Training Guide for TechBuy 10.1 Upgrades

Later this week, we will be assigning a Business Unit to each TechBuy user. Each user will have a Business Unit (BU) of either Texas Tech University or Texas Tech University Health Sciences Center. A user cannot have both. We will assign based on primary department. If a user works for the System, then they will be assigned to Texas Tech University. This new functionality will allow us some customization capabilities that we did not have before. This document will detail the new features.

The Multi Business Units will not be set up until later in the week. You will not notice much difference once the changes take place. The following summarizes the changes you will notice:

1. New logo capabilities. We can now also have our logo on the fax version of the purchase order that is sent out to the vendor.

2. Customized welcome message/support information for each business unit.
3. Links for forms will now be easier to find on the home page.

4. Users can go into their profile and see what business unit they are assigned to. If you feel you have been assigned incorrectly, please email techbuy.purchasing@ttu.edu.

5. One last functionality that was added is the ability for Purchasing and Contracting staff to reassign carts. Previously, if a transaction was in the cart phase, we could not see it. Now our staff will be able to retrieve a cart if needed. Email your purchaser or techbuy.purchasing@ttu.edu for assistance.

6. New approval folder reminders. There was a new feature added that allows the system to send out an automated email reminder for anyone who has a transaction that needs to be approved. The initial reminder email will go out after 5 days and reminders will follow every three business days.