



System Updates at a Glance – July 25, 2021

Notable Changes for Shoppers, Requesters, and Approvers:

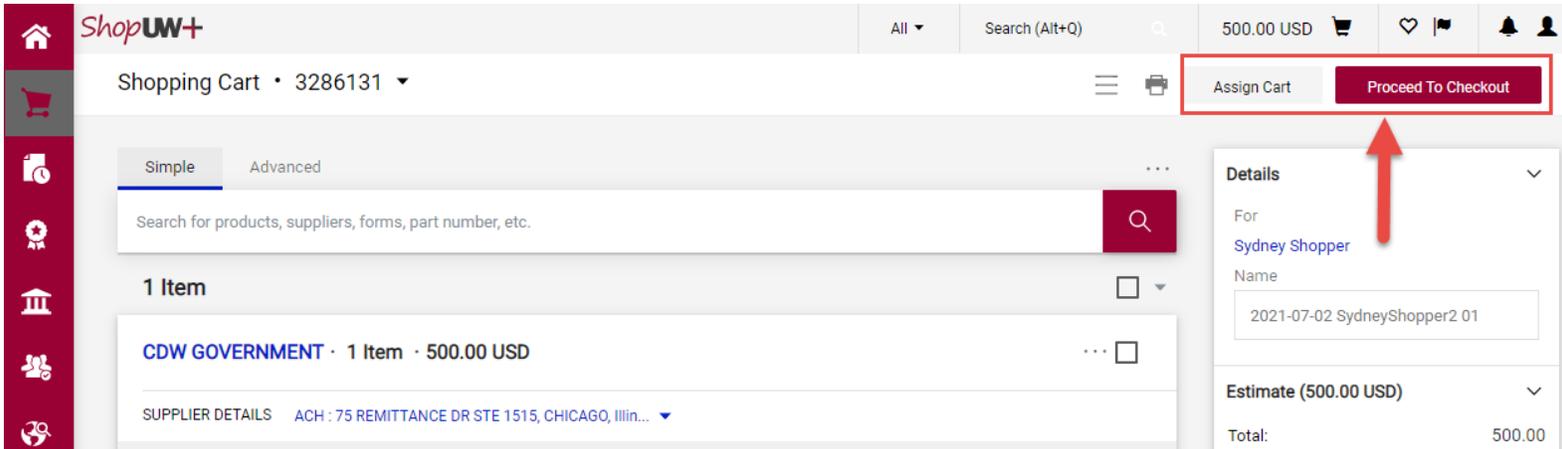
On July 26,2021, a new release of ShopUW+ will include the following changes:

- 1. **All Roles: *Checkout*, *Assign* and *Approve*** buttons move to top right of the 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 moved4

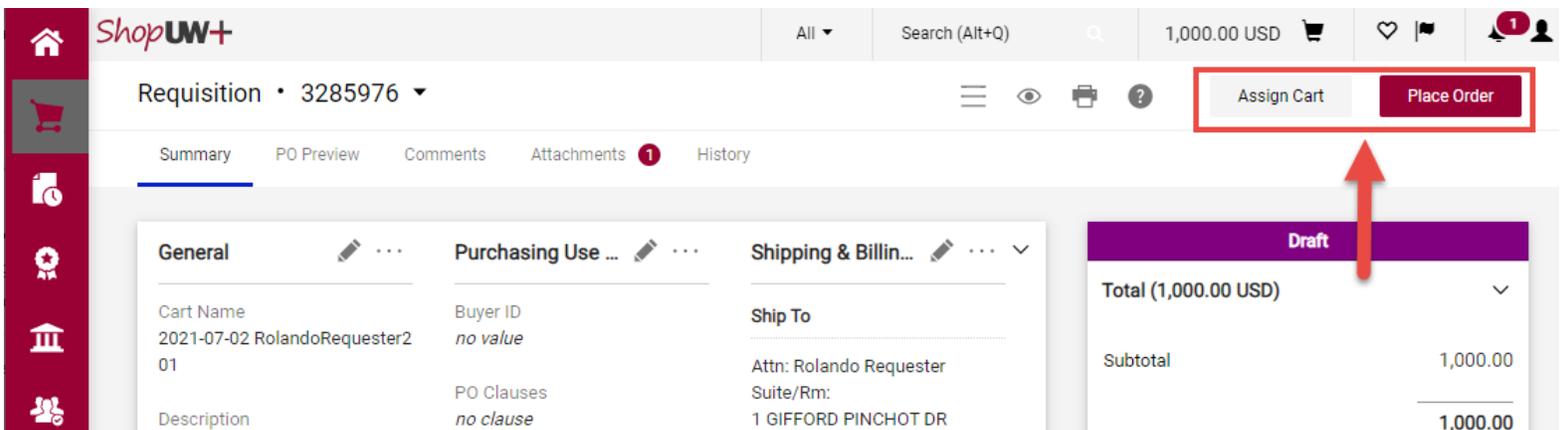
1. All Roles: *Checkout*, *Assign* and *Approve* buttons move to top right of the screen

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.

