eProcurement User Interface (UI) Quick Reference

- More Fluid (User Friendly) - Menus adapt and collapse as needed to help fit the screen of different devices
  - Each image below shows the screen squeezed a little more and the way the fluid page reacts:

- Header Navigation - The new look and feel includes updates to header icons and usage
  - Where users access their profiles, notifications, and action items has moved
  - Instead of a numeral over the icon, new notifications and action items will be denoted by a dot over the icon

Old Header:

New Header:
• **Search Bar Navigation**
  - New tabs located above the navigation bar allow users to easily switch between Simple and Advanced Search
  - Links formerly located below the search bar are now located above the search bar

  **Old Search:**

  ![Old Search Screenshot]

  **New Search:**

  ![New Search Screenshot]

• **Document Search** - The new look and feel includes a more robust document search
  - Users will be able to select Order Type, Date Type, and add Filters with tools located at the top of the page rather than through navigation

  ![Document Search Screenshot]

• **Non-Catalog Item**
  - Now accessible by a tab located above the search bar at the top of the screen

  **Old Non-Catalog Location:**

  ![Old Non-Catalog Location Screenshot]

  **New Non-Catalog Location:**

  ![New Non-Catalog Location Screenshot]
• **Documents** (Requisition, Purchase Order, and Invoice) - New look and feel will have a vertical orientation rather than use tabs
  - The “Edit” button used to open a section on a document for data entry will now be a pencil icon

  **Old Edit:**

  ![Old Edit Image]

  **New Edit:**

  ![New Edit Image]

  - Action item pull down menu in upper left of document next to a more prominent Document ID

  ![Document ID Image]

  - Requisition:
    - Shipping, Accounting Codes, and Business Justification are now entered on one page
    - Workflow in new UI will be shown by selecting “What’s next for my order?” on right hand side of page instead of on a tab at the top of the page

  ![Requisition Image]
- Quickly navigate through Req, PO, and Invoice by expanding the “Related Documents” menu on the right-hand side of page