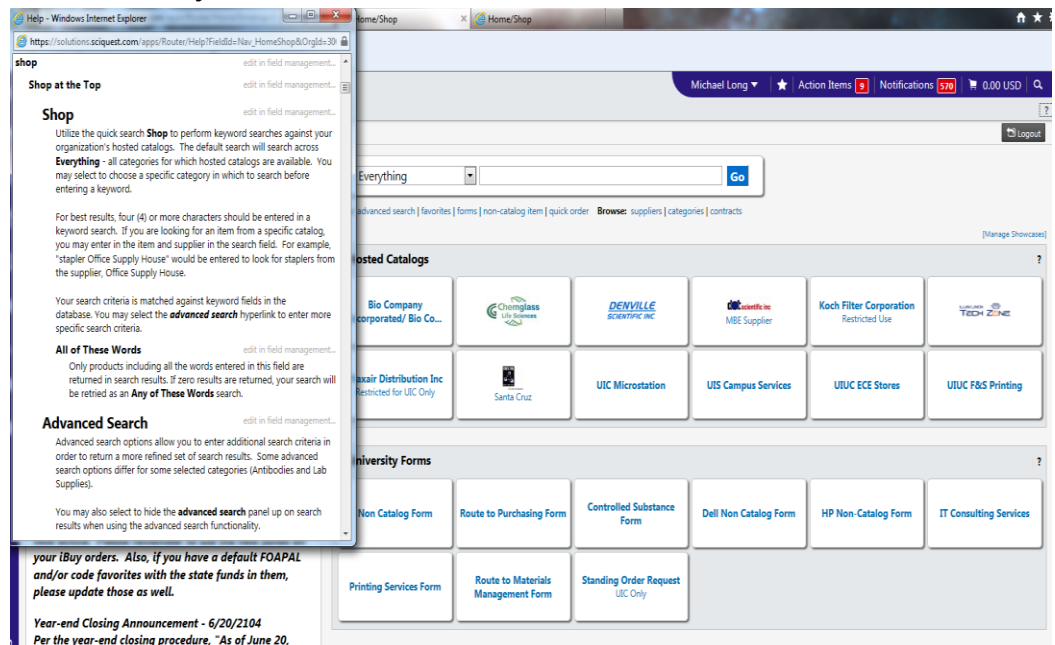# iBuy Release 14.3 Functionality Changes

- Updates to Help Text
  - Page-level help text is available on most pages and page sections in the application. Currently, when the help text is accessed, all of the help information for that page or section displays in a single window. Although the window is opened to the appropriate section, it is then necessary to scroll to any additional help topics within the window. In 14.3, we will be updating the help text look and feel, making it easier and more efficient for users to utilize the help text. In addition, the help text will be searchable.
  - The old way

o The new way

- Ability to Create a Custom Document Search Export in a Single File
  - In 14.2, we added the ability to create a custom document search export. Currently, when a custom export is run, the data is exported in separate files. In 14.3, we will include the option to export all data in to a single file.

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- Ability to Rename Bookmarks
  - Bookmarking pages in SelectSite allows you to easily access frequently-used areas of the application. By default, the bookmark name is the same as the page name. As of 14.3, we have added the ability to rename bookmarks, allowing you to change the name to something more meaningful if you so choose.
