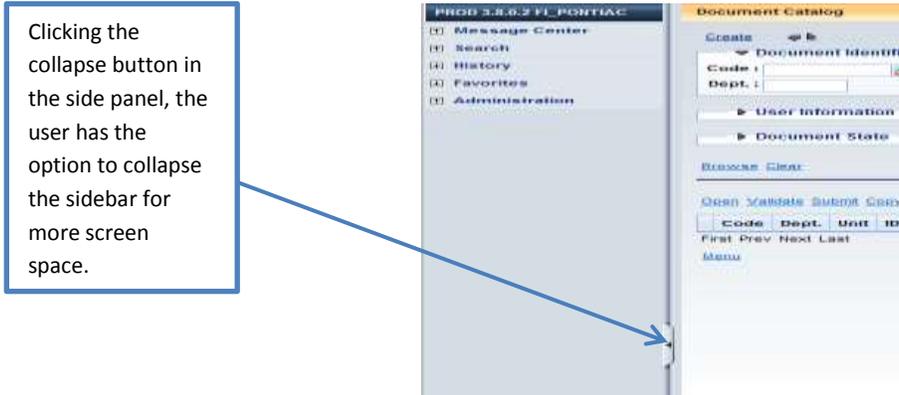


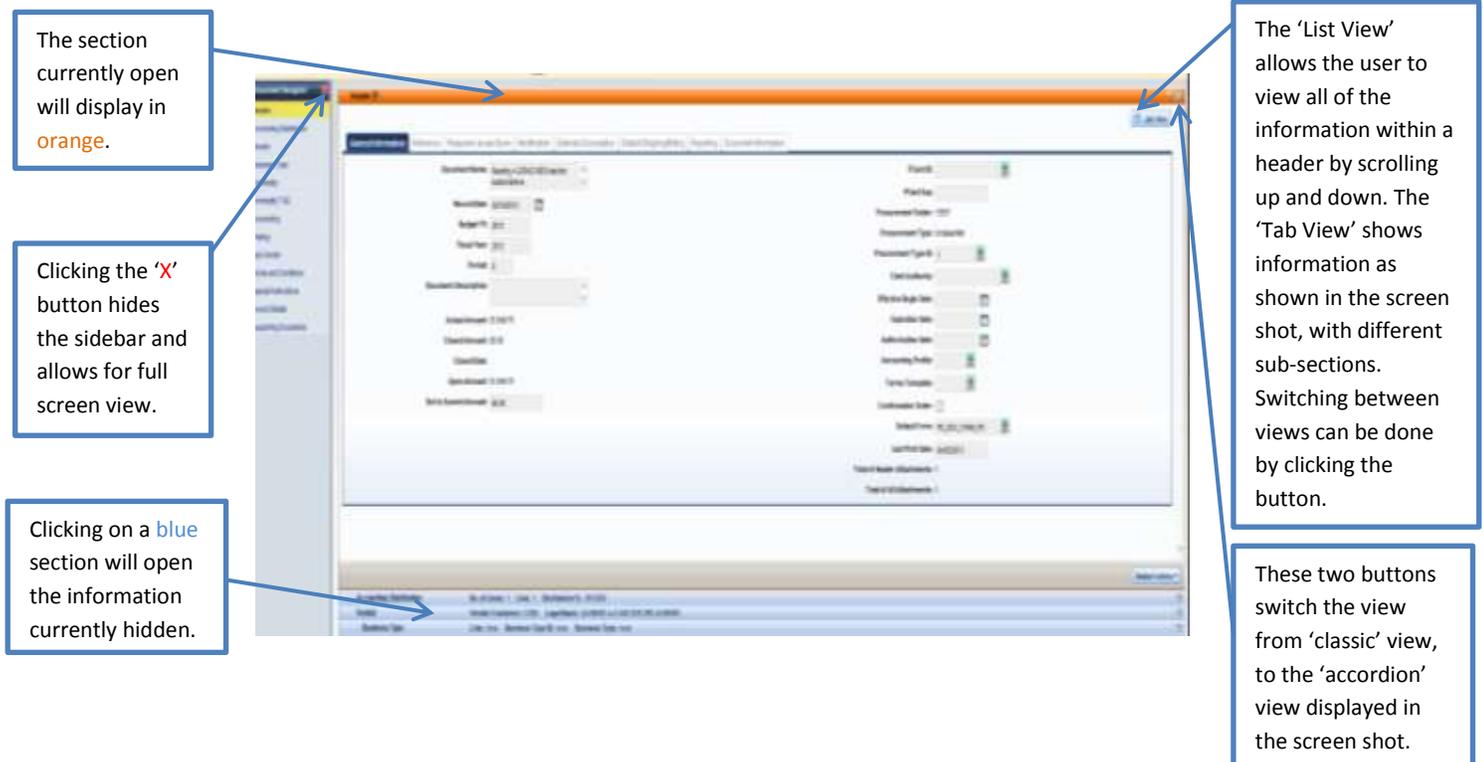
Key Differences Between Advantage 3.6 & 3.8