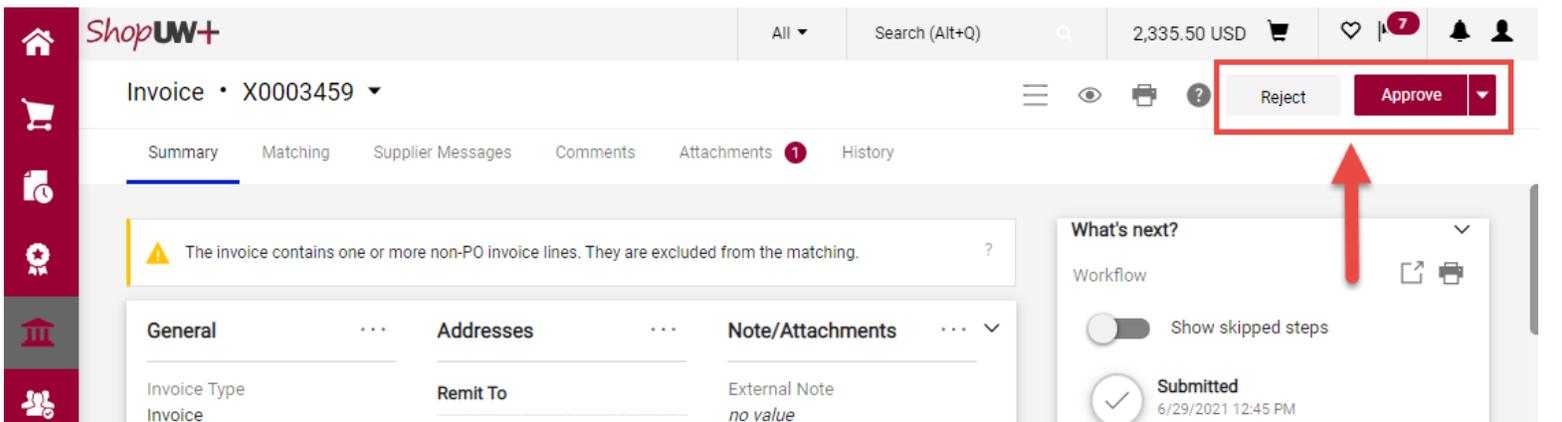
- **For Shoppers:** *Assign Cart*, *Proceed to Checkout* and *Withdraw Entire Requisition* buttons move to the top of the screen and are no longer shown under the total on the right side of the screen.



- **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.



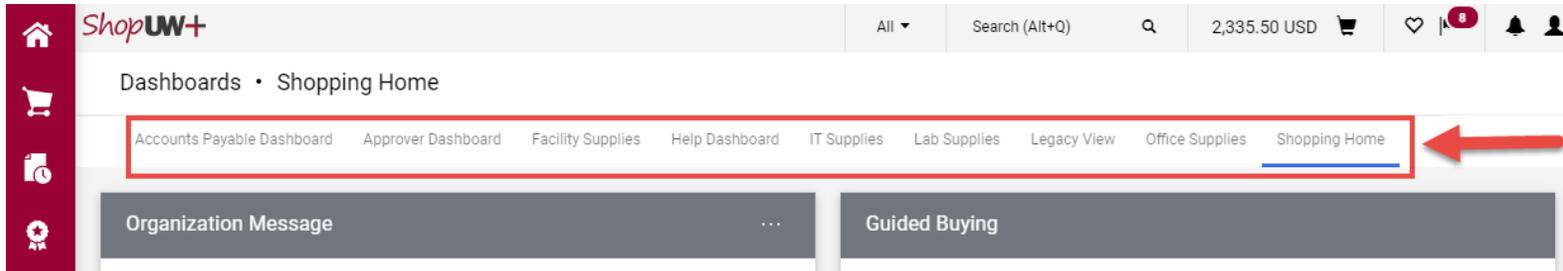
- **For Approvers:** *Assign*, *Approve*, *Approve & Next* and *Reject* buttons move to the top of the screen and are no longer shown under the total on the right side of the screen when reviewing and approving transactions.



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.

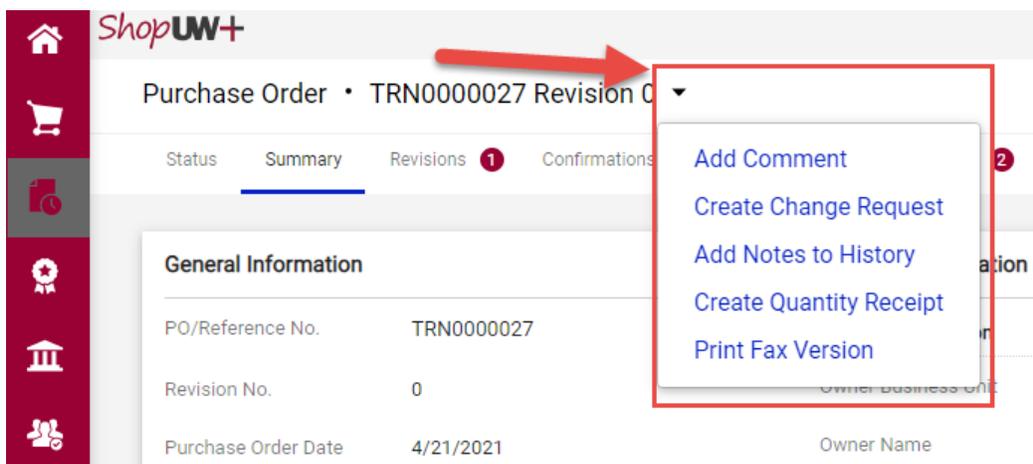
- **For All Roles:** Users navigate to all Dashboards they can access by clicking on the tabs near the top of the Shopping Home screen instead of using a drop-down menu. The chosen tab is displayed and highlighted with a blue underline.



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 moved

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.