 - Hit the Edit button
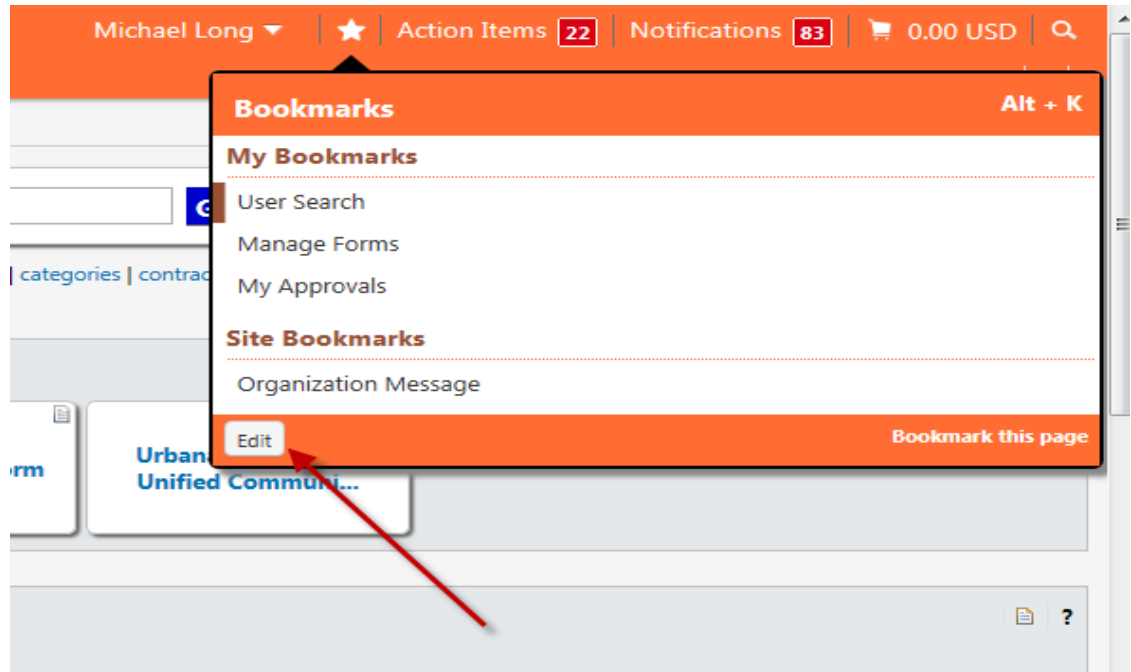
 - Then edit the bookmark(s) of your choice
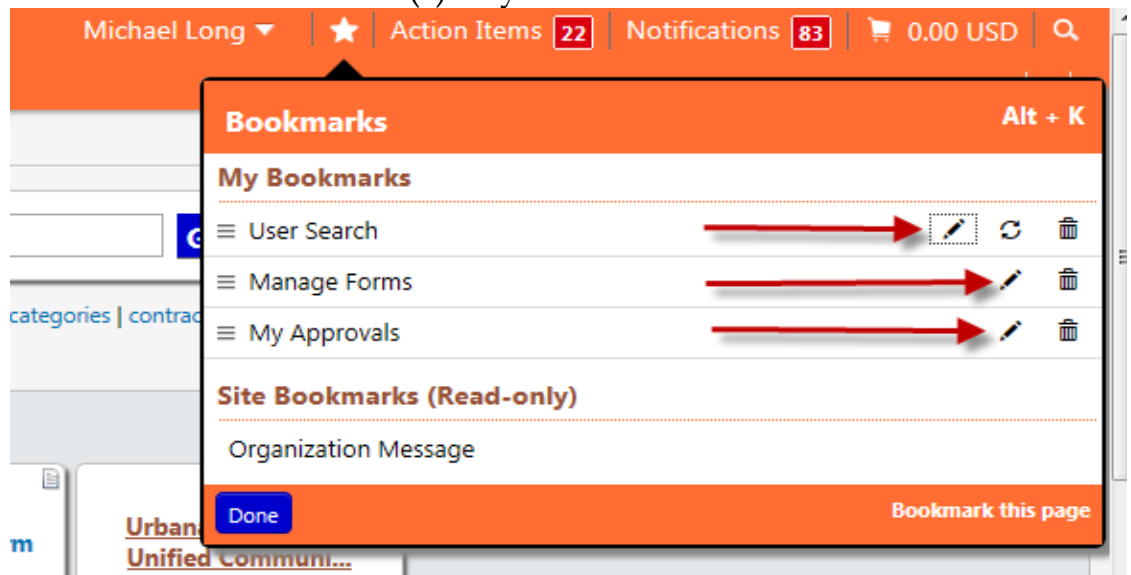
- Approver Visibility of POs and Invoices
  - Previously, if an approver user was restricted to seeing only their own orders, they did not have the ability to see all the documents they may have approved. For example, if a user approved a PR that they did not create, they could approve the PR but then could not access it via a requisition search. Similarly, they would not have access to a PO created from a PR they approved. With this release, approvers will have the ability to search and access all documents they approved and that were related to documents they approved. This feature is available for documents created or changed after the 14.3 release.

