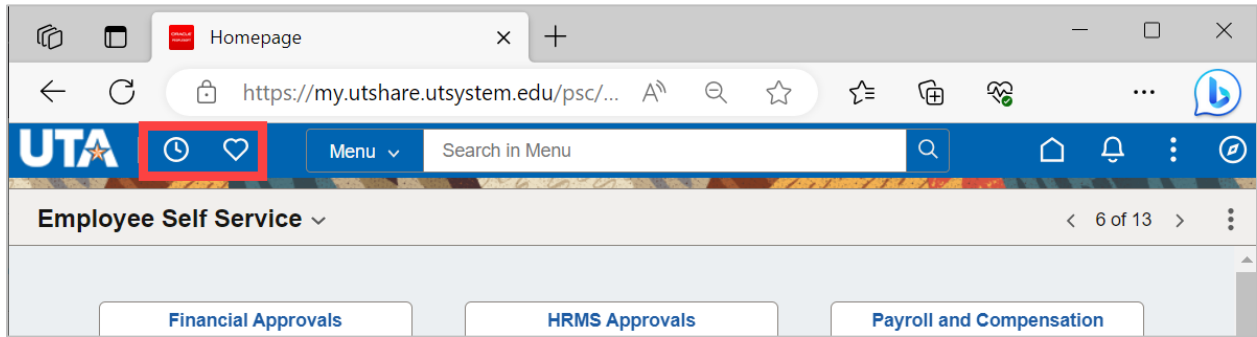UTSIS made a PeopleTools upgrade to UTShare over the weekend, changing the look and feel of several UTShare pages. Below are some of the changes you will see as of June 12, 2023. Please contact Knowledge Services if assistance is needed.

- The icons for "Recently Visited" and "Favorites" have moved from the left-hand side of the page to the left side of the header bar:

- There is now a Homepage Action icon on the homepages themselves, allowing you to personalize your homepages more easily.
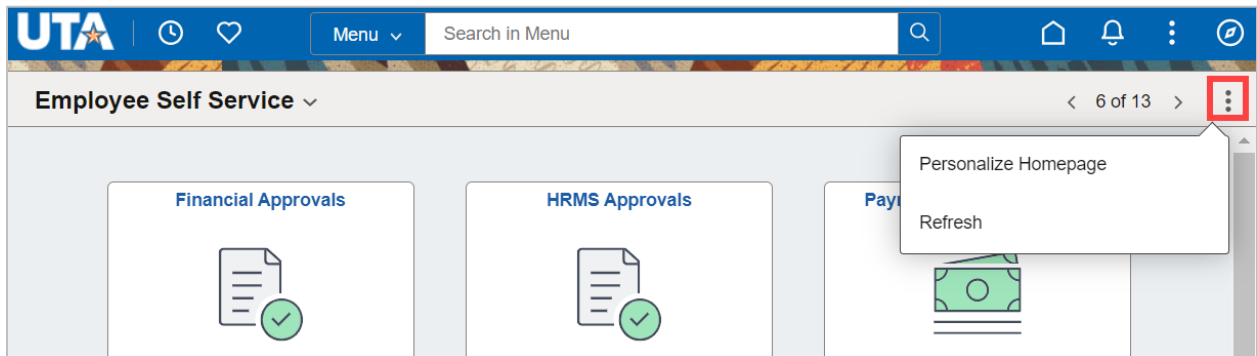
- The order of the icons on your NavBar menu might have changed. You can modify the order by clicking on the gear icon, arranging your icon order by dragging the icon names to the desired order, then clicking the Save button
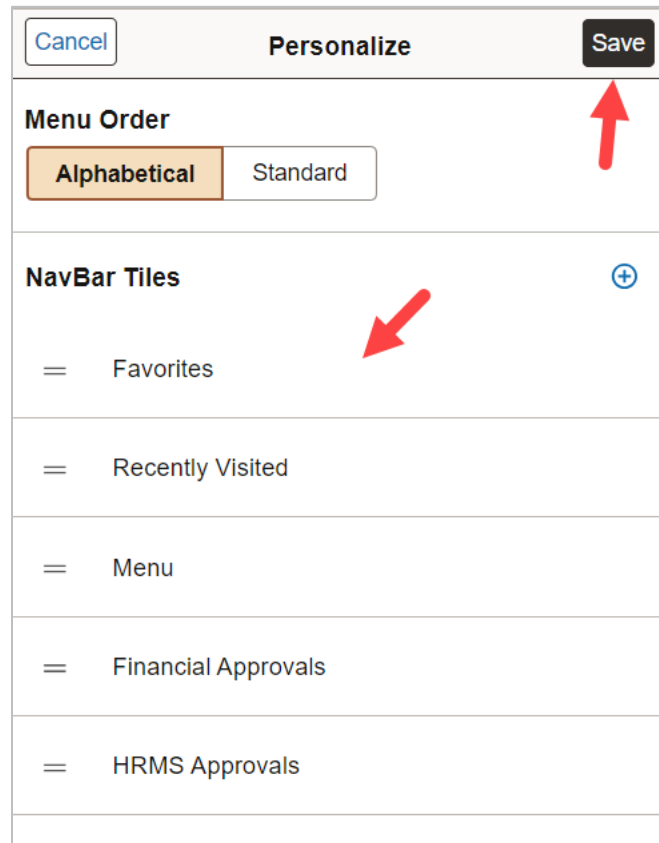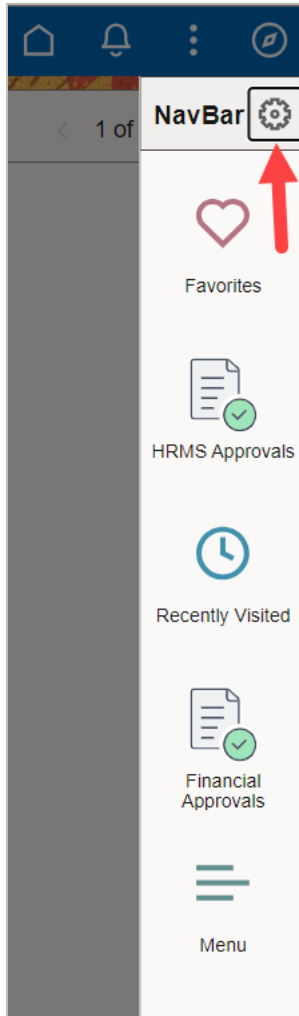
- Functional pages no longer have tabs for "Find an Existing Value" or "Add a New Value". Now they are now two different screens, with a button at the upper-right of the page to switch between the screens.

