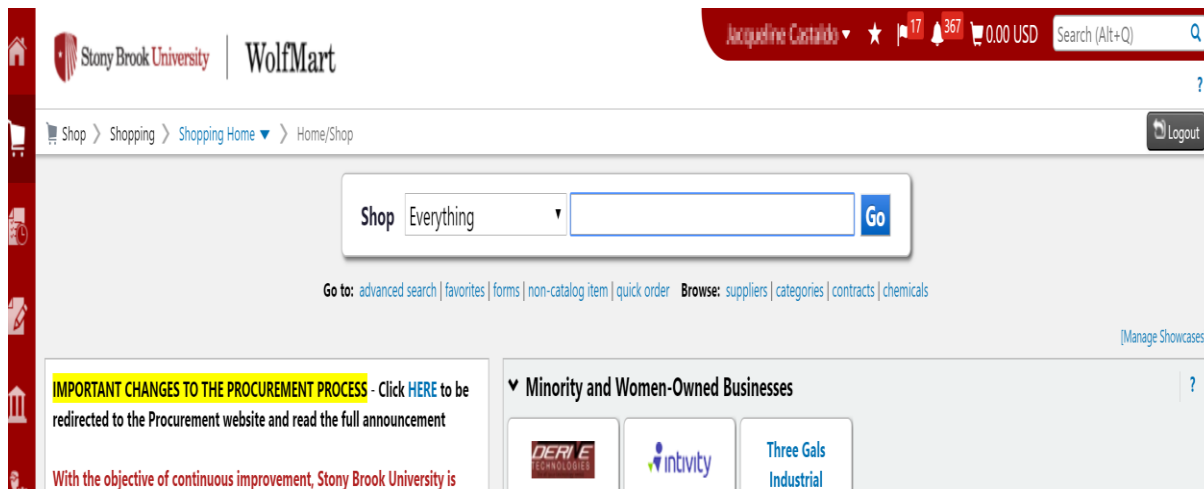# WolfMart 360 Quick Guide
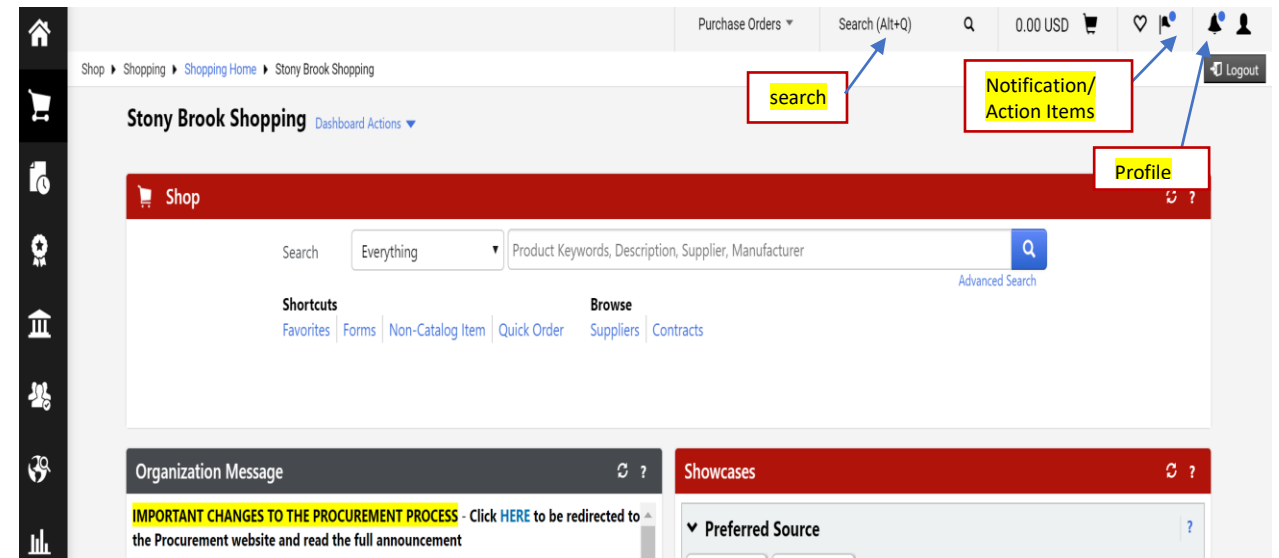## "Before & After"

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

Current WolfMart	WolfMart 360

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.)

