

# New Features in Sciquest Release 12.1 For



(March 25, 2012)

## Release 12.1 New Features

- History Tab will be removed
  (Document Search replaces History Tab)
- Document Search Improvements



# History Tab will be removed Document Search replaces History Tab

Document Search was introduced with last release (11.3) on November 6, 2011. It was a new and much faster way of performing your history searches.

#### With 12.1

The History Tab will be removed and Document Search Tab will now be used for search functionality

All document types can be searched in Document Search

#### Document Search provides:

Two ways to search Simple Search and Advanced Search

Search for Documents through Quick Search

New flexible date range options for searching for documents

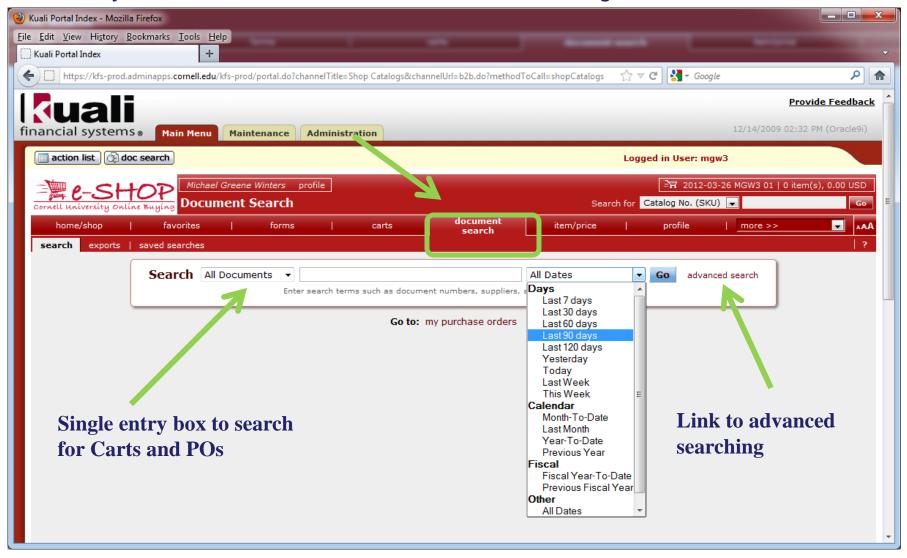
My purchase orders

Saving and re-running queries

View "Next and Previous" documents through search results



#### History Tab has been removed. All search are now done using the Document Search Tab



With the 12.1 release you will see the following improvements to Document Search

New Simple Search Options

Search by user name, first name, last name, or email address

My Purchase Orders

New Advanced Search Options

Dollar Amount – You can now select greater than, less than, or a specific dollar range within which you want to search for documents.

Product Flags—This allows you to search for or filter your search on documents that contain a specific product flag. (e.g. Radioactive, Hazardous, Recycled)

Quick Search

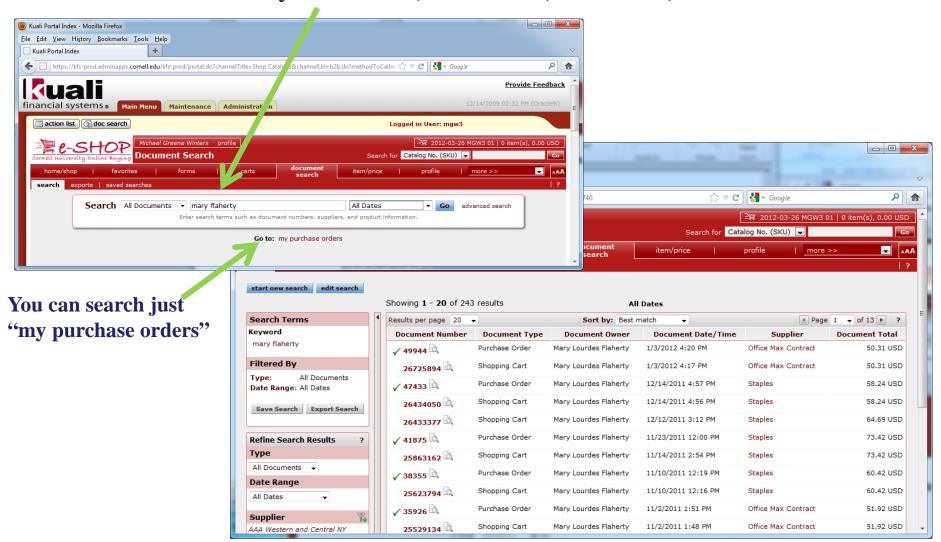
The ability to organize and save Document Searches

Users can create/manage personal folders for organizing their saved searches.

