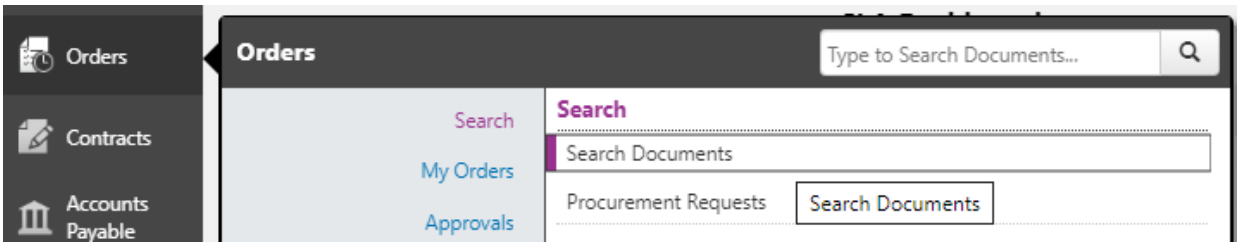
From: eProcurement
To: eProcurement
Subject: BennyBuy Software Update
Date: Tuesday, November 12, 2019 11:09:30 AM
Attachments: image001.png

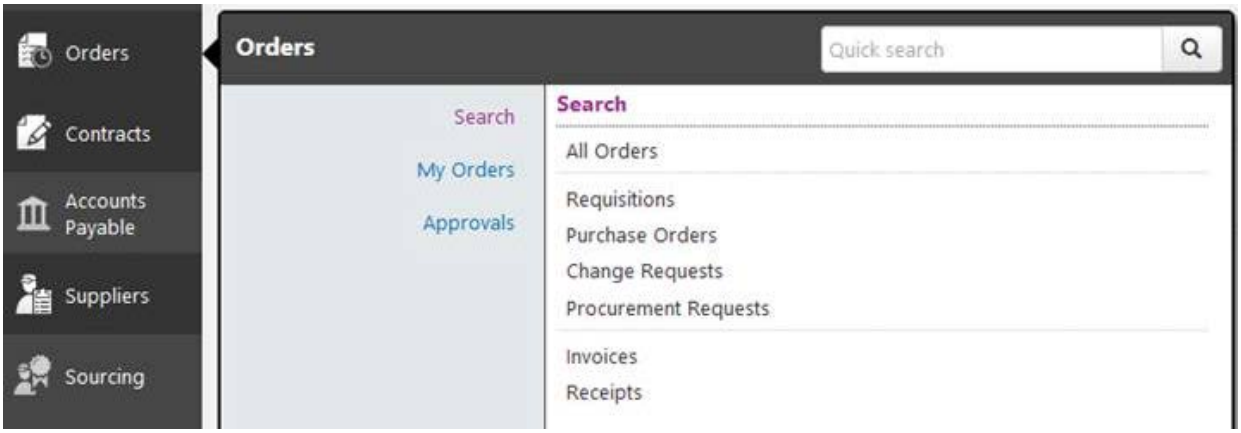
All,

You may have noticed that some cosmetic changes have taken effect in BennyBuy due to a new software release over the weekend.

The Documents and Orders tabs have been combined into one tab labeled Orders. This means that the link to do Document Searches is now under "Orders" menu instead of the "Documents" menu. Beyond the menu name being different, the functionality should still be the same. Your "Search Documents" link should be available to you still by going to ***Orders -> Search -> Search Documents.***



Please note that if you have enabled the **New Search Experience**, the old style menu option for "Search Documents" will be gone and you will just have the **New Search Experience** choices as shown below. The new search experience allows you to pick the document type you want to search by more easily. The search results window is also very different and allows you to customize what type of columns and information you want to see as your results.



If you have any questions, please contact us.

Thank you,

BennyBuy – Lane
Oregon State University eProcurement
HelpDesk 541-737-3830 | eProcurement@oregonstate.edu

- Every Thursday we will be having open office hours in our office at Kerr room A012, from 10-12. Please stop by if you have questions or need help.

FAQ | **BennyBuy Tips and Training Materials**| **BennyBuy Website**

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