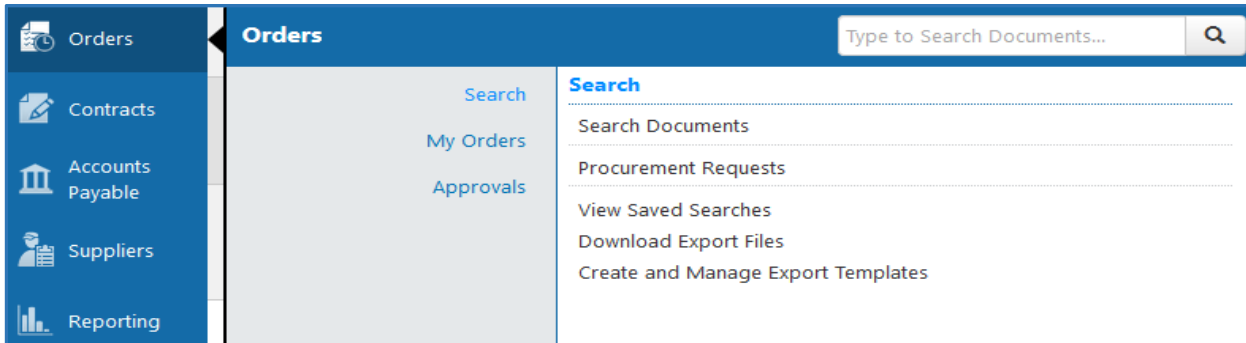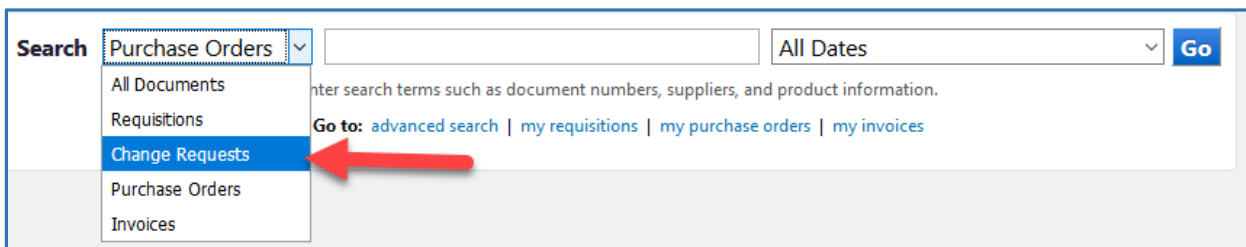# PantherExpress - 19.3 Menu Updates

The 19.3 PantherExpress (Jaggaer) upgrade contains menu changes. The below is an overview of the menu changes to help you locate order related searches and approvals.
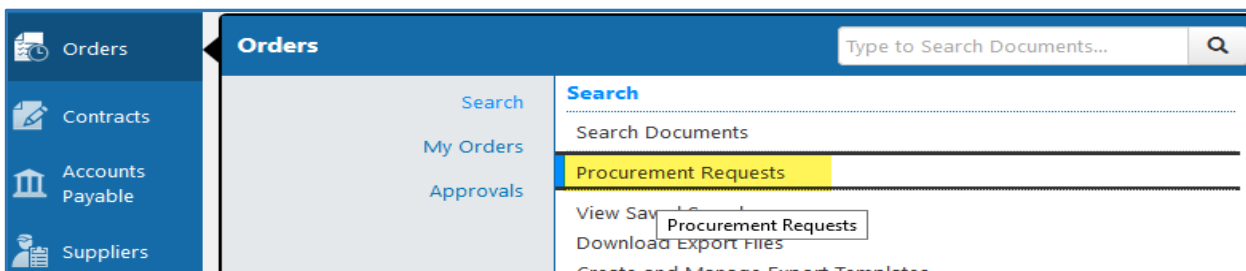
"Documents" is now "Orders".

1. **Search > Search Documents**
   a. The document search available include Requisitions, Purchase Orders and Invoices. Form requests, i.e. Update My PO is no longer a search result in this area.
   b. To locate Change Requests, be sure to select a "simple search" and select change requests from the drop down menu.
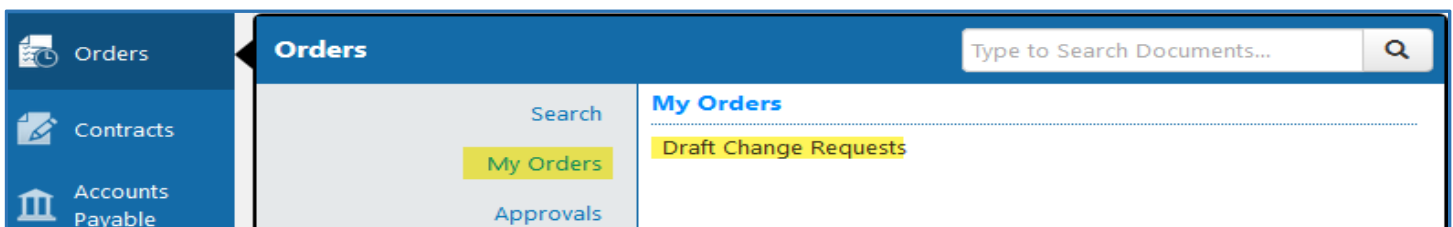

2. **Search > Procurement Requests**
   a. This is where you can search for any **Update My PO** requests that you have submitted.

3. **My Orders > Draft Change Requests**
   a. My orders will take you to your *draft* Change Requests. This page looks very similar to your draft carts page. Please remember these are two separate areas.

Change Requests

My Drafts   Assigned Drafts

No Change Requests Found

4. **Approvals > Approvals**
    a. From this new menu, you can review your notifications, review items previously approved and assign a substitute.

1. **To Approve**
    a. If you click on a document type to Approve, a new page will show all approval folders that you are assigned for that document type.
2. **Recently Approved by Me**
    a. Will show a list of the document types that you selected, whether it be Requisitions, Purchase Orders, Change Requests or an Update My PO request.
3. **Assign Substitute**
    a. When you click on a document type to assign a substitute, a list of folders that you are assigned to approve will show as a list.
    b. You can select all or just a specific folder to assign. You can also select a date range that you will be out of the office.

*if you perform a search for a substitute and they do not pop up in your results, they are not assigned an "approver" role.

4. **Approval Notifications**
    a. Notifications are now available in a tabbed view by document type. You can still get to your notifications from clicking at the top, right hand side of the screen. The new "approval notifications" is an additional way to view those notifications in a more organized manner.