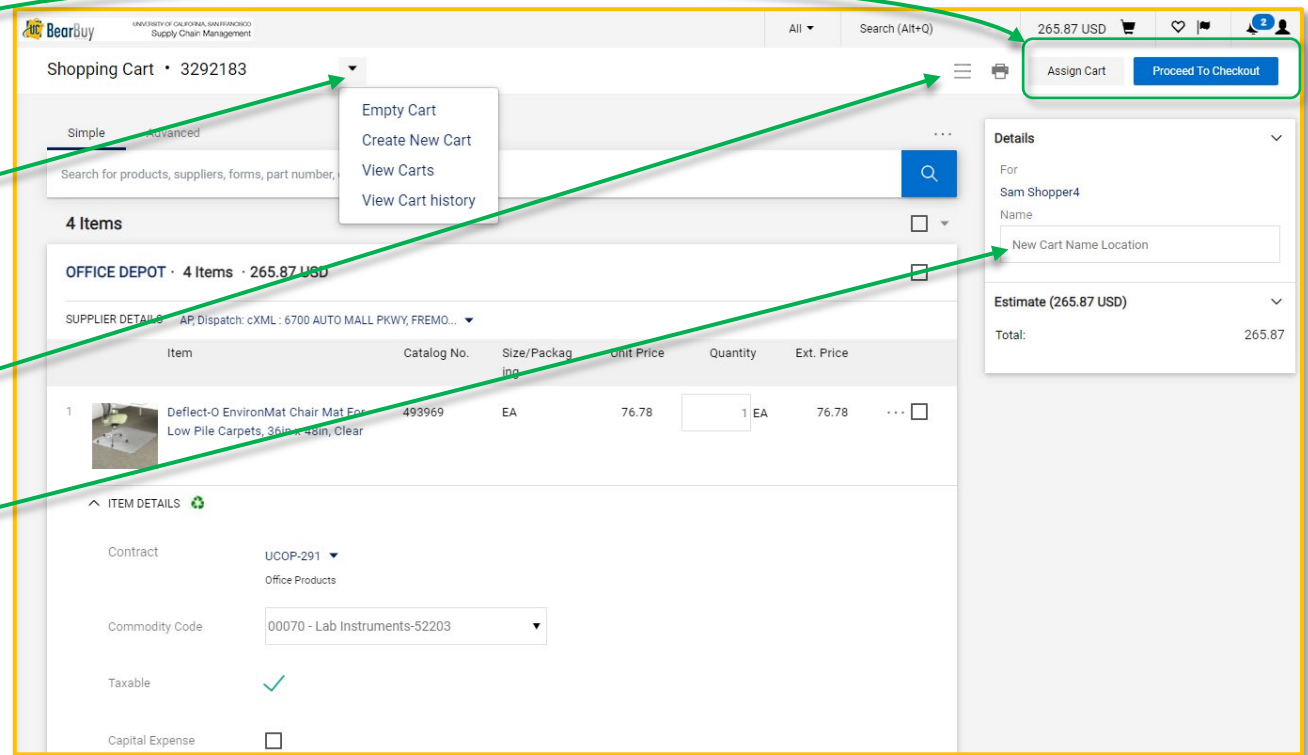
Action buttons have been relocated to the top right corner for a more intuitive layout along with the new ability to hide the right sidebar to minimize excess information and better utilize workspace. The Cart Name and Cart Owner have moved to the item details in the right sidebar.

Action buttons are relocated to the top

Cart action drop down button moved

New Hide/Show sidebar button added

Cart name/description and cart owner moved



21.2 Action Buttons Relocated

Before 21.2

Shopping Cart • Old Cart Name Location

Simple Advanced

Search for products, suppliers, forms, part number, etc.

2 Items

FISHER SCIENTIFIC • 1 Item • 337.74 USD

SUPPLIER DETAILS AP,Dispatch: cXML: 4500 TURNBERRY DR, HANOVER...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1					

Details

For Bernardo Simon

Estimate (996.30 USD)

Total: 996.30

Proceed To Checkout

Assign Cart

After 21.2

Shopping Cart • 3292183

Simple Advanced

Search for products, suppliers, forms, part number, etc.

