



Cornell University

New Features in Sciquest Release 12.1 For



(March 25, 2012)



Release 12.1 New Features

- History Tab will be removed
(Document Search replaces History Tab)
- Document Search Improvements



History Tab will be removed

Document Search replaces History Tab

Document Search was introduced with last release (11.3) on November 6, 2011. It was a new and much faster way of performing your history searches.

With 12.1

The History Tab will be removed and Document Search Tab will now be used for search functionality

All document types can be searched in Document Search

Document Search provides:

Two ways to search Simple Search and Advanced Search

Search for Documents through Quick Search

New flexible date range options for searching for documents

My purchase orders

Saving and re-running queries

View “Next and Previous” documents through search results



History Tab has been removed. All search are now done using the Document Search Tab

Search All Documents advanced search

Enter search terms such as document numbers, suppliers, ...

Go to: my purchase orders

Days

- Last 7 days
- Last 30 days
- Last 60 days
- Last 90 days
- Last 120 days
- Yesterday
- Today
- Last Week
- This Week

Calendar

- Month-To-Date
- Last Month
- Year-To-Date
- Previous Year

Fiscal

- Fiscal Year-To-Date
- Previous Fiscal Year

Other

- All Dates

Single entry box to search for Carts and POs

Link to advanced searching



With the 12.1 release you will see the following improvements to Document Search

New Simple Search Options

Search by user name, first name, last name, or email address

My Purchase Orders

New Advanced Search Options

Dollar Amount – You can now select greater than, less than, or a specific dollar range within which you want to search for documents.

Product Flags–This allows you to search for or filter your search on documents that contain a specific product flag. (e.g. Radioactive, Hazardous, Recycled)

Quick Search

The ability to organize and save Document Searches

Users can create/manage personal folders for organizing their saved searches.

Improved navigation between documents “Next and Previous”



You can now search by user name, first name, last name, or e-mail

Kuali Portal Index - Mozilla Firefox
 https://kfs-prod.adminapps.cornell.edu/kfs-prod/portal.do?channelTitle=Shop Catalogs&channelUrl=b2b.do?methodToCall=

kuali financial systems
 Main Menu Maintenance Administration
 12/14/2009 02:32 PM (Oracle9i)

action list doc search Logged in User: mgw3

e-SHOP Michael Greene Winters profile
 Cornell University Online Buying Document Search
 Search for Catalog No. (SKU) 2012-03-26 MGW3 01 | 0 item(s), 0.00 USD

home/shop favorites forms carts document search item/price profile more >> AAA

search exports saved searches

Search All Documents mary flaherty All Dates Go advanced search
 Enter search terms such as document numbers, suppliers, and product information.

Go to: my purchase orders

2012-03-26 MGW3 01 | 0 item(s), 0.00 USD

Search for Catalog No. (SKU) Go

document search item/price profile more >> AAA

You can search just “my purchase orders”

start new search edit search

Showing 1 - 20 of 243 results All Dates

Results per page 20 Sort by: Best match Page 1 of 13

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
✓ 49944	Purchase Order	Mary Lourdes Flaherty	1/3/2012 4:20 PM	Office Max Contract	50.31 USD
26725894	Shopping Cart	Mary Lourdes Flaherty	1/3/2012 4:17 PM	Office Max Contract	50.31 USD
✓ 47433	Purchase Order	Mary Lourdes Flaherty	12/14/2011 4:57 PM	Staples	58.24 USD
26434050	Shopping Cart	Mary Lourdes Flaherty	12/14/2011 4:56 PM	Staples	58.24 USD
26433377	Shopping Cart	Mary Lourdes Flaherty	12/12/2011 3:12 PM	Staples	64.69 USD
✓ 41875	Purchase Order	Mary Lourdes Flaherty	11/23/2011 12:00 PM	Staples	73.42 USD
25863162	Shopping Cart	Mary Lourdes Flaherty	11/14/2011 2:54 PM	Staples	73.42 USD
✓ 38355	Purchase Order	Mary Lourdes Flaherty	11/10/2011 12:19 PM	Staples	60.42 USD
25623794	Shopping Cart	Mary Lourdes Flaherty	11/10/2011 12:16 PM	Staples	60.42 USD
✓ 35926	Purchase Order	Mary Lourdes Flaherty	11/2/2011 1:51 PM	Office Max Contract	51.92 USD
25529134	Shopping Cart	Mary Lourdes Flaherty	11/2/2011 1:48 PM	Office Max Contract	51.92 USD

Search Terms
 Keyword mary flaherty

Filtered By
 Type: All Documents
 Date Range: All Dates
 Save Search Export Search

Refine Search Results ?
 Type All Documents
 Date Range All Dates
 Supplier AAA Western and Central NY



Multiple search options

Cart or PO #'s

User names

Supplier, item,
or department

Return to
“simple
search”



