15.1 SciQuest Release
Live Q&A Webinar
Agenda

• Reminders
  • BearBuy Outage

• What’s new with 15.1?
  • Favorites look & feel
  • Ability to search favorites
  • “Add to New Cart” forms option
  • Forms description look & feel
  • Search filter options look & feel

• System and Browser Recommendations

• Resources & Support
REMINDERS
BEARBUY OUTAGE

• BearBuy will be unavailable Friday, March 27 at 6pm to Sunday, March 29 at 9am.
  • BearBuy will be up and running on Monday, March 30th.

• 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.
  • If you do not know who your Campus Buyer is, please contact Paul Mulligan at pmulligan@berkeley.edu for direction.
WHAT’S NEW WITH 15.1
Favorites Look & Feel

- Saving favorites allows for storing of frequently shopped items, eliminating need to search for these items every time.
- Previously these actions were completed using buttons or links.
Favorites Look & Feel

• More streamlined and intuitive interface to save and manage favorites
Favorites Look & Feel

- New drop-down menus for creating/editing favorites folders and taking action on favorite items

- Improved pop-up windows for actions such as creating new favorites folders
Ability to Search Favorites

• Previously unable to search favorites
Ability to Search Favorites

• Now Favorites and Favorite Folders are searchable
• New Search button in Favorites
• Search terms can be entered and will search favorites and folders for matches

• Search results display folder matches first, then item matches
  – Click on an item in search results to go to that favorite or folder
New Forms “Add to New Cart” Option

- Available Actions dropdown menu options are used to add a form to a carts
- Previously can only add form to active cart or an existing draft cart
- No option to add the form to a new cart
- To add a form to a new cart, users had navigate to Draft Carts to create a new cart and then add the form to the newly created cart
New Forms “Add to New Cart” Option

• New **Add to New Cart** option in Available Actions dropdown menu
• This option creates a new active cart and adds the form to this cart
• Your existing active cart (if any) will be saved as a draft cart located at 🛒 → My Carts and Orders → View Draft Shopping Carts
Forms Description Look & Feel

• Previously, hovering over a Form sticker on the Home/Shop page would display the form description.
• When you move your cursor away from the form tile, the description disappears.
Forms Description Look & Feel

- New information icon will show form descriptions when hovering your cursor over the Form sticker
  - An info icon will appear in the form tile
- Click on the info icon and the form description will show
- The description stays visible on the page until you click away
Search Filter Panel Look & Feel

- Previously, the search filter options panel in Document Search, My Approvals worklist and Contract search was gray with blue buttons.
Search Filter Panel Look & Feel

- New improved streamlined look to search filter options panel
- Same functionality as before
- Hyperlinks to edit search and start new search now replace old blue buttons above search panel
SYSTEM & BROWSER RECOMMENDATIONS
System & Browser Requirements

- These new features are supported on the following browsers:
  - Internet Explorer 8 or above*
  - Firefox latest version
  - Chrome latest version

- To take advantage of all BearBuy features and functionality, always use one of these supported browsers
- Some features may not function on older browser versions
- The latest version of each browser works best

- For the latest BearBuy browser requirements, visit the supplychain.berkeley.edu/bearbuy/system-requirements page

*You must have "Compatibility View" turned off in Internet Explorer to view BearBuy properly. To turn “Compatibility View” off, open the Internet Explorer Tools menu and uncheck "Compatibility View".
RESOURCES & SUPPORT

BearBuy
Resources

• The BearBuy website is the source for the most up to date news, announcements and training resources.
  o supplychain.berkeley.edu/bearbuy

• Job aids & presentations available on the BearBuy website
  o supplychain.berkeley.edu/bearbuy/instructional-resources-0

• Follow us on Instagram!
  o Another source of receiving news about upcoming events
  o http://instagram.com/ucb_bearbuy?ref=badge
  o User name: ucb_bearbuy
Help Desk

• BearBuy Help Desk #1 place to stop for help:
  o BearBuy information (about BearBuy),
  o Recommended best practices,
  o Technical assistance,
  o Policy related questions, and
  o Much more!

• Contact the BearBuy help desk!
  o (510) 664-9000 Option 1, Option 2
  o Mon-Fri 8 AM to 5PM
  o Email BearBuy Help (bearbuyhelp@berkeley.edu)
Questions and Answers!