4 Items

OFFICE DEPOT • 4 Items • 265.87 USD

SUPPLIER DETAILS AP,Dispatch: cXML: 6700 AUTO MALL PKWY, FREMO...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	493969	EA	76.78	1 EA	76.78

ITEM DETAILS

Contract UCOP-291 Office Products

Commodity Code 00070 - Lab Instruments-52203

Taxable

Details

For Sam Shopper4

Name New Cart Name Location

Estimate (265.87 USD)

Total: 265.87

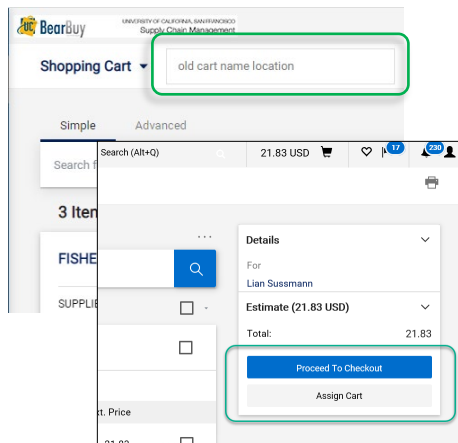
Assign Cart

Proceed To Checkout

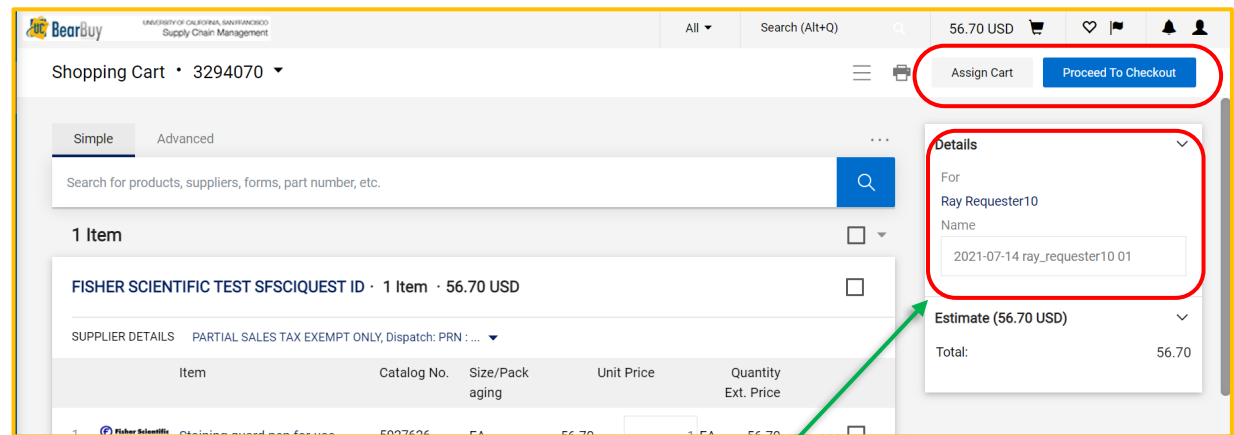
21.2 Action Buttons + Cart Details

The action buttons have moved from the right sidebar to the top right corner of the page in the document header. This includes Assign Cart, Proceed to Checkout, Place Order as well as approval related action options.

