16.3 SciQuest Release Upgrade
November 2016

Topics

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- **What's new with 16.3?**

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REMINDERS

BearBuy Unavailable

BearBuy will be unavailable Friday, November 11th at 6PM through Sunday, November 13th at 10AM.
- BearBuy will be up and running on Monday, November 14th.
- BFS will remain available during its normal daily hours of 7AM until 9PM, however on Sunday, November 13th BFS will be unavailable from 7:30AM until 10AM.

What to expect during the outage
- BearBuy will not be available.
- In the event of a true purchasing emergency, please contact your Campus Buyer for assistance prior to the scheduled outage.
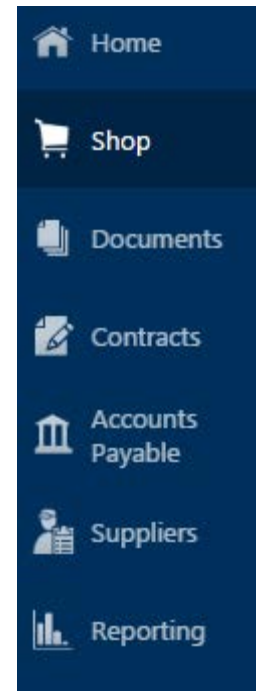
What's New With 16.3

Main Navigation Menu Item Updates

In 16.3, updates have been made to the way menu items are displayed. Previously the menu items were displayed only as icons and now the name of the menu item displays.

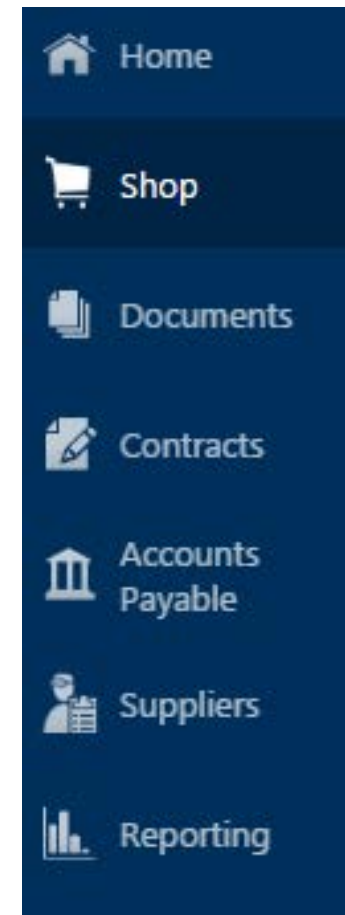Before the menu item updates. Visibility to menu items is determined by the roles you are granted in BearBuy.

After the 16.3 menu item updates. Now the menu options also display the name of the menu option.

There is an icon on the bottom of the menu that allows users to hide the labels.

