

Purpose

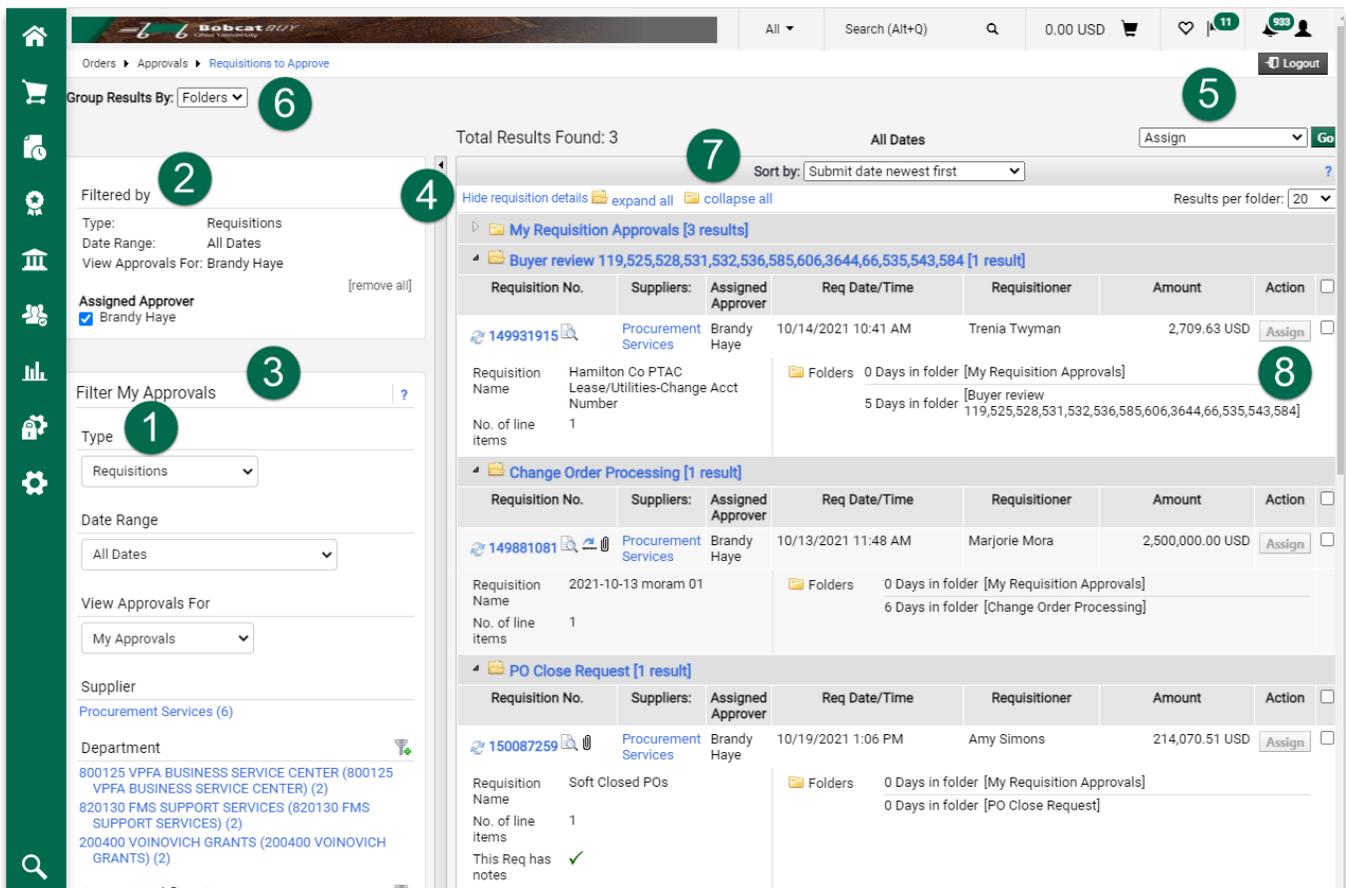
The User Interface (UI) has been updated to reflect the UI updates made elsewhere throughout BobcatBUY (BCB).

UI Updates

To find the Approvals folder, click the flag icon. Here you can see the assigned and unassigned approvals.