Voucher

Add a New Value   🔍 Find an Existing Value

*Business Unit	UTARL 🔍
*Voucher ID	NEXT
*Voucher Style	Regular Voucher ⌄
Supplier Name	🔍
Short Supplier Name	🔍
Supplier ID	🔍
Supplier Location	🔍
Address Sequence Number	0 🔍
Invoice Number	
Invoice Date	📅
Gross Invoice Amount	0.00
Freight Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	🔍
PO Number	🔍
Estimated No. of Invoice Lines	1

Add

- Find An Existing Value and Search pages look different.

Add a New Value

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕐 Recent Searches [Choose from recent searches ▼] ✏   🔖 Saved Searches [Choose from saved searches ▼] ✏

Business Unit	= ▼	UTARL	🔍
Voucher ID	begins with ▼		
Invoice Number	begins with ▼		
Invoice Date	= ▼		📅
Short Supplier Name	begins with ▼		
Supplier ID	begins with ▼		🔍
Supplier Name	begins with ▼		
Voucher Style	= ▼	▼	
Related Voucher	begins with ▼		
Entry Status	= ▼	▼	
Voucher Source	= ▼	▼	
Incomplete Voucher	= ▼	▼	

⌃ Show fewer options

☐ **Case Sensitive**

[Search]   [Clear]

Nothing yet
Your search results will appear here

- The "Show more options" link on the Find an Existing Value page has replaced the "Advanced Search" and will allow for more search criteria to be entered.

Travel Authorization

New Window | Help

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕙 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

Search by: [Authorization ID ▾] begins with [   ]

∨ Show more options

☐ Case Sensitive

[Search]   [Clear]

Travel Authorization

New Window | Help

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕙 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

Authorization ID [begins with ▾] [   ]
Authorization Name [begins with ▾] [   ]
Name [contains ▾] [   ]
Empl ID [begins with ▾] [   ] 🔍
Status [= ▾] [▾]
Creation Date [= ▾] [   ] 📅
∧ Show fewer options

☐ Case Sensitive

[Search]   [Clear]

- When searching for a value, instead of going directly to the document page for that value, a search will return search results for the one value. To go to the document page, click on the row in the search results table.

- The Find an Existing Value page also lets you access recently performed searches and save search criteria. The "Save Search" button will populate after the search has been performed.

- The Global Search bar is now available on functional pages.