Approval Page Upgrades New to 12.3

Approvals done in GrizMart/SciQuest version 12.3 have changed the look and feel of the approvals page. In previous versions the approval page was separated out by tabs for requisitions, po’s, and invoices. 12.3 has changed these tabs to a drop down menu instead.

Old version (tabs)

New version (Dropdown)
12.3 has also changed the look and feel of your available approvals. In older versions your available approvals were all seen from a top down display, you would have to scroll through your window to find the area or type of approvals you wanted to look at. In 12.3 SciQuest has created folders that can expand or collapse on the type of approval that you have. When the folder is expanded you can see how long the item has been waiting for approval, and how many items are involved, both new to 12.3.
Approvals are all in one area; user must scroll through to find the correct type.

Approvals can expand or collapse by clicking on them.
Also in 12.3 a filter has been added to the side of the approvals screen. The filter works the same as the one in document search and allows the user to narrow down what approvals they see by selecting or deselecting certain criteria.
The last major item that has been changed in 12.3 is the ability to assign substitutes. In previous versions users assigned substitutes on the specific item tab they were on. An example is if a user was on the purchase order tab they could only assign substitutes to PO’s; they also has to scroll through each type of approval if they wanted to assign only to the specific folder. It was quite a tedious process. In version 12.3 there is now a tab called manage substitutions. Clicking on
this tab allows an approver to filter on the area they want to manage (using the type dropdown) and then see all the types of approvals they can assign a substitute to in a condensed orderly list. Adding and removing substitutes is much cleaner and done by a few clicks.

(Old setup, separated by tabs)
These changes to the approval tab/section will be effective Monday November 5th 2012. If you have any questions or problems please email grizmart@mso.umt.edu