Below are the changes you will see in the Approvals:

Current UI:



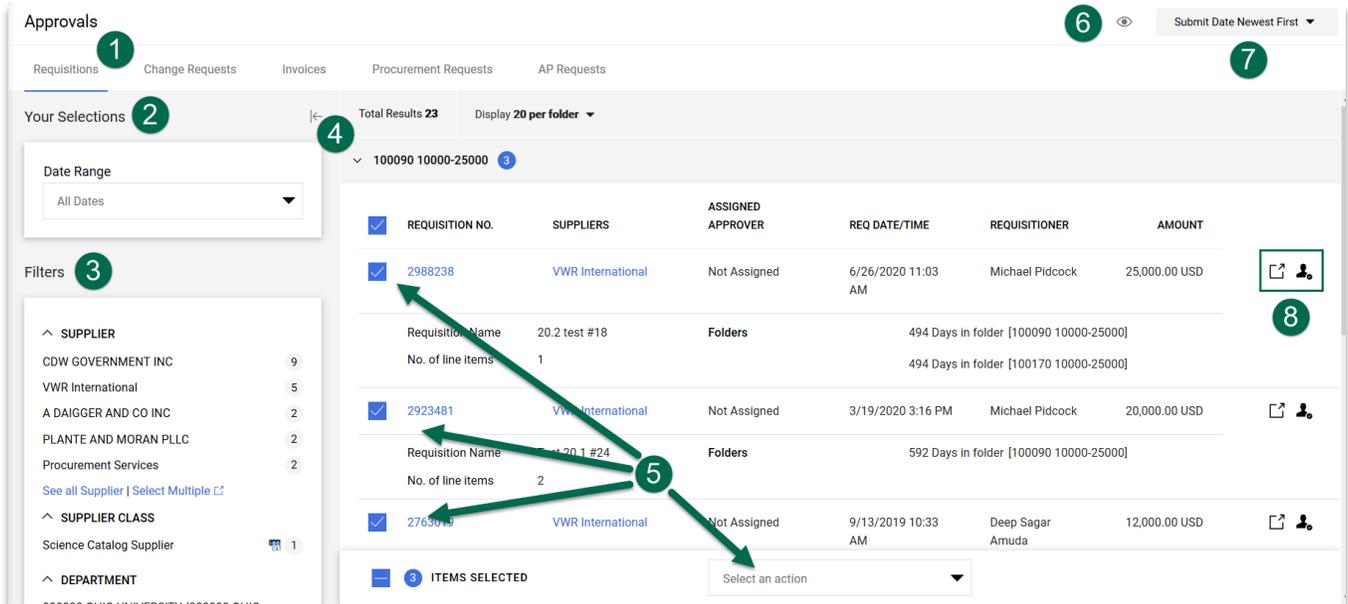
The screenshot shows the BobcatBUY interface for 'Requisitions to Approve'. It features a sidebar with navigation icons, a main content area with filters, and a table of requisitions. Numbered callouts highlight the following elements:

- 1:** Filter My Approvals section, specifically the 'Type' dropdown menu.
- 2:** Filtered by section, showing 'Type: Requisitions'.
- 3:** Filter My Approvals section, specifically the 'Date Range' dropdown menu.
- 4:** Filtered by section, showing 'View Approvals For: Brandy Hays'.
- 5:** Search bar and user profile information in the top right corner.
- 6:** Group Results By dropdown menu.
- 7:** Total Results Found: 3 and Sort by: Submit date newest first.
- 8:** Folders icon and associated folder information for a requisition.

Requisition No.	Suppliers	Assigned Approver	Req Date/Time	Requisitioner	Amount	Action
149931915	Procurement Services	Brandy Hays	10/14/2021 10:41 AM	Trenia Twyman	2,709.63 USD	Assign
149881081	Procurement Services	Brandy Hays	10/13/2021 11:48 AM	Marjorie Mora	2,500,000.00 USD	Assign
150087259	Procurement Services	Brandy Hays	10/19/2021 1:06 PM	Amy Simons	214,070.51 USD	Assign

Bobcat*BUY*: Approvals Folders

New UI:



1. The “Type” filter in the left menu of the Approval search pages has been replaced with tabs across top of page. Click on a tab to access documents that are waiting to be approved in other areas of the application.
2. In the left menu, “Filtered by” has been replaced with “Your Selections”
3. In the left menu, “Filter My Approvals” has been replaced with “Filters”. You can click the “Select Multiple” link to view additional filter selections in a pop-up window.
4. The sidebar controls have been updated. Click the icon to expand or collapse the left menu. On narrow screens, the left menu can be accessed by clicking the show filters icon at the top of the screen.
5. The drop-down “Actions” menu has been replaced with a pop-up window that opens when one or more documents are selected.
6. The filter view icon replaces the Group Results By: field (where users can view approval records by List or Folder), and the Expand All, Collapse All and Show/Hide details options. In the new experience view:
 - a. Users can click the filter view icon and select View Details, View as List, or View as Folder.
 - b. If View Details is selected, the icon is displayed in blue.
 - c. If View as Folders is selected, users will see additional Expand All and Collapse All options.
7. The Sort by: field has moved to the top right corner of the page.
8. Click the quick view icon next to an item to view a printer-friendly version of a document. Click the assign icon to assign a document to an approver. If the icon is gray, the document has already been assigned to an approver. If an attachments icon is displayed, users can click the icon to open the Attachments tab of a document.

Questions? Contact financecustomercare@ohio.edu