Improved navigation between documents "Next and Previous"



You can now search by user name, first name, last name, or e-mail





**Multiple search options** 

Cart or PO #'s

User names

Supplier, item,

or department

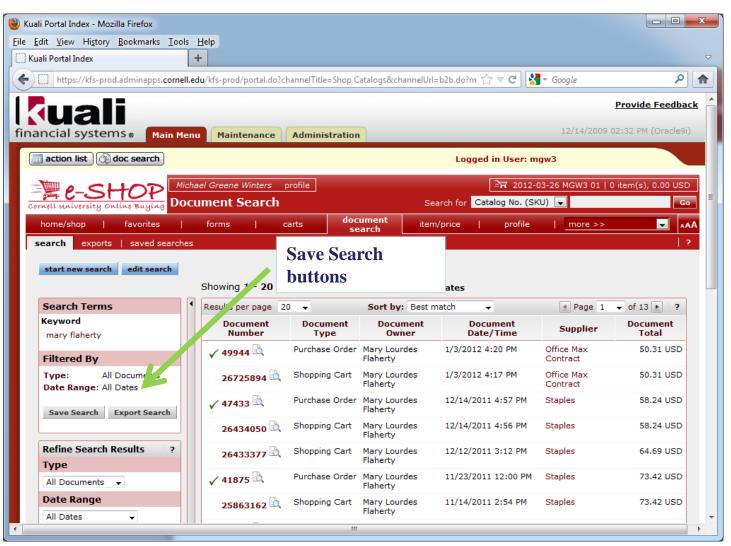
Document Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

+ Document Search م 2012-03-26 MGW3 01 | 0 item(s), 0.00 USD Michael Greene Winters profile Document Search Search for Catalog No. (SKU) profile ▼ item/price more >> exports | saved searches Search All Documents ▼ simple search Go General Document Identification Document Number(s) Document Information Participant(s) ۵ Owner Date All Dates Total Amount Supplier Department Item/Product Information Catalog Number(SKU) Product Description Product Flags 🛱 Controlled substance 🔲 🔂 Energy Star Hazardous material Radioactive Recycled Select Agent □ Se Toxin Go to: my purchase orders

Return to "simple search"





### Searches can be saved and executed at any time.

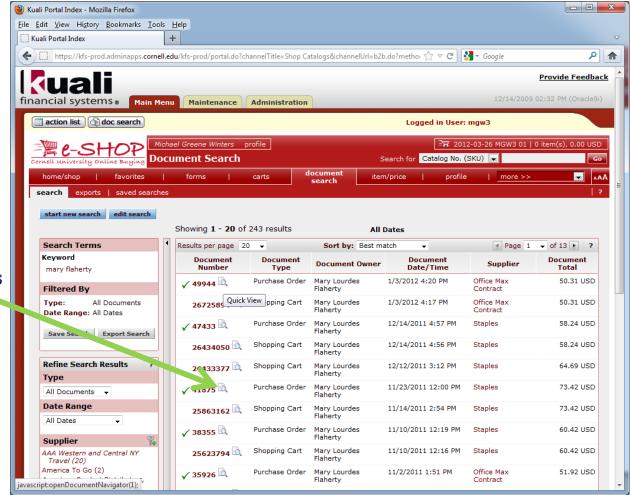
Saved searches use relevant date information (instead of static dates like history searches use).

For example, if you save a search for all POs for the last 7 days, it will show exactly that, no matter what date it is executed.

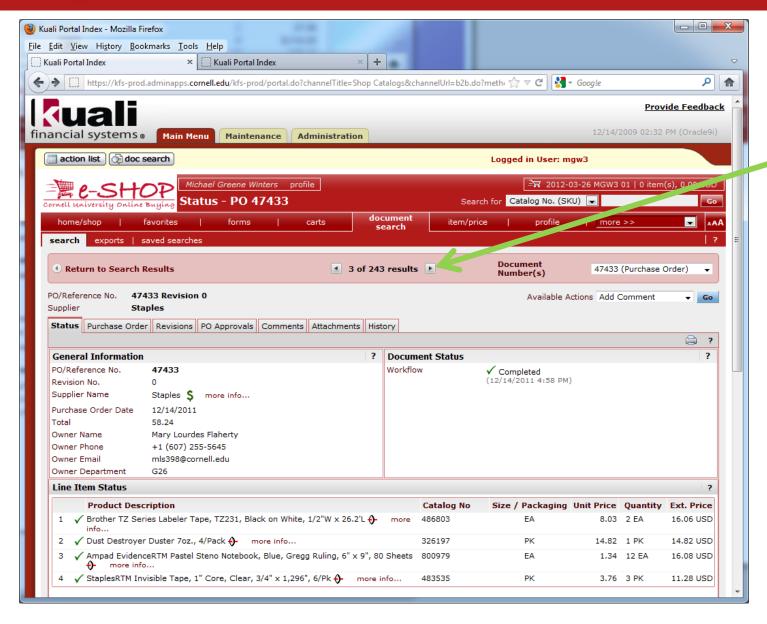
Saved searches are accessed through the Document Search tab, and are saved by name and description.

NOTE: Currently, searches are only saved on a "per user" basis and cannot be shared or saved globally

# Users may quickly open a summary doc from a list by clicking the "quick view" icon



A magnifying glass is the icon used



Users may advance up and down their search list from inside the document by using the "next and previous" arrows. e-SHOP is supported by the Office for Supply Management Services

E-mail:

e-SHOP Assistance: <u>e-SHOP@cornell.edu</u>

General Procurement: <a href="mailto:cusms@cornell.edu">cusms@cornell.edu</a>

Office for Supply Management Services: 607-255-3804

Supply Management Help Line: 607-254-5300

Training information for e-SHOP is located at:

http://www.dfa.cornell.edu/supply/tools/training/eshoptraining.cfm

The Supply Management Services Main page is at:

http://www.dfa.cornell.edu/supply/