



RUTGERS

RU MarketPlace Release Upgrade

November 2016

Topics

- System Availability During the Upgrade
- What's New in the 16.3 Release?
- System Resources and Support

System Availability During the Upgrade

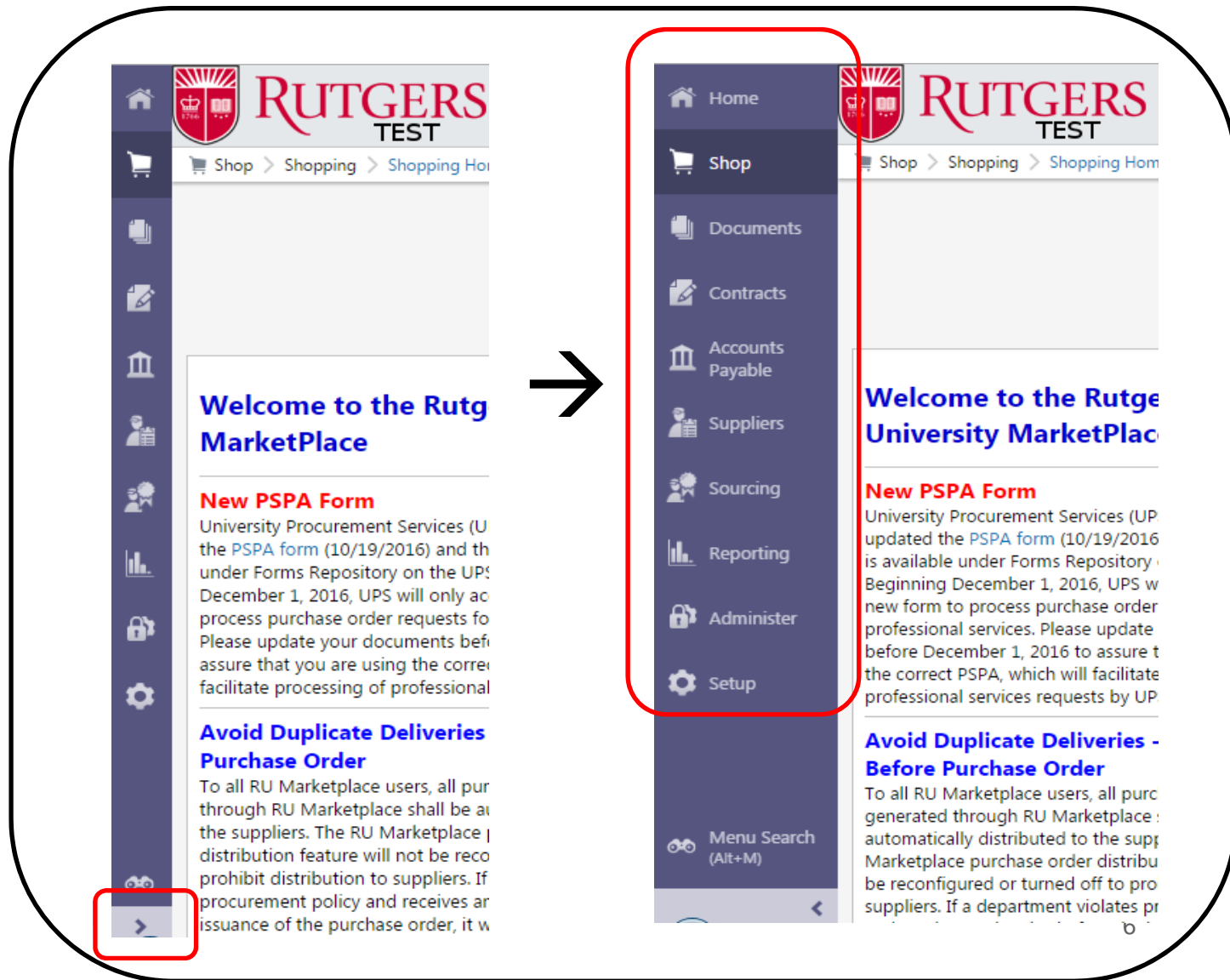
- Beginning Friday, November 11th at 9:00 PM ET, RU MarketPlace will be unavailable for use during the upgrade.
- The RU MarketPlace is scheduled to resume operation on Sunday, November 13th at 12:00 PM ET.

WHAT'S NEW IN THE 16.3 RELEASE?