- Ability to Upload Multiple Attachments to Documents, Forms and Non-Catalog Items
  - Previously, when attaching files to documents and forms, it was necessary to add them one at a time. As of 14.3, you have the ability to add multiple attachments at one time. In addition to documents and forms, you can add multiple attachments to non-catalog items, which is a new capability in 14.3.
 - Click Attachments button
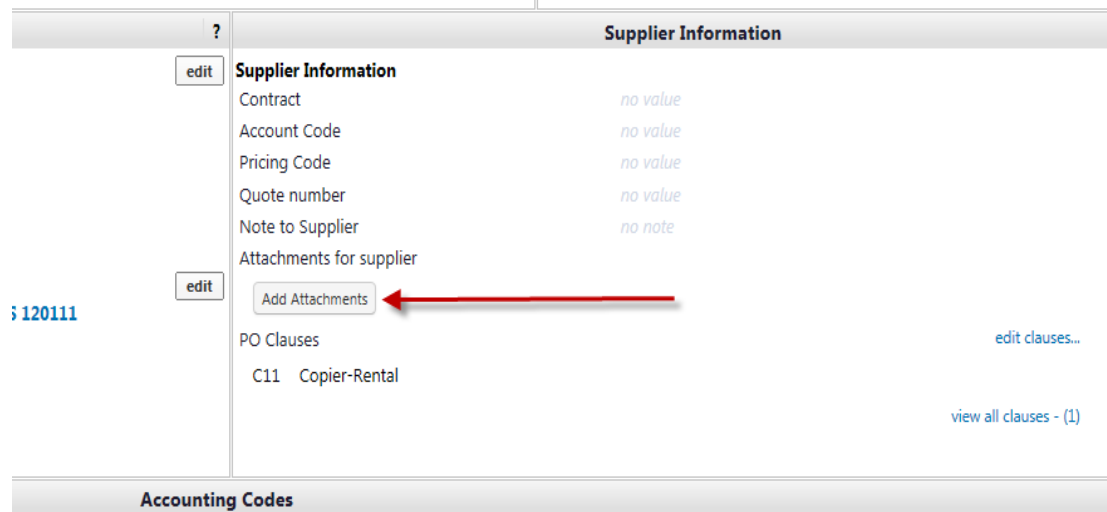
 - Specify file then click Select Files (can also attach a url)
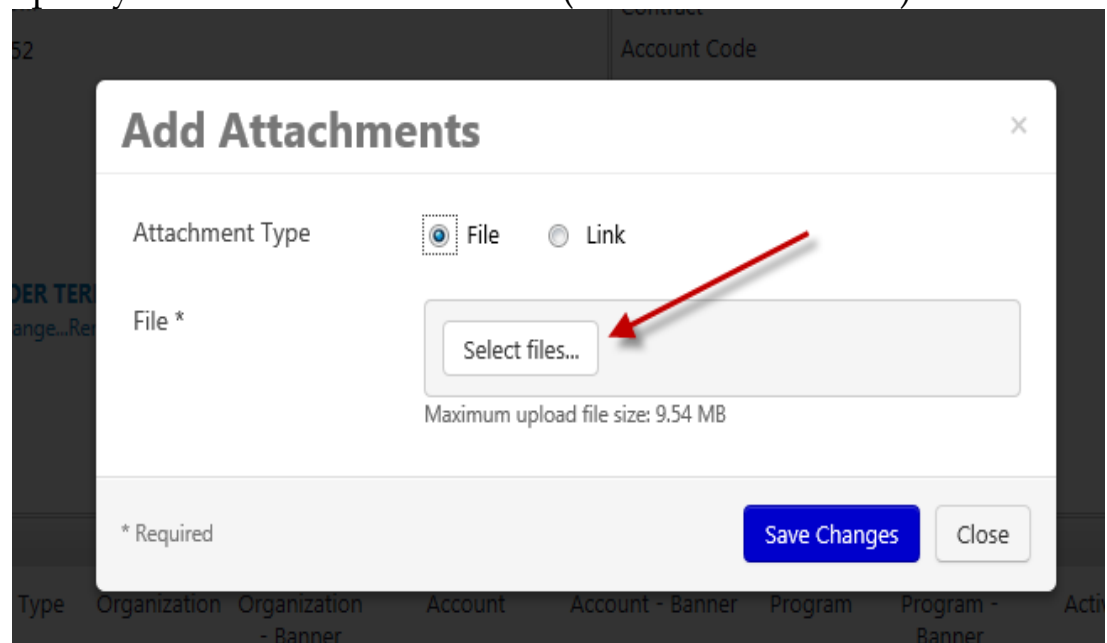
o Indicate attachments. Can do multiples just like in Windows.