Before 21.2



After 21.2

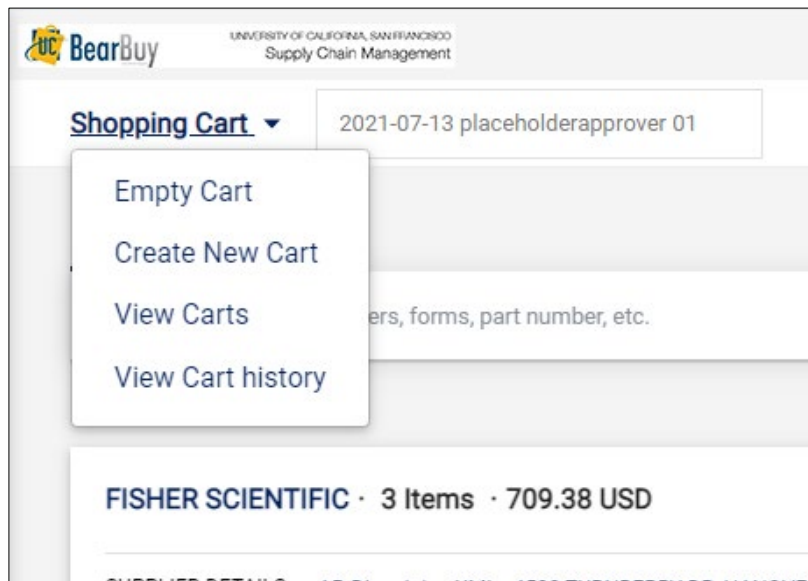


Cart name/description and cart owner have been relocated from the top left of the shopping cart to the right sidebar items detail.

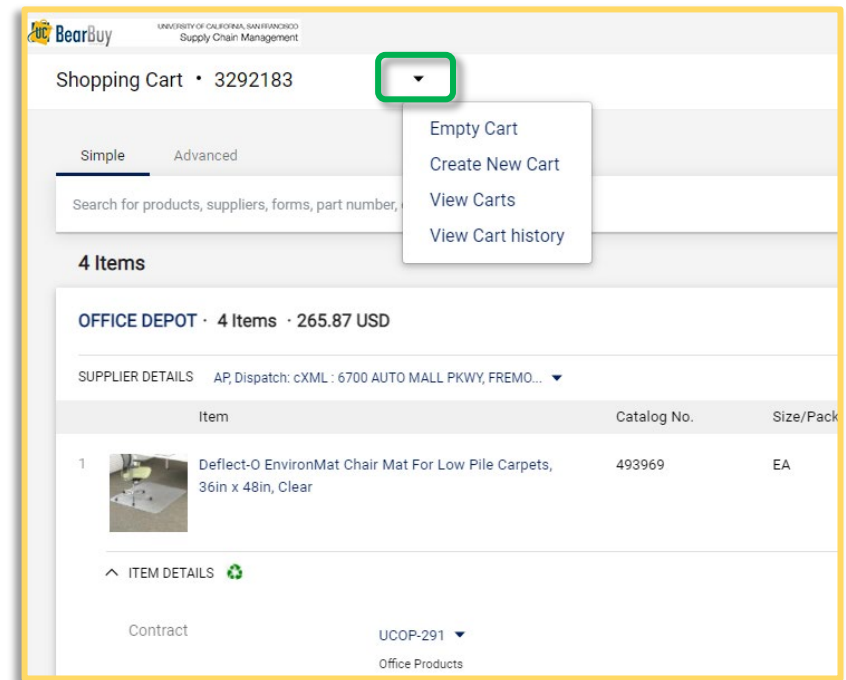
21.2 Shopping Cart Action Options – Action Drop Down Menu

The cart action drop down menu has been updated to a dedicated ▾ button and moved slightly to the right of the previous location.