WolfMart 360: PR and PO Display

Current WolfMart

WolfMart 360

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*)

WolfMart: Requisition & PO History

Current WolfMart	WolfMart 360

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

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!
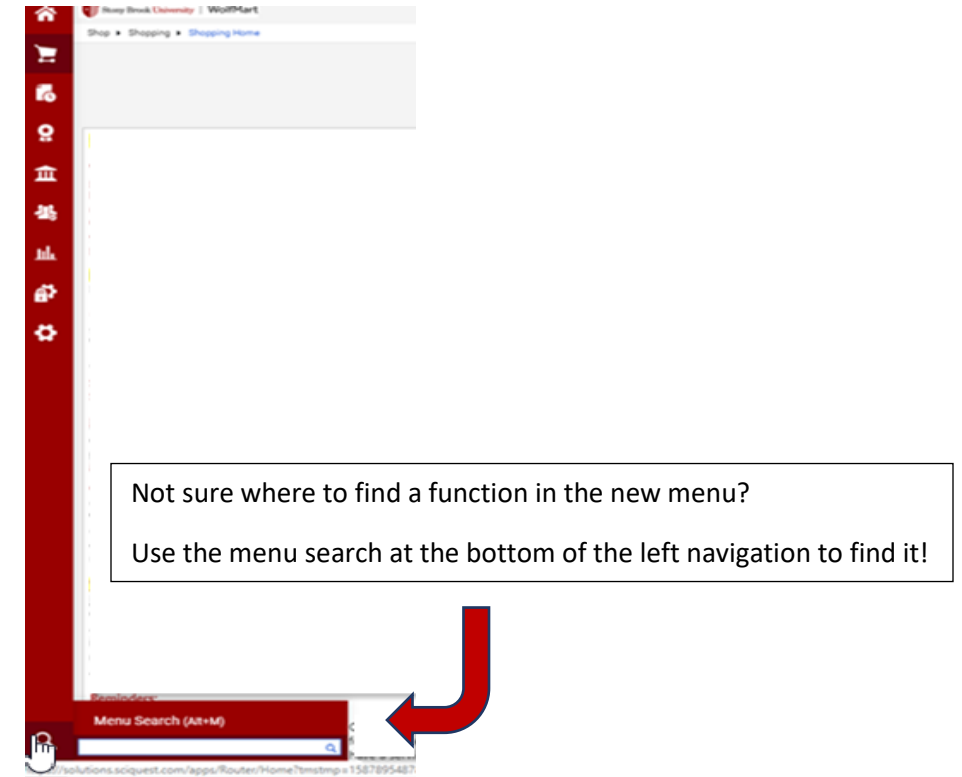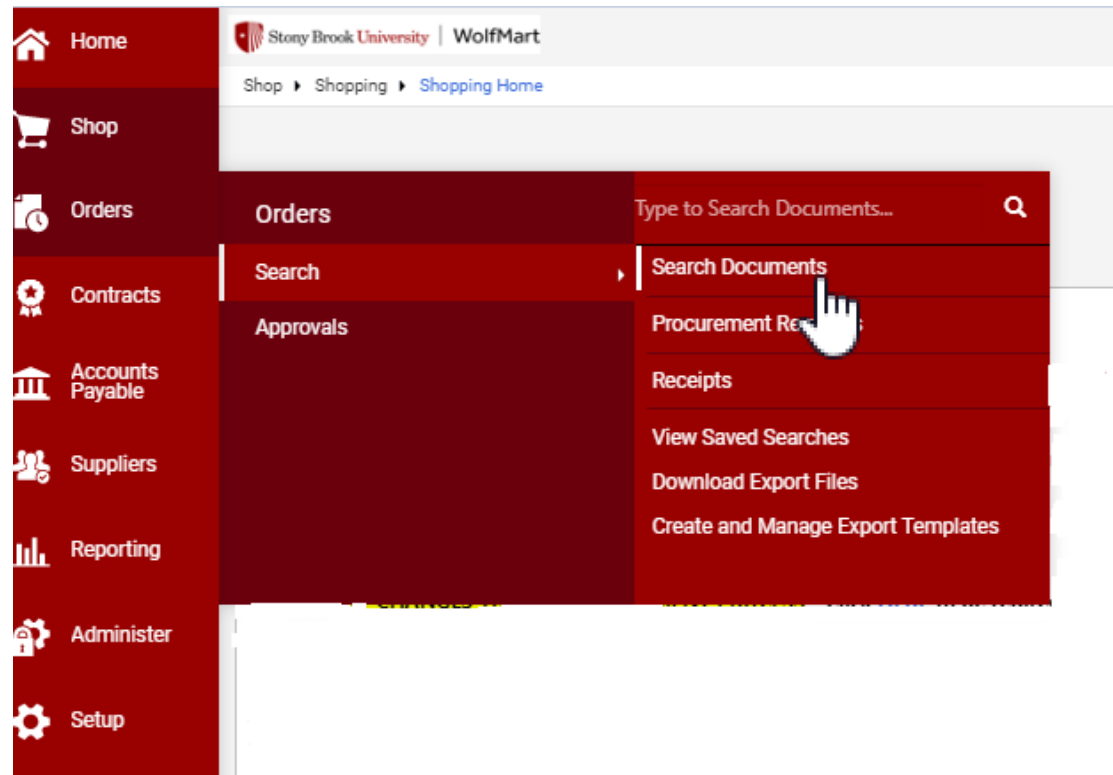
Step-by-Step

Go to **Orders** > **Search** > **Search Documents**.

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**.

WolfMart 360: Tip #2 – Adding an Attachment

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.