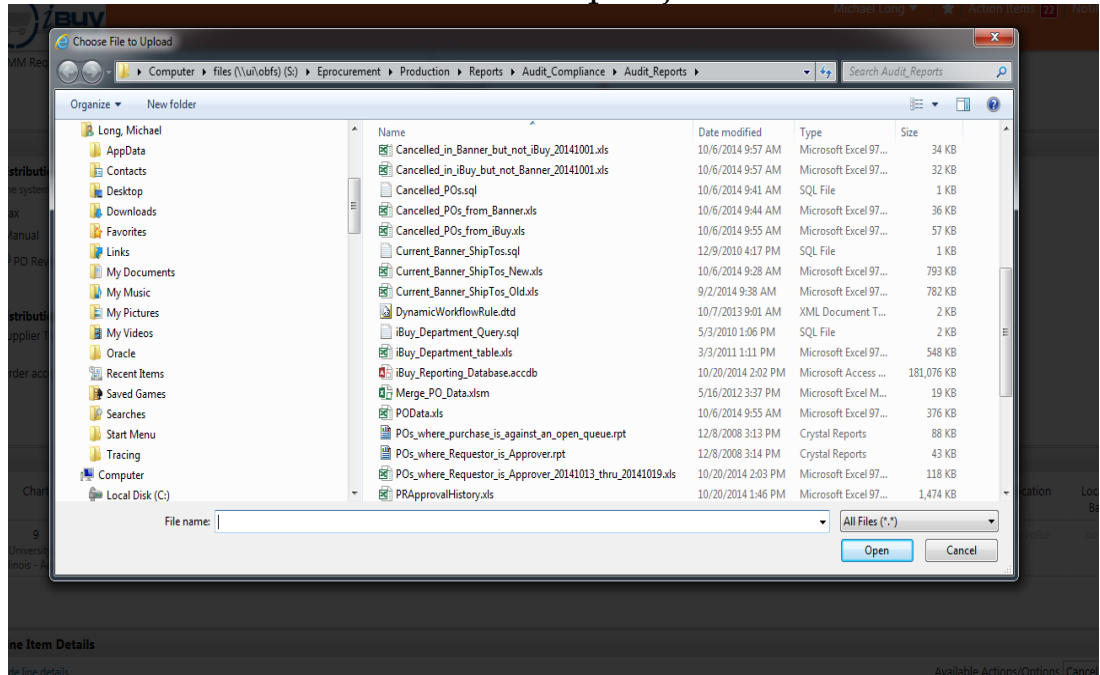
- Ability to Move Attachments on Forms and Purchasing Documents
  - Organizations are able to include attachments on forms and purchasing documents such as purchase orders and invoices. Attachments can be external, meaning suppliers can view, or internal, meaning only organizations users can view. Currently, in order to change the type, the attachment must be deleted and reattached as the appropriate type. In 14.3, organizations will have the ability change the attachment type, eliminating the need to perform those extra steps.