Before 21.2



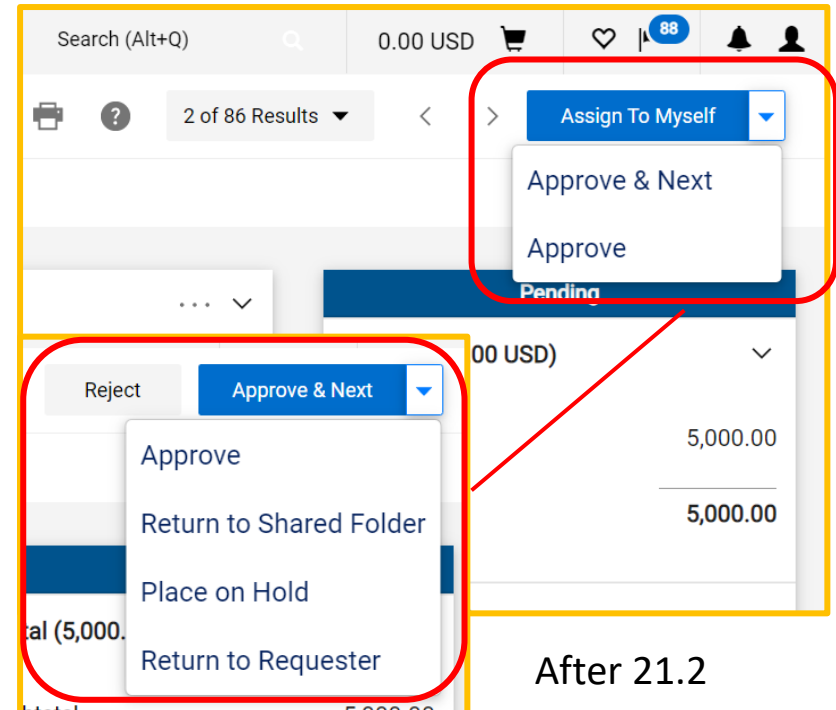
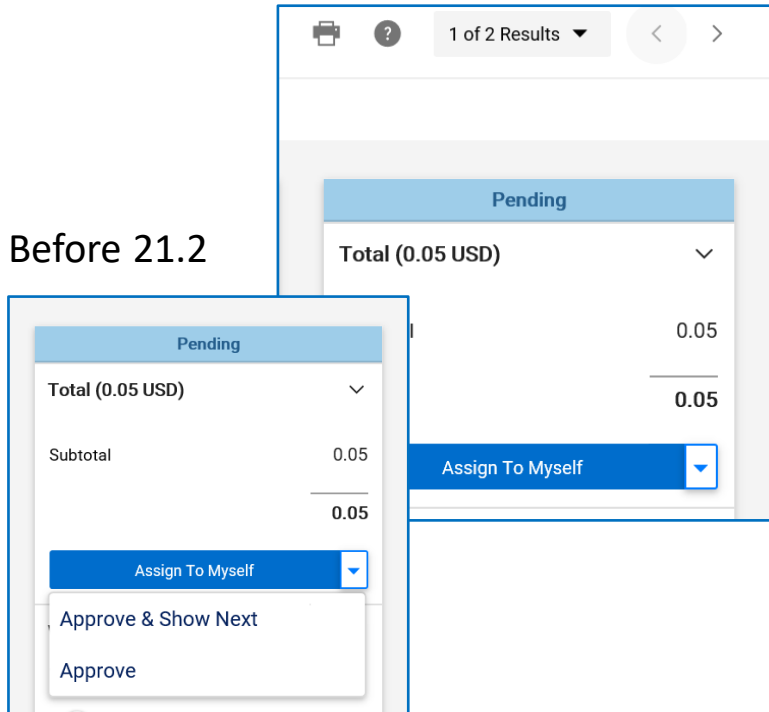
After 21.2



21.2 Approval Action Options – Action Drop Down Menu

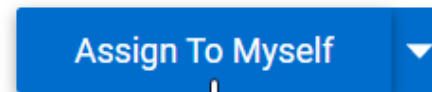
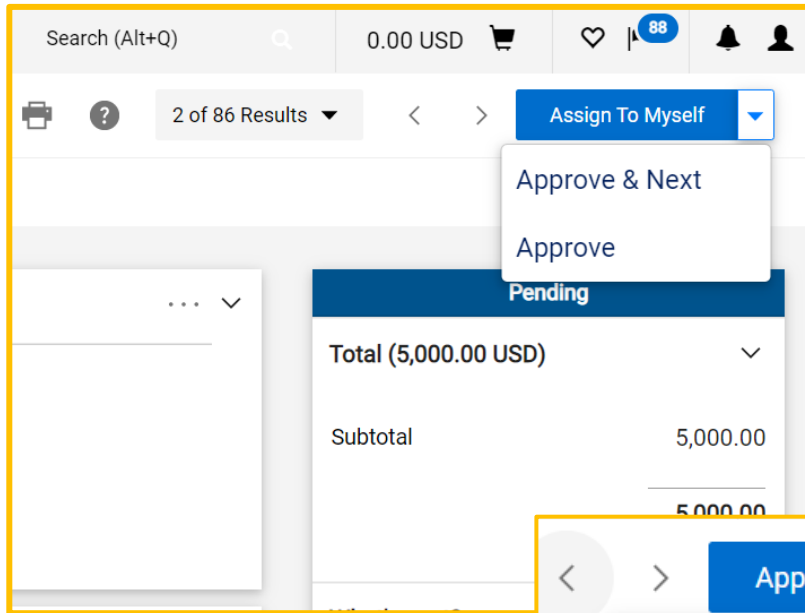
The approval action drop down menu has moved from the right sidebar to the top right corner under the top banner bar. Once you assign a transaction to yourself, other action options are available including the Reject button.

