

## How to Preview the New User Experience

NEW USER EXPERIENCE will become the standard interface for everyone on July 23, 2021

### What's Happening?

On July 23, 2021, Jaggaer will update the user interface for eProcurement. No functionality will be added or lost, only the visual look and organization of the on-screen workspaces will change.

Users can begin USING the NEW USER EXPERIENCE now, and can toggle back and forth between the LEGACY INTERFACE and the NEW USER EXPERIENCE until July 23, 2021, when the LEGACY INTERFACE will be retired.

### What Will Be Affected?

Three documents are affected by the NEW USER EXPERIENCE:

- Requisitions (including carts)
- Purchase Orders
- Invoices

Each user can manually adjust their ePro account now to begin using any or all of the new document interfaces. You may switch back and forth between the LEGACY INTERFACE and the NEW USER EXPERIENCE as often as you like until July 23, 2021, when the LEGACY INTERFACE will be retired.

### How Do I Change the Interface?

To change to the NEW USER EXPERIENCE, or to toggle back to the LEGACY INTERFACE, open one of the appropriate documents – Requisition, Purchase Order, or Invoice – and select this symbol in the lower right-hand corner of the screen:



A dialog box will open and ask you to choose between the LEGACY INTERFACE or the NEW USER INTERFACE. Click the appropriate radio button and then select "Save."

You can repeat this same process to switch back