  - Requisition has an internal attachment. Also note Add attachment buttons in both Internal and External.
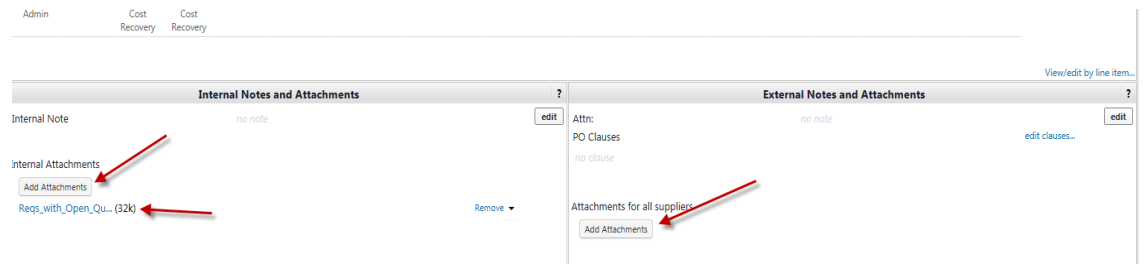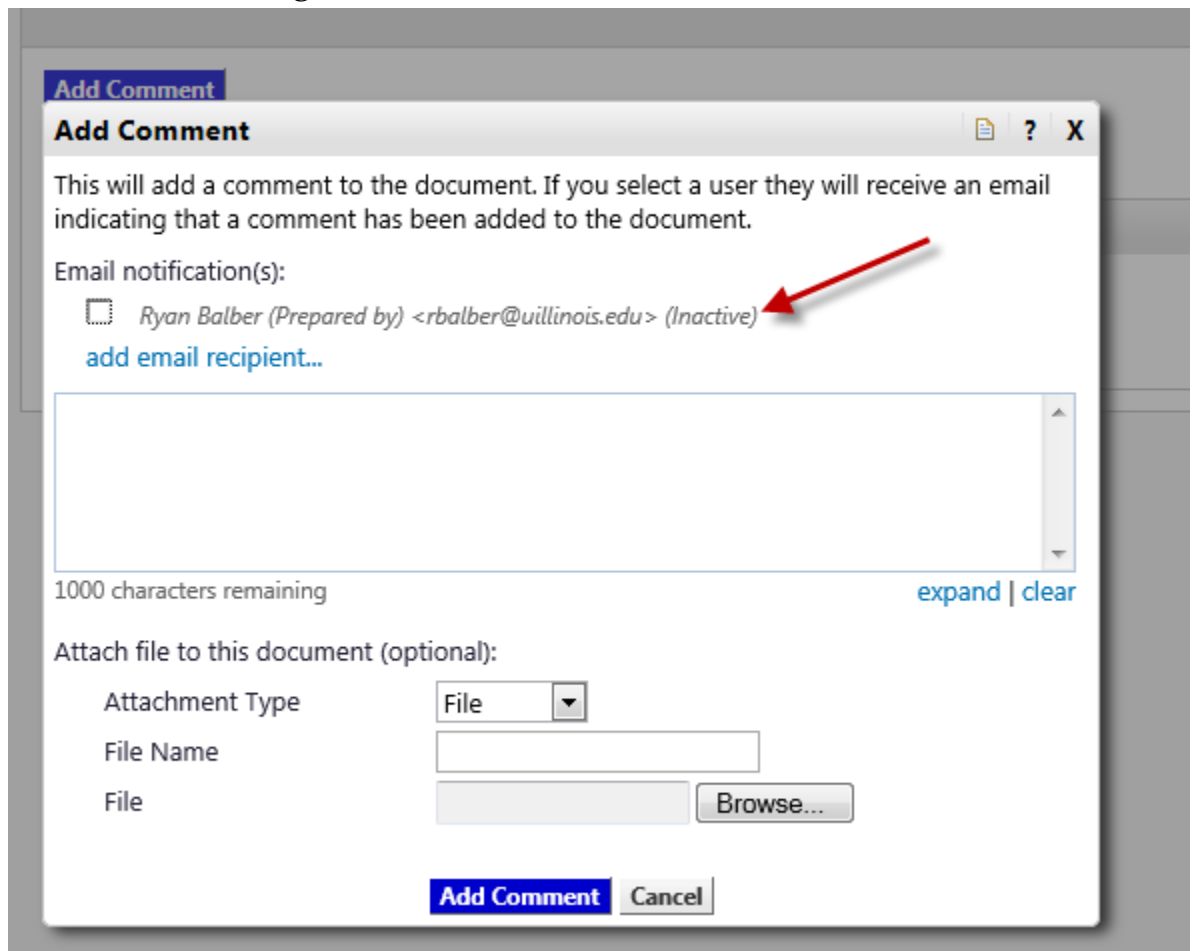

  - Note the attachment can also be easily removed altogether.