Before 21.2

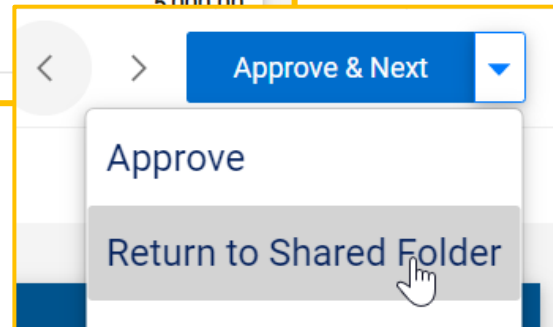


After 21.2

21.2 Approval Actions




If you want to proceed with the action displayed on the button, simply click the button.

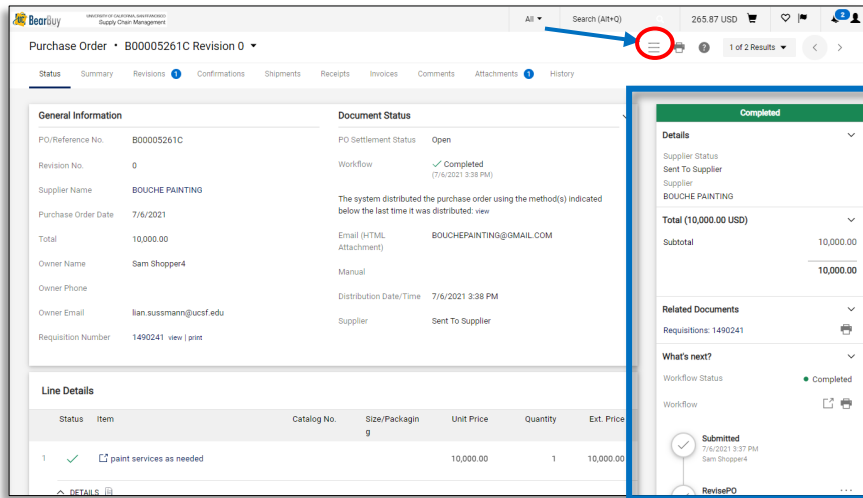


Otherwise, choose another action from the dropdown menu. Upon selecting an option in the dropdown menu, the action will be taken.

21.2 New Ability to Hide/Show Sidebar

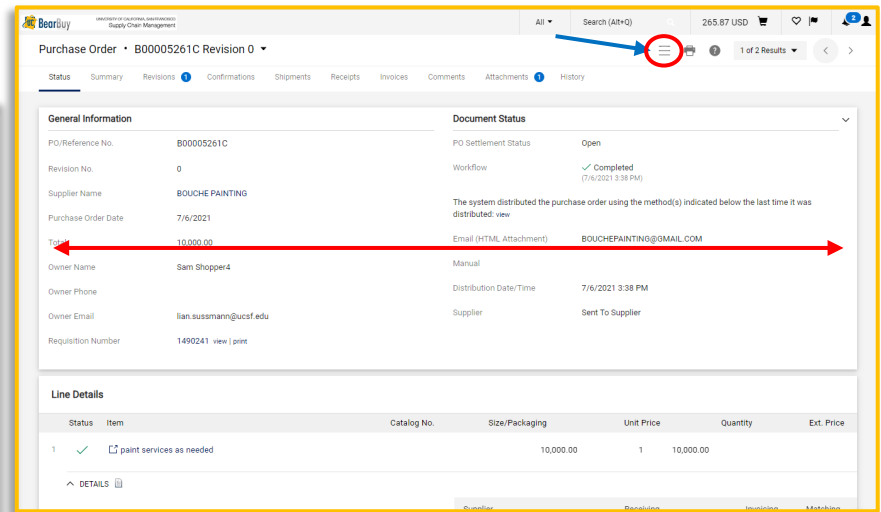
The new Hide/Show Sidebar button  is present in document views and the shopping cart. It is located above the right sidebar details. With the sidebar hidden, simply click the Hide/Show Sidebar button to display.

