The Tech Buy System will be unavailable from Friday, October 31, 2014 at 9 pm until Sunday, November 2, 2014 in order for all upgrades and functionality to be integrated into the TechBuy system. The system will be live again on the evening of November 2, 2014.

If you have trouble viewing any of the screenshots you can enlarge the document by clicking on the Zoom option in the right hand corner of your screen.

1. Ability to move attachments on requisitions

Departments are currently able to include attachments requisitions. Attachments can be external, meaning suppliers can view, or internal, meaning only TTU users can view. Currently, in order to change the location of an attachment, the attachment must be deleted and re-attached as the appropriate type. In 14.3, departments will have the ability change the attachment type, eliminating the need to perform those extra steps. This action can be performed on both the header and line level attachments.

2. Inactive users are indicated when creating a comment in TechBuy.

When comments are added in TechBuy, you have the 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. As a reminder, it is best to comment to either the Purchasing department (search for “purchasing”) or for payments the Payment Services department (search for “payment”) so that your transaction will be taken care of.

End of Training Guide for 14.3