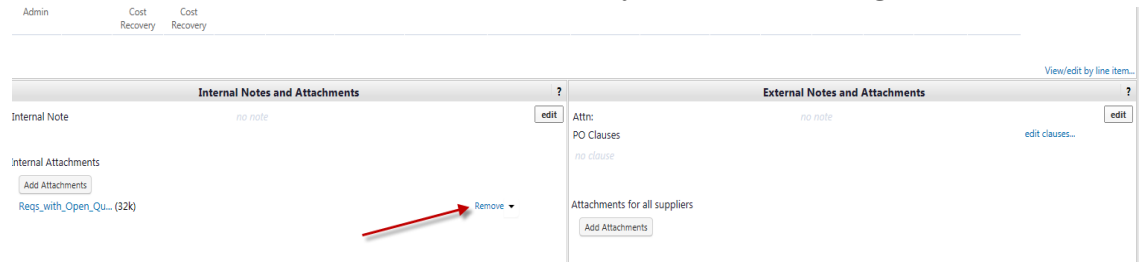
  - Move attachment from Internal to External
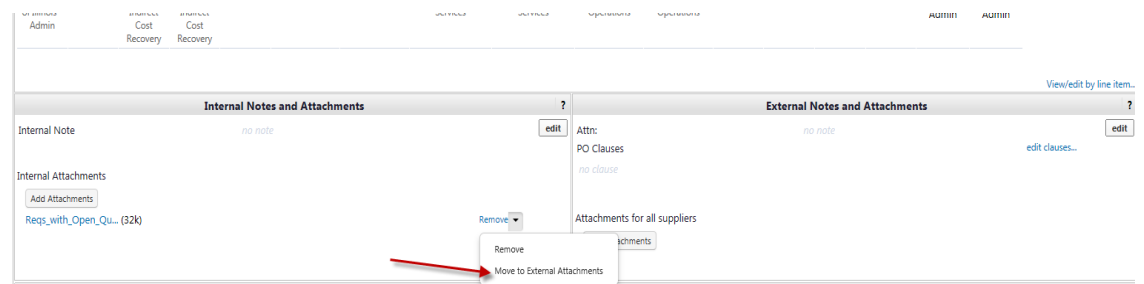
- Inactive Users Indicated When Creating a Comment on a Purchasing Document (PO or Invoice)
  - When comments are added to a purchasing document, you have to option of notifying specific users associated with the document (prepared for user, prepared by user, etc.). A list of appropriate users displays and the user creating the comment can select one or more of them for notification. Currently, there is no indication that a displayed user has a status of Inactive. In 14.3, users who are not active will be marked as **Inactive**.
  - User was active at the time of PO creation but is now inactive at the time of adding the comment

- Country of Origin Added to Supplier Profile
  - In some cases, supplier organizations are headquartered in one country, but may have one or more additional locations in other countries. It may be important to a buying organization to know from where the supplier originates. As of 14.3, supplier profile information will include Country of Origin. This field allows organizations to capture information about the country from which the supplier originated.

- New Date Option for Document Search that Allows you to Search within a Specified Range of Days
  - In 14.3, we have added a new document search date option that allows you to search for documents within a specified range of days. For example, you can search for invoices that were created within 30 - 60 days ago.

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