TechBuy New Release 11.3

The TechBuy site will be unavailable from 10 pm, Friday, November 4, 2011 until Sunday, November 6, 2011 so that the upgrades may be added to the site. On Monday, November 7, 2011, the following new updates will take effect.

Please contact techbuy.purchasing@ttu.edu if you have any questions or need one-on-one training relating to the new release.

1. New Order History Search.
   a. The new functionality will be named Document Search and will eventually replace History Search in TechBuy (effective in March of 2012). The Document Search will provide a more simplistic method for searching for documents (reqs, PO’s, invoices, receipts, etc).

   ![Image of Document Search]

   b. In the next drop-down, you can refine the time period of the search. Remember that fiscal years are not present in TechBuy. Select “custom date range” to enter a specific date range that is not available with the other options (ex. 9/1/2011 – 8/31/2012).

   ![Image of Custom Date Range]
c. Use the advance search capability to further refine the search (search for a specific user’s documents, select by supplier, etc).

d. You can also select “my requisitions,” “my purchase orders,” or “my invoices” to see all of your documents for the last 90 days.
e. Refine your search further:

2. Cosmetic Changes

When searching for a user the last name will now appear first (previously the first name showed up on the top).
3. Remember User Sorting on Approval Screens

When you click at the top of the column, it will sort your requisitions or purchase orders. Starting with 11.3, the system will remember your previous sort when you leave the screen and return.

4. Assigned Cart Reminder Notifications

A new email reminder is available for draft cart assignees and designees. Emails will be sent at regular intervals as a reminder there are carts that have not been processed and require attention.

End of Release Notes