WolfMart 360 is designed to streamline purchasing tasks and functions. This quick-guide highlights the changes.

**Home Page New Features:**

- Search Bar has moved with an easily accessible dropdown menu to assist users in specific searches (i.e. Purchase Order, Voucher, etc.)
- Notifications/Action Items flag & User Profile have changed only in the order that they are displayed on the homepage
- Dashboard View: each area of the homepage will now be available in its own widget (i.e. Shop Features, Organization Message, Showcase Suppliers, etc.)
Document Display – Updated Layout:

- Menu Items are no longer “tabs” across the top of the PR/PO document and are found along the left side of the document (i.e. Summary, Comments, Attachments, etc.)
- To display the entire requisition or purchase order on the screen, click “Summary” and scroll from top down
- When completing a new cart, click “Final Approval” to ensure all required fields have been entered (this process has remained unchanged)
Requisition and PO History:

- The link to view requisition/PO history is now located in the top right corner of your requisition and/or PO document
- After clicking the link, the history will open in a **new window**
- Users will notice the link is now located between “Document Actions” and “Print” (see images)
**WolfMart 360: Tip #1 – Creating a Document Search**

**SEARCH TOOLS**

Step-by-Step

1. Be sure you are on the Advanced Search page. If you are brought to the Simple Search screen, select the advanced search below the search box. You will automatically be taken to the search screen you last used.
2. From the Search drop-down box, select the document type or select All Documents. The document type from your most recent search will automatically be populated in the drop-down.
3. Enter search criteria. Available criteria will vary based on the document-type. Mouse over the search field name or click the “?” located in the top-right corner for a description of each search field.
4. Once you have entered all your search criteria, click Go.

Not sure where to find a function in the new menu? Use the menu search at the bottom of the left navigation to find it!
How to View or Add Internal Notes and/or Attachments:

- Click Add Attachments to include an attachment on your requisition; Click Edit to add an internal note.

- To View Attachments/Notes from the Side Menu, click the “Attachment Overview” link.