FlashCart is upgrading! Here are some highlights of new features and improvements.

New Home Page/Simple Search

- Home and Product Search tabs have been combined; now known as Home/Shop Tab. Search by product vertical and clear visual cue of 'where to start shopping.'
- All shopping methods now accessible from home page, including, but not limited to
  - Managing and selecting favorites
  - Using Forms
  - Adding non-catalog items
  - Use Quick order
  - Browsing by supplier and category
- Showcased suppliers and services display below simple search
- Punch-out suppliers display
- Action Items
Product Search Results

- The presentation and layout changes significantly with new release
- Search results allow users to focus on key information such as description and price
- Use Sort by drop-down box for sorting (previously column headings)
- Refine search results by keyword, supplier, category or packaging UOM (Unit of Measure) (located on left side of screen)
- New sort option - by Price (high to low or low to high)
- New refine option - UOM (such as each, dozen, case)
- The Action drop-down box and Go button have been replaced by multiple options on the screen
New and Improved Favorites

- The look and feel of the Favorites area has been re-designed
- A new feature has been added - Shared Favorites allows for departmental and group favorites
New Forms Page

- The presentation and layout has improved
- A new feature includes shared forms
Preview Approvers

- Users can see all potential and future approvers in the approval preview screen
- The link displays available approvers with their contact information (email and phone number)
- Requisitioners can email approvers directly from FlashCart

ADDITIONAL NEW FEATURES

Add Workflow Comments

- Allows for conversation/comments to be captured in FlashCart
- Approvers can email comments about a PR, PO or invoice to the requisitioner which means it does not move the document (PR, PO, etc.) from its current workflow step

Return Requisitions

- Approvers can return a requisition back to the submitter
- The requisitioner can update the cart and resubmit the requisition back to the workflow
- Once resubmitted, the requisition restarts the workflow from the beginning
What's New in 9.2

For additional information regarding FlashCart, policies, access or other questions or concerns, contact the Procurement Office at procurement@kent.edu. For technical assistance, contact the IS Help Desk at 330-672-HELP (4357).