



The Source NC E-Procurement Newsletter

September 2012 Edition

Updates to System Performance The NC E-Procurement team is continuing to monitor and tune the environment to optimize the NC E-Procurement system for you. Recently, the team made an update that **improved system performance overall**. Thank you to those users who reported their experiences and let us know that they have noticed the improvement. Please continue contacting the NC E-Procurement Help Desk to pass on any comments about your experience using the system at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

New Releases Each month the NC E-Procurement team makes adjustments to NC E-Procurement. Some of these changes are important to note because they may affect your daily process. **Here are some updates from recent releases that might be of interest for you:**

- Orders that have been marked as 'Order Closed for Change' can be reopened using 'Reopen Order.'
- The total and extended amounts update correctly to include tax on the 'Summary' page.
- The 'Other Costs' field has been added back for all users.
- The Mass Edit function will work as intended, specifically when adding a new supplier on a Non-Catalog Item.
- Security Administrators can delete users or addresses even if there is an invalid field. For example, a user who has an inactive NCID can be deleted.
- Security Administrators can now remove all groups from a user's profile.
- The time-out period has been extended from 15 minutes to 30 minutes.

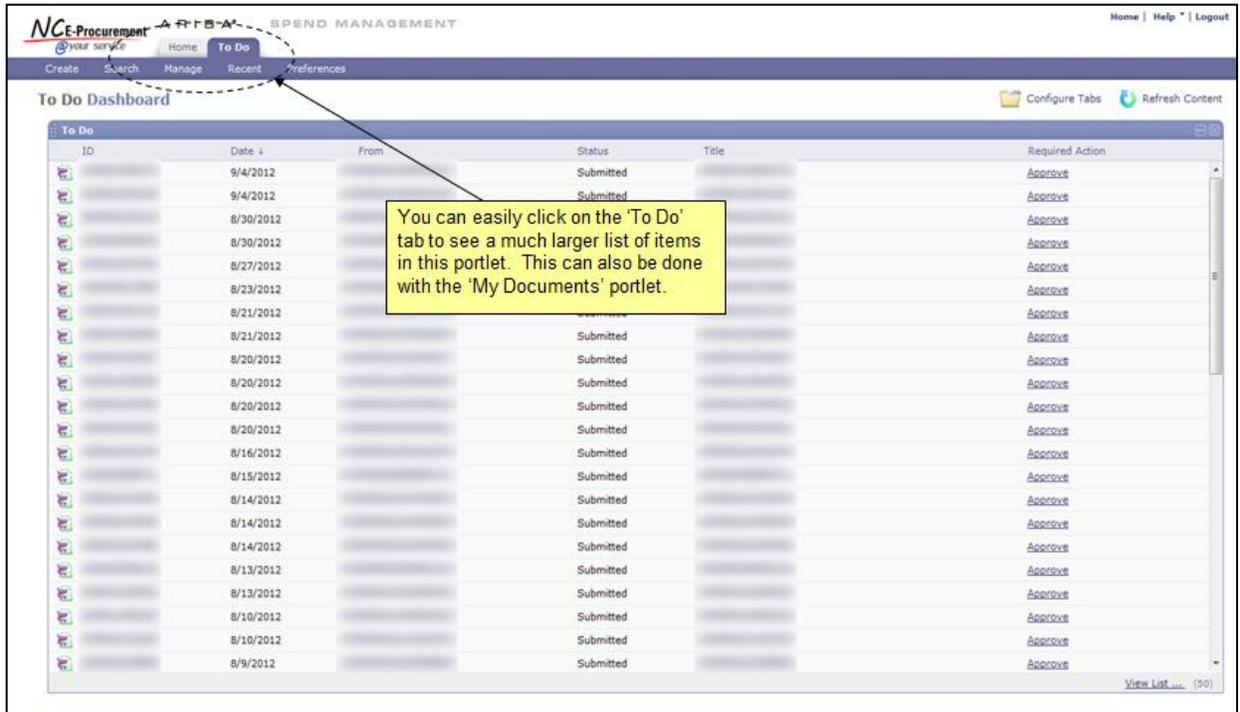
Open Transactions The transactions that remain in 'Ordered' or 'Receiving' in the [archive NC E-Procurement](#) system can still be fully received in the old system or transitioned to the upgraded NC E-Procurement. **Any transactions that are open in the Archive NC E-Procurement system at the close of business on Thursday, September 27th will be automatically completed or closed in both the Archive NC E-Procurement system and NCAS.** Open Transaction reports have been distributed to your agency procurement office to help identify transactions that need to be completed. If you have any further questions, please refer to the [Open Transaction reference guide and training](#) or contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

Tips and Tricks: A Bigger View If most of your documents appear in your 'To Do' or your 'My Documents' portlet, the five or six that appear on your home dashboard may not be enough. You can click the 'View List' / 'View More' button, or you can give your most important portlet its own dashboard!

First, click 'Configure Tabs,' then 'Add New Tab.' You can name the new tab and add whichever portlet you choose

from the 'Add Content' window.

Notice the two tabs at the top of the page, the large 'To Do' portlet on the 'To Do' tab that was created, and the original 'Home' tab:



Follow-Up

This newsletter was sent to all NC E-Procurement NCAS agency users, purchasing directors, and finance officers.

Questions about information covered in this newsletter? Send an e-mail to: ephelpdesk@its.nc.gov