



System Updates at a Glance – July 25, 2021

Notable Changes for Admins, AP, Purchasing:

On July 26,2021, a new release of ShopUW+ will include the following changes:

- 1. **All Roles:** *Checkout, Assign* and *Approve* buttons move to top right of screen.. 1
- 2. **All Roles:** Dashboard navigation from Shopping Home changes to tabs from a drop-down 3
- 3. **All Roles:** Drop-down to act on a transaction moved to right of transaction number for all transaction types (Shopping Cart/Requisition/Purchase Order/ Invoice)..... 3
- 4. **Shopper, Requester:** Shopping Cart Prepared For and Cart Name in Details on Proceed to Checkout screen move 4
- 5. **Requester, Purchasing:** Ability to create additional Change Requests for Purchase Orders with draft or returned Change Requests..... 4
- 6. **All Roles:** Parallel Steps for Requisition validation workflow will be visible 4

1. All Roles: *Checkout, Assign* and *Approve* buttons move to top right of screen

The ***Checkout, Assign, Approve*** and other buttons used by all roles in creating and processing ShopUW+ Requisitions and approving transactions move to the top right of the page. There is **NO process change**, just the on-screen location of the buttons changes.

- **For Shoppers:** *Assign Cart*, *Proceed to Checkout* and *Withdraw Entire Requisition* buttons move to the top of the screen and are no longer shown under the total on the right side of the screen.

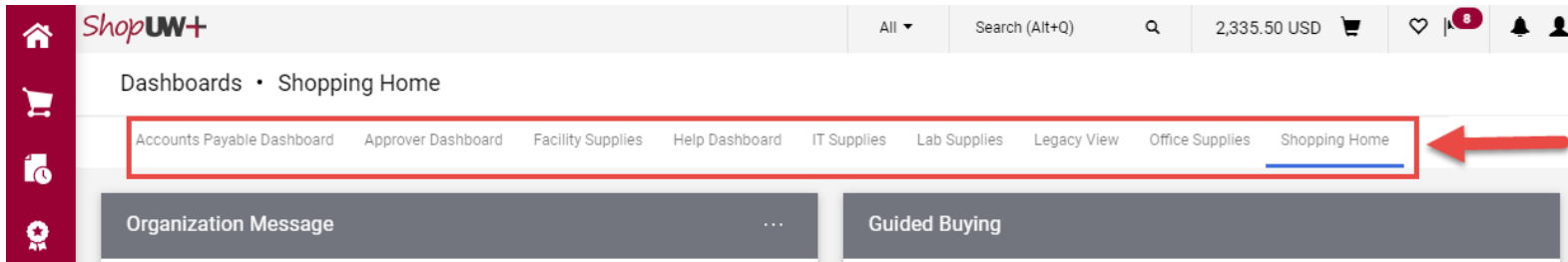
- **For Requesters:** *Assign Cart*, *Return Cart*, *Proceed to Checkout*, *Place Order*, *Withdraw Entire Requisition* and *Submit Request* buttons move to the top of the screen and are no longer shown under the total on the right side of the screen.

- **For Approvers:** *Assign*, *Approve*, *Approve & Next* and *Reject* buttons move to the top of the screen and are no longer shown under the total on the right side of the screen when reviewing and approving transactions.

2. All Roles: Dashboard navigation from Shopping Home changes to tabs from a drop-down

There is **NO process change**, only the way users choose which Dashboard to view changes.

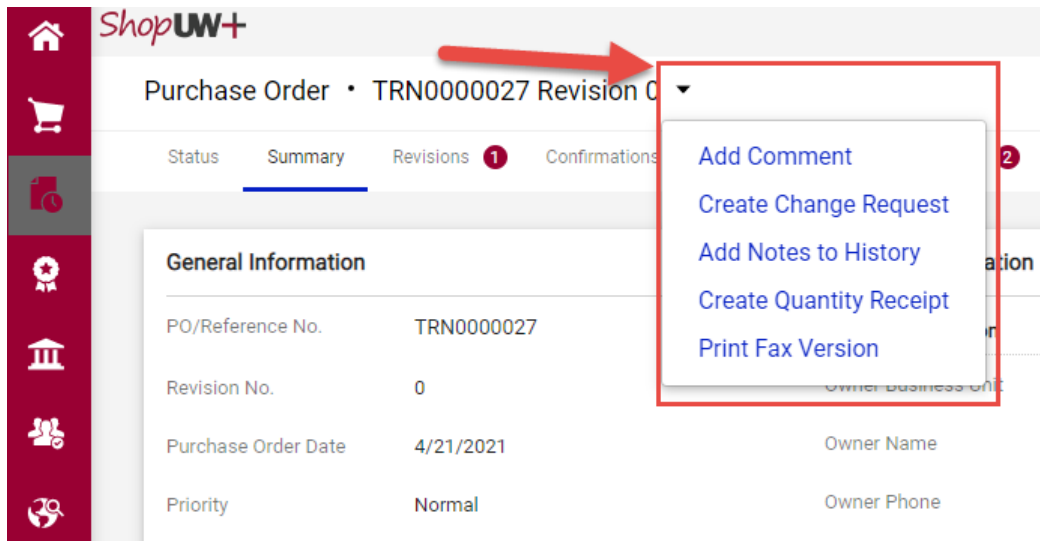
- **For All Roles:** Users navigate to all Dashboards they can access by clicking on the tabs near the top of the Shopping Home screen instead of using a drop-down menu. The chosen tab is displayed and highlighted with a blue underline.