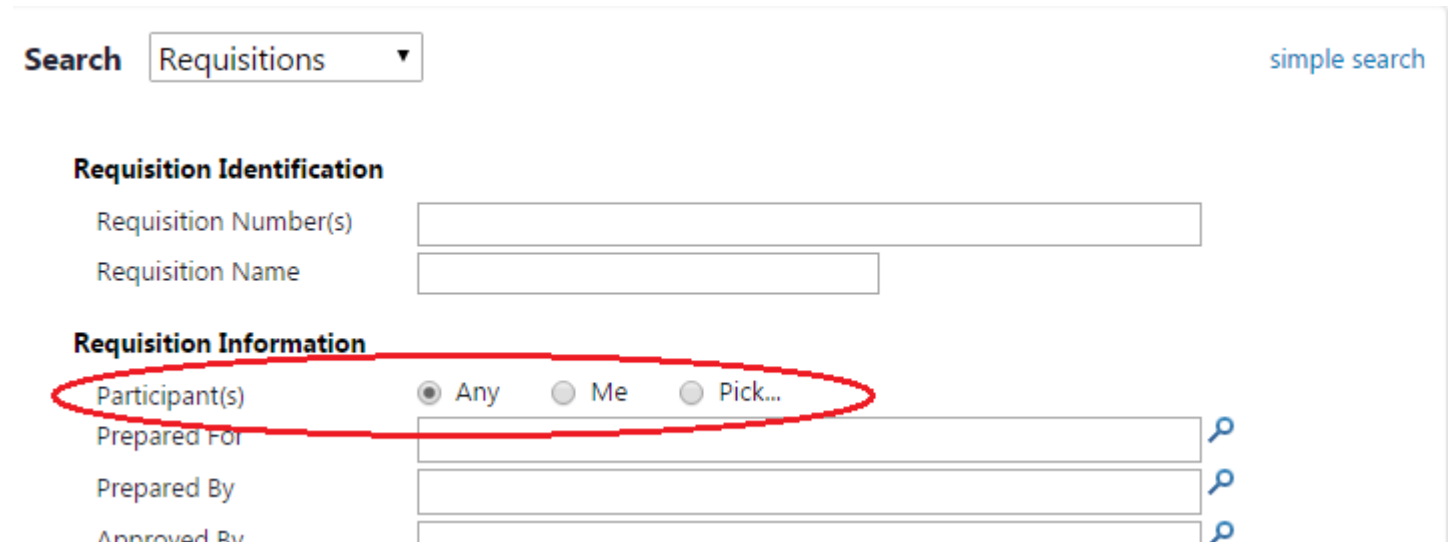# Main Navigation Menu Item Name Changes

As of the 16.3 release, the titles of several menu options have also changed. The changes are outlined below.

- The **Orders & Documents** menu option has been renamed to **Documents.**

- The **Catalogs and Contracts** menu option has been renamed to **Contracts.**

- The **Supplier Management** menu option has been renamed to **Suppliers.**

New Advanced Search Setting for Document Search

The updated search option allows advanced document to search for documents for the current user.

Advanced search functionality allows you to search for items based on related users. For document search, this includes "participants" or anyone who touched a document and is in the audit trail for that document. Previously, participants had to be manually selected for the search. In 16.3, a new setting will indicate that the items returned should be those for which the user searching is the participant.

The *Participant* search field is available on advanced document search for requisitions, purchase orders, invoices, receipts. In 16.3, there are three options to choose from:

- **Any** - This option returns documents for all participants.
- **Me** - This option returns documents on which the current user is a participant.
- **Pick** - This option allows the user to select participants for the search. When this option is selected a field displays below in which the users can be searched for or entered.

Navigation and Save Buttons Display without Scrolling

As of 16.3, some save and search buttons display, or "stick" in the available screen space. This eliminates the need to scroll all the way down to access the buttons.

Buttons display at the bottom of the active screen. If the buttons are displayed within a rectangular background such as in this example, it indicates you can scroll on the page.

SYSTEM & BROWSER REQUIREMENTS

System & Browser Requirements

Platform	Browser Support
Windows	Internet Explorer (IE) Only Version 11 Edge – With Source-to-Settle 16.1 and Windows 10 Chrome – latest version – automatically updated by Google Firefox – latest version – automatically updated by Mozilla Opera 10 and higher
Macintosh	Safari 4.0 and higher Firefox – latest version – automatically updated by Mozilla
iPad	Safari – embedded browser within the iPad

- Effective January 2016 Microsoft supports only Internet Explorer browser version IE11. In keeping with SciQuest policy to support only browsers that are supported by the vendor, SciQuest supports only browser version IE11 of Internet Explorer. https://www.microsoft.com/en-us/WindowsForBusiness/End-of-IE-support
- Email approvals are designed to work with embedded browsers for Android, Blackberry, and iPhone/iPad mobile devices. Readability of emails vary based on email client and formatting selected.
- iPad is supported by SciQuest, however not all Supplier punch-out sites will support use of this device.
- Although Safari is supported by SciQuest, not all Supplier punch-out sites support this browser.

RESOURCES & SUPPORT

Resources

- **Contact the BearBuy Help Desk**

  (510) 664-9000 Option 1, Option 2

  Mon-Fri 8AM to 5PM

  [Email BearBuy Help](bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)

  Contacting the BearBuy Help Desk will generate a ticket that will be routed to the appropriate group for assistance and resolution.

- The Supply Chain Management BearBuy web page is the source for the most up to date news, announcements and training resources.

  supplychain.berkeley.edu/bearbuy

- Job aids & guides are available on the Instructional Resources page.

  supplychain.berkeley.edu/bearbuy/instructional-resources-0