

	Feature Name	Short Description	Release Manual Reference
1	Main Navigation Menu Item Updates	<p>In release 16.3, updates have been made to the way the main menu items (located along the left side of the interface) are displayed. Previously, the menu options were displayed only as icons. As of the 16.3 release, the name of the menu option displays along with the icon for users with browser resolutions set release, the name of the menu option displays along with the icon for users with browser resolutions set to 1440 pixels or wider. The titles of several menu options have also been changed. These changes include the following:</p> <ul style="list-style-type: none"> • The Orders & Documents menu option has been renamed to Documents. • The Catalogs and Contracts menu option has been renamed to Contracts. • The Supplier Management menu option has been renamed to Suppliers. • The Site Administration menu option has been renamed to Administer. • The Site Configuration menu option has been renamed to Setup. 	Page 11
2	New Advanced Search Setting for Document Search and Contract Search	<p>Advanced search functionality allows you to search for items based on related users. For document search, this includes "participants" or anyone who touched a document and is in the audit trail for that document. For contract search, this includes specifying one or more contract managers. Previously, participants or contract managers had to be manually selected for the search. In 16.3, we have added a setting that will indicate that the items returned should be those for which the user searching is the participant (document search) or contract manager (contract search). The primary purpose of this feature update is to allow a search to be saved with this criteria. The saved search can be used on a dashboard update is to allow a search to be saved with this criteria. The saved search can be used on a dashboard in a saved search widget. When the saved search is run from the widget, the results always display documents or contracts related to the user who is searching from the dashboard.</p>	Page 12
3	Navigation and Save Buttons Display without Scrolling	<p>Several features in the application use wizard-like interfaces for setup and configuration. Some examples include form request template setup, submitting form requests, contract setup and more. Users can navigate through the wizard and save their progress using buttons on each configuration screen. Previously, if the configuration screen was longer than the available screen size, the user was required to scroll down to access the buttons. As of 16.3, the buttons display, or "stick" in the available screen space. This eliminates the need to scroll all the way down the screen to access the buttons.</p>	Page 13
4	Static Sourcing Events Dashboard Replaced with a Default Configurable Dashboard and Renamed to Sourcing Event Home Page	<p>Using the Sourcing Events Dashboard has been a quick and easy way to access functionality and information related to the Sourcing Director product. Previously, the Sourcing Event Dashboard was a static page not easily configured for changes. In 16.3, we have replaced that page with a default Sourcing Event configurable dashboard. The benefit of this is that organizations are now able to make changes more easily using configurable dashboard functionality. The default dashboard can be copied, new widgets added and republished by a dashboard administrator. Or, a new Sourcing Event dashboard can be created to replace the default Sourcing Event dashboard completely.</p> <p>The Sourcing Event Dashboard has been renamed Sourcing Event Home (located in Sourcing > Sourcing Events > Sourcing Events Home).</p>	Page 16
5	Contract Dashboard Renamed to Contract Home	<p>The Contract Dashboard has been a way to quickly and easily access functionality and information related to the Contract Lifecycle Management products. In 16.3, the Contract Dashboard has been renamed to Contract Home. The page is in the same location; Contracts > Contract > Contract Home.</p>	Page 17
6	Admin Dashboard Renamed to Admin Home	<p>The Admin Dashboard has been a way to quickly and easily access tasks and information related to site administration. In 16.3, the Admin Dashboard has been renamed to Admin Home. The page is in the same location; Administer > Administration > Admin Home.</p>	Page 17
7	Usability Evaluation	<p>Because SciQuest is a software-as-a-service company, we are always measuring product usage to inform future improvements. Starting in 16.3, we are honing our focus on measuring usability. The approach is lightweight and unobtrusive. No more than once per month, a user may be invited to answer a few simple questions about a task they just completed. Participation is anonymous, fast, and optional. It takes less than 1 minute to complete, and when dismissed will not appear again for at least a month. We piloted the approach with several hundred end-users and received an impressive 60% response rate. The insights gleaned will improve SciQuest's product and future development. An example question is, "I find the checkout process easy to use," which a user might be asked immediately after checking out.</p>	Page 18
8	Contracts Menu Name Changes	<p>As part of multiple menu name changes, the Catalogs and Contracts menu item will be renamed to Contracts. In addition, the Contracts Dashboard menu item will be renamed to Contracts Home to correspond with naming conventions in other areas of the system.</p>	Page 40
9	Contract Navigation and Save Buttons Display without Scrolling	<p>Contract pages will be updated so that the Previous, Next, and Save Progress buttons are always displayed at the bottom of the screen no matter where the user is on the page.</p>	Page 41
10	Updates to Contract Advanced Search	<p>A new option will be added to the Contract Manager search filter on Contract Advanced Search. If this option is selected, the search results will only display contracts that have the person who is currently logged into the application listed as a contract manager. This will also affect Saved Search: Contracts widgets added to contract dashboards - if the option is selected on the saved search used for the widget, the system will display contracts for whoever is logged into the system.</p>	Page 41
11	Contract Users and Contacts Page Updated	<p>The contract Users and Contacts page has been updated to improve the user experience</p>	Page 42
12	Ability to Set Contract to Start When Executed	<p>A new option on the contract Start Date field provides the ability to define a contract start date as the day the contract is fully executed. If the option is selected, the system will automatically enter the contract start date on the day the contract reaches Executed: In Effect status.</p> <p>The new setting provides greater flexibility for contract managers and administrators when the start date may not be known upon initial creation of the contract. Because the start date is automatically populated by Total Contract Manager, contract managers no longer need to monitor when contracts are approved and manually enter the start date.</p>	Page 54
13	New Visibility Settings for Contract Stakeholders	<p>A new setting has been added to contract Projects to improve the control that organizations have over the information that stakeholders see on contracts they have access to. The new setting provides two options that apply to all contracts in a project. Organizations can define whether stakeholders can view contract summaries only, or have read-only access to the full contract.</p>	Page 57
14	Supplier Notifications for Public Q&A Board Responses	<p>Buyers and vendors can use the Q&A Board on an event to communicate during that event. Previously, although vendors were notified when the buyer responded directly to a question they submitted, they were not notified when the buyer either responded publicly to a question submitted by another participating vendor, or when the buyer posted a public Q&A entry with information that could apply to them.</p> <p>With the 16.3 release, when a buyer responds publicly to a question for a different vendor, or posts a public Q&A entry to an event, all suppliers participating in that event can receive email and in-app notifications alerting them to this activity. This allows suppliers to be notified when new information is posted that may be pertinent to them.</p>	Page 59