3. All Roles: Drop-down to act on a transaction moved to right of transaction number for all transaction types (Shopping Cart/Requisition/Purchase Order/Invoice)

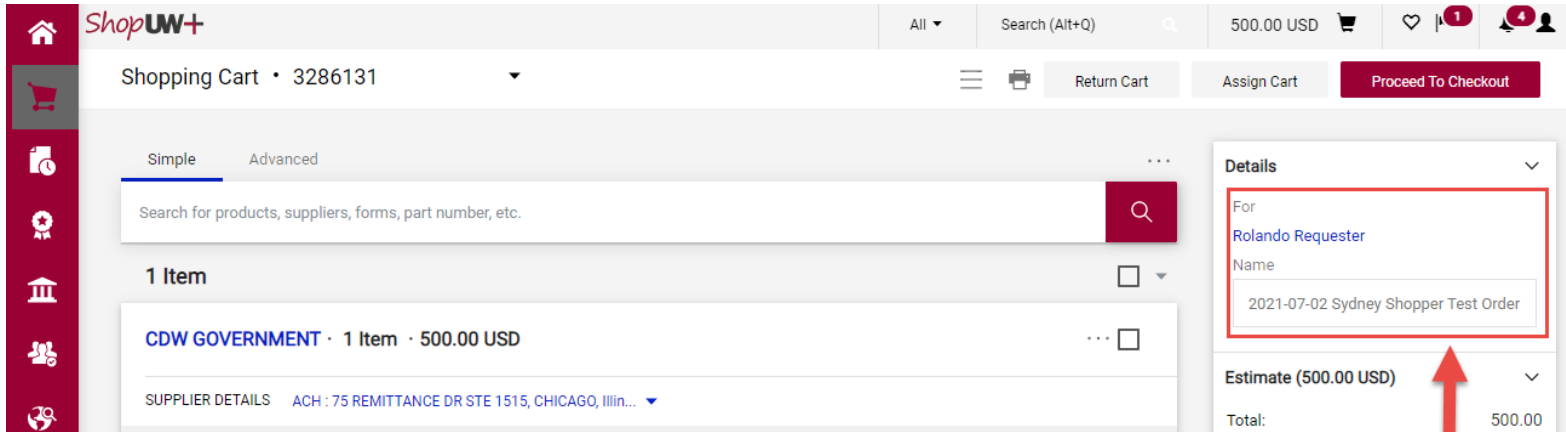
There is **NO process change**, only the position of the drop-down moving to the right of the transaction number changes.

- **For All Roles:** For all transactions, including the Shopping Cart, Requisition, Purchase Order and Invoice; users now click the down arrow next to the transaction number to access the drop-down menu. This menu was previously between the transaction type and transaction number.



4. Shopper, Requester: Shopping Cart Prepared For and Cart Name in Details on Proceed to Checkout screen move

When navigating to your Shopping Cart prior to proceeding to checkout, the Prepared For (shown on screen as “For”) and Cart Name (shown on screen as “Name”) now appear in the Details box at the right of the screen above the total. There is **NO process change**, only the on-screen location of the information changes.



5. Requester, Purchasing: Ability to create additional Change Requests for Purchase Orders with draft or returned Change Requests

ShopUW+ will no longer stop a second Change Request from being completed when a draft or returned Change Request currently exists for that Purchase Order. Users will now be able to submit another Change Request for a Purchase Order in that state. For example, if a Change Request was returned to the Requester and that individual has left or is on leave, another Change Request can now be submitted for that Purchase Order.

6. All Roles: Parallel Steps for Requisition validation workflow will be visible

All workflow steps will be visible in the “What’s next for my order” section at the right side of the screen. Workflow steps previously listed as “Parallel Steps” for Requisition validation in the workflow summary at the right of the screen will now be shown automatically and users no longer need to click to see parallel steps occurring in Requisition workflow.