JAGGAER 22.1 Release Job Aid: Tab Ahead, Type Ahead, and Collapse/Expand Document Line

1. Drop-down lists such as “Purchase Category” will allow tab ahead searches with first character
   a. In the following example, I’ve typed the number “2” in the Purchase Category field to select “2. Use with Business Reimbursement Form Only” instead of using the drop-down list.

   ![Image of drop-down list example]

   b. In the following example, I’ve typed the number “4” three times in the Purchase Category field to select “4.1 Animal Purchases” instead of using the drop-down list.

   ![Image of drop-down list example]
2. Longer Lists such as “Emp. Net ID, Required for Travel and Expense” will allow type ahead searches
   a. In the following example, I’ve typed the letters “jmm” into the Emp. Net ID field to pull up all net IDs that start with jmm.

3. On the Summary Tab, Line Items on requisitions, purchase orders, and invoice will have an option to be collapsed or expanded by clicking on the ellipse (…) in the line section of the document.
   a. In the following example, the lines are expanded.
   b. In the following example, the lines are collapsed.