Main Navigation Menu Updates

- The RU Marketplace now has a clearer menu structure
- The icons on the left hand menu bar can now be configured to display the name of the function by selecting the icon on the lower right hand side of the menu bar
- Please note, the icons available are dependent on your assigned roles. The screen shot shown is for illustration purposes only
- Please see the screen shots on the following page for an example of how to show/hide additional information about the icons available on the navigation menu

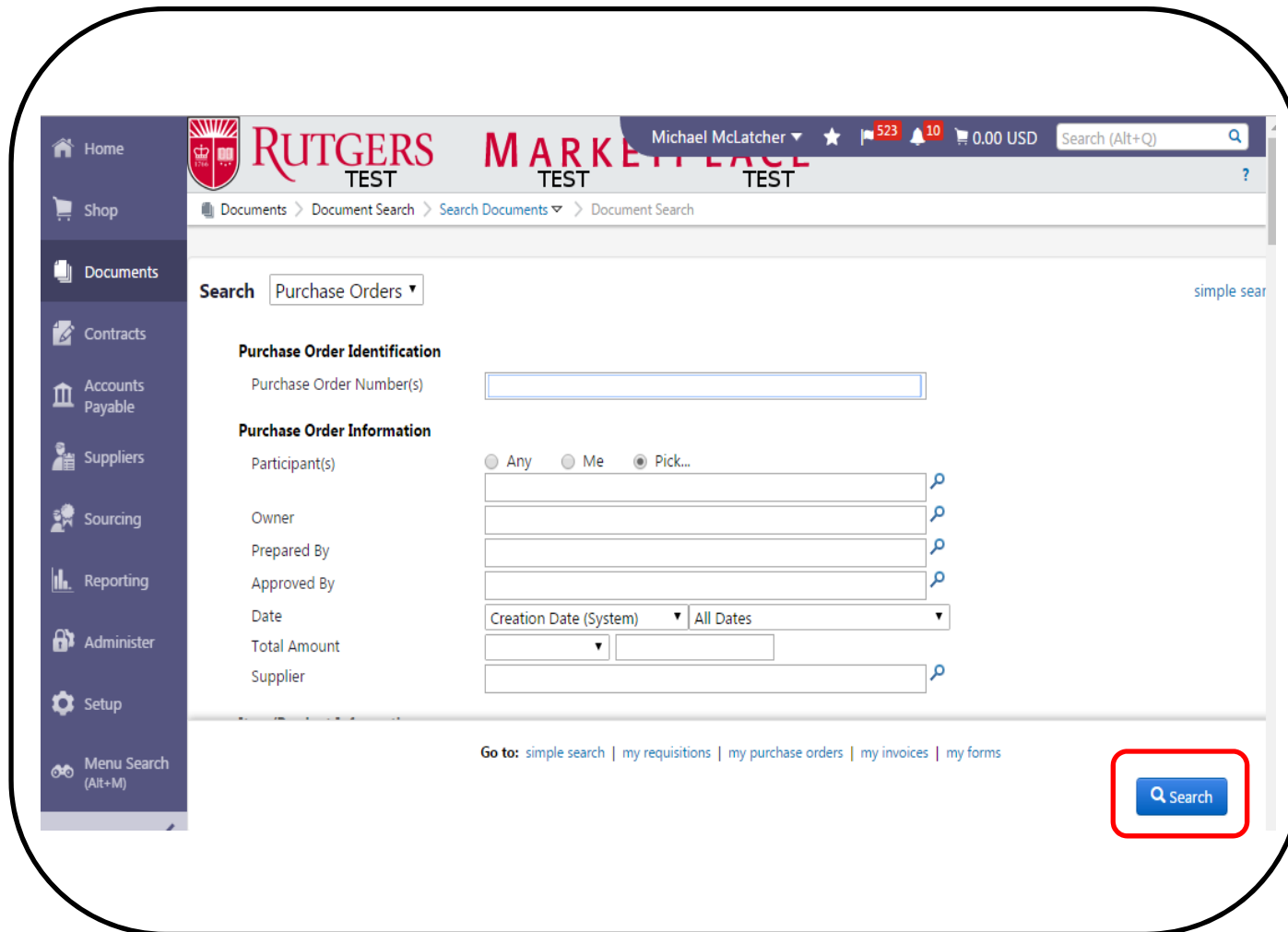
Main Navigation Menu Updates



Floating Search Bar

- Document searches are now easier to execute with the addition of a floating search bar
- You are now able to select the Search icon from where ever you are on the page and no longer have to scroll to the top or bottom to execute the search
- Please see the screen shots on the following page for an example of the new search bar

Floating Search Bar



The screenshot displays the Rutgers Marketplace user interface. At the top, the Rutgers logo and 'MARKETPLACE' branding are visible, along with user information for Michael McLatcher and a search bar with the text 'Search (Alt+Q)'. A dark blue sidebar on the left contains navigation links: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administer, Setup, and Menu Search (Alt+M). The main content area is titled 'Purchase Orders' and includes sections for 'Purchase Order Identification' and 'Purchase Order Information'. The 'Purchase Order Information' section contains several search criteria: Participant(s) with radio buttons for 'Any', 'Me', and 'Pick...'; Owner; Prepared By; Approved By; Date with a dropdown for 'Creation Date (System)' and 'All Dates'; Total Amount; and Supplier. At the bottom right, a blue 'Search' button with a magnifying glass icon is highlighted with a red rectangular border.

System Resources and Support

- If you have any questions about the upcoming release, please contact the University Procurement Services Help Desk at:
 - 848-932-4375;
 - Or procurement_helpcenter@finance.rutgers.edu