Sidebar Displayed



The screenshot shows the BearBuy interface for a Purchase Order (B00005261C Revision 0). The sidebar is displayed on the right side of the screen, containing sections for 'Completed' status, 'Details' (Supplier Status, Sent To Supplier, Supplier, BOUCHE PAINTING, Total 10,000.00 USD, Subtotal 10,000.00, 10,000.00), 'Related Documents' (Requisitions: 1490241), and 'What's next?' (Workflow Status: Completed, Workflow). A red circle highlights the hamburger menu icon in the top right corner, and a blue box highlights the sidebar content.

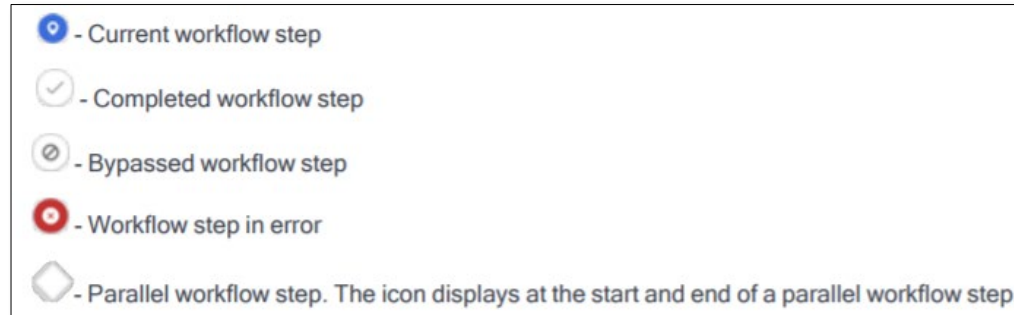
Sidebar Hidden



The screenshot shows the BearBuy interface for the same Purchase Order (B00005261C Revision 0) with the sidebar hidden. A red circle highlights the hamburger menu icon in the top right corner, and a red arrow points from this icon to the sidebar content area.

21.2 New Icons - Workflow



Workflow icons and buttons labels have been updated with colors for better visual identification of the current workflow step:



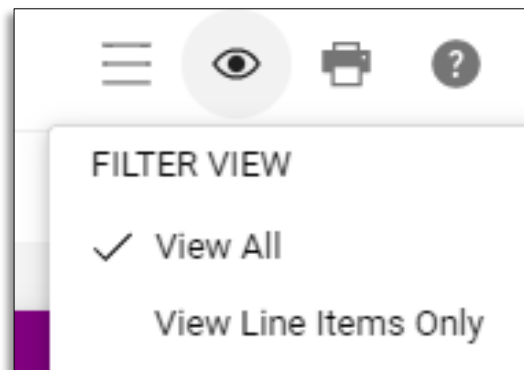
Workflow status has also been updated with color indicators:



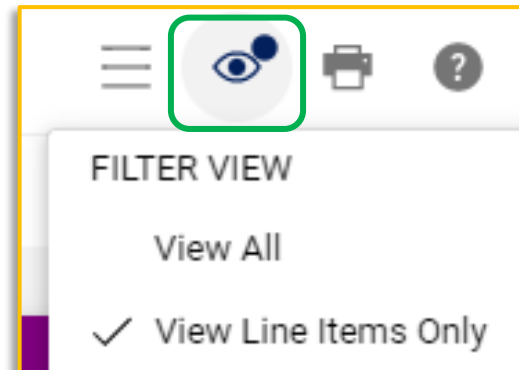
21.2 New Icons – Filter View

The Filter View icon  now displays a badge when a filter has been selected and is currently active: 