The screenshot shows the Kualu Portal Index interface. At the top, there's a navigation bar with 'Main Menu', 'Maintenance', and 'Administration'. Below that, a yellow banner indicates the user is logged in as 'mgw3'. The main content area is titled 'Document Search' and shows search results for the keyword 'mary flaherty'. A green arrow points to the 'Save Search' button in the left sidebar. A white callout box with the text 'Save Search buttons' is positioned over the search results table.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
✓ 49944	Purchase Order	Mary Lourdes Flaherty	1/3/2012 4:20 PM	Office Max Contract	50.31 USD
26725894	Shopping Cart	Mary Lourdes Flaherty	1/3/2012 4:17 PM	Office Max Contract	50.31 USD
✓ 47433	Purchase Order	Mary Lourdes Flaherty	12/14/2011 4:57 PM	Staples	58.24 USD
26434050	Shopping Cart	Mary Lourdes Flaherty	12/14/2011 4:56 PM	Staples	58.24 USD
26433377	Shopping Cart	Mary Lourdes Flaherty	12/12/2011 3:12 PM	Staples	64.69 USD
✓ 41875	Purchase Order	Mary Lourdes Flaherty	11/23/2011 12:00 PM	Staples	73.42 USD
25863162	Shopping Cart	Mary Lourdes Flaherty	11/14/2011 2:54 PM	Staples	73.42 USD

Searches can be saved and executed at any time.

Saved searches use relevant date information (instead of static dates like history searches use).

For example, if you save a search for all POs for the last 7 days, it will show exactly that, no matter what date it is executed.

Saved searches are accessed through the Document Search tab, and are saved by name and description.

NOTE: Currently, searches are only saved on a “per user” basis and cannot be shared or saved globally



Users may quickly open a summary doc from a list by clicking the “quick view” icon

The screenshot shows the Kualo Portal Index interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration'. Below this is a search bar with 'Document Search' and a search input field. The main content area displays a table of search results. The table has columns for Document Number, Document Type, Document Owner, Document Date/Time, Supplier, and Document Total. A magnifying glass icon is positioned over the 'Quick View' icon in the second row of the table. The search results are filtered by 'mary flaherty' and show 20 results per page.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
49944	Purchase Order	Mary Lourdes Flaherty	1/3/2012 4:20 PM	Office Max Contract	50.31 USD
2672585	Shopping Cart	Mary Lourdes Flaherty	1/3/2012 4:17 PM	Office Max Contract	50.31 USD
47433	Purchase Order	Mary Lourdes Flaherty	12/14/2011 4:57 PM	Staples	58.24 USD
26434050	Shopping Cart	Mary Lourdes Flaherty	12/14/2011 4:56 PM	Staples	58.24 USD
26433377	Shopping Cart	Mary Lourdes Flaherty	12/12/2011 3:12 PM	Staples	64.69 USD
41875	Purchase Order	Mary Lourdes Flaherty	11/23/2011 12:00 PM	Staples	73.42 USD
25863162	Shopping Cart	Mary Lourdes Flaherty	11/14/2011 2:54 PM	Staples	73.42 USD
38355	Purchase Order	Mary Lourdes Flaherty	11/10/2011 12:19 PM	Staples	60.42 USD
25623794	Shopping Cart	Mary Lourdes Flaherty	11/10/2011 12:16 PM	Staples	60.42 USD
35926	Purchase Order	Mary Lourdes Flaherty	11/2/2011 1:51 PM	Office Max Contract	51.92 USD

A magnifying glass is the icon used



The screenshot shows the Kuali Portal Index interface in a Mozilla Firefox browser. The page displays a purchase order document for PO 47433. A green arrow points to the navigation arrows next to the '3 of 243 results' indicator.

Document Information:

- PO/Reference No. 47433 Revision 0
- Supplier Staples
- Status Purchase Order
- Workflow Completed (12/14/2011 4:58 PM)

Line Item Status:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓ Brother TZ Series Labeler Tape, TZ231, Black on White, 1/2"W x 26.2"L more info...	486803	EA	8.03	2 EA	16.06 USD
2 ✓ Dust Destroyer Duster 7oz., 4/Pack more info...	326197	PK	14.82	1 PK	14.82 USD
3 ✓ Ampad EvidenceRTM Pastel Steno Notebook, Blue, Gregg Ruling, 6" x 9", 80 Sheets more info...	800979	EA	1.34	12 EA	16.08 USD
4 ✓ StaplesRTM Invisible Tape, 1" Core, Clear, 3/4" x 1,296", 6/Pk more info...	483535	PK	3.76	3 PK	11.28 USD

Users may advance up and down their search list from inside the document by using the “next and previous” arrows.



e-SHOP is supported by the Office for Supply Management Services

E-mail:

e-SHOP Assistance: e-SHOP@cornell.edu

General Procurement: cusms@cornell.edu

Office for Supply Management Services: 607-255-3804

Supply Management Help Line: 607-254-5300

Training information for e-SHOP is located at :

<http://www.dfa.cornell.edu/supply/tools/training/eshoptraining.cfm>

The Supply Management Services Main page is at:

<http://www.dfa.cornell.edu/supply/>