Before selecting a filter view



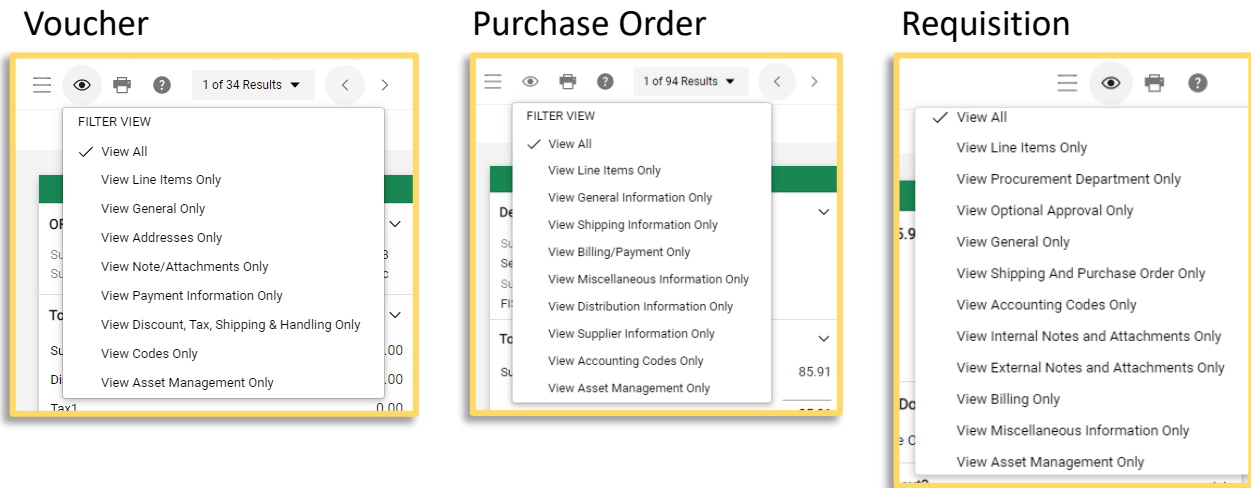
After selecting a filter view



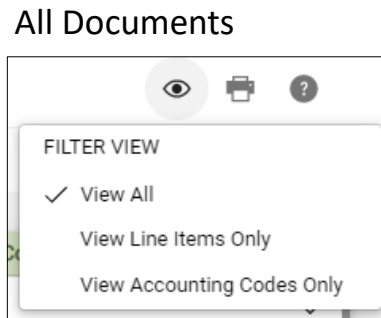
21.2 New Filter View Options

Filter View options have been updated to include more choices for each respective document to help narrow visibility to the information you want to view.

After 21.2



Before 21.2



21.2 Add Internal & External Attachments

An **Add Internal Attachments / Add External Attachments** button has been added to the Attachments tab so attachments can be added directly without returning to the Summary tab.

Select the attachments tab within a document

Click Add an internal or external attachment

Choose the file to attach

Save changes

Requisition • 3292183

Summary PO Preview Comments **Attachments** History

Attachments found: 0

This document does not have any attachments associated with it.

If you need to add an attachment, return to the Summary page and find the "Add attachment" button.

Please note that attachments cannot be added to documents once they have completed workflow.

Add Internal Attachment

Add Internal Attachment

Add External Attachment

Add Attachments

Attachment Type File Link

File(s) *

SELECT FILES... Drop files to attach, or browse.

Done

prod action buttons.png

Maximum upload file size: 28.6 MB

Save changes

Save Changes Close

Requisition • 3292183

Summary PO Preview Comments **Attachments** History

Attachments found: 1

Attachment	Size	Type	Location	Visibility	Create Date
UIT action buttons.png	115k	File	Document	Internal	7/13/2021 6:28 PM

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!