With many of the districts beginning the transition from Advantage version 3.6 to 3.8, we decided to compile a simple reference sheet to help make the differences between the two releases easier to navigate and work through. While most of the core navigation and functionality is the same between the two releases, there are some visual changes and short cuts that are available within 3.8 that should be illustrated. These differences are laid out below with screen shots.

- ✓ One of the major visual changes in the 3.8 release of the software is the disappearance of the traditional left-side navigation. By simply clicking on the left facing arrow in the middle of the left-side navigation, the user has the option to collapse this navigation area. This reduces the amount of scrolling, and allows for significantly more screen real estate for speeding up data entry and user review.

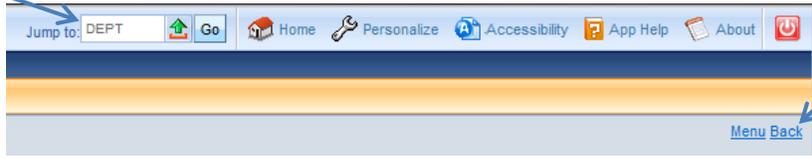


- ✓ There are a few new viewing options available within documents. The first change is the option to view all of the information within each heading in a 'List View' or a 'Tab View'. The 'List View' shows all of the information on one screen with the user scrolling down to view all of the information. The 'Tab View' will show all of the information in different sub-sections. An example of the 'Tab View' can be seen below in the screen shot.
- ✓ The second viewing change within documents is the introduction of the new 'Accordion Model' display. This shows what is immediately necessary so users can flip through document components without being overwhelmed with too much information at once. Remaining items are loaded below for on-demand use, when the user needs to access the information. However, if the accordion view is not what the user prefers, the view can be changed to the 3.6 'Classic View' by clicking on the small button located on the far right side in the orange heading, as shown in the screen shot below.



- ✓ Another great feature in version 3.8 is the jump bar on the very top of the screen near the 'Home' button. This allows the user to jump between different pages and tables by simply entering the page code in the allotted space and pushing enter or clicking  to pop up a list of available options. Also, this information will carry forward with whatever individual or task the page is currently loaded for. For example, if the user were creating a purchase order and they were on an account line, but needed to go to the department page, they could jump to the department page from the purchase order by entering the page code for department (DEPT) in the jump area and it will bring up the department from the account line in the purchase order. To go back to the purchase order, click the 'Back' button on the top right of the current page.

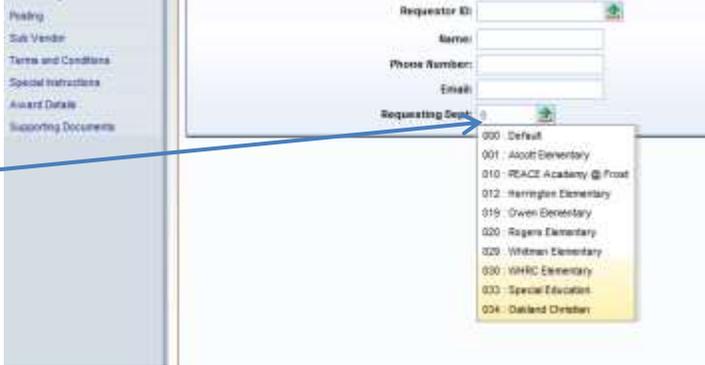
Entering a page code in this area allows the user to jump to different pages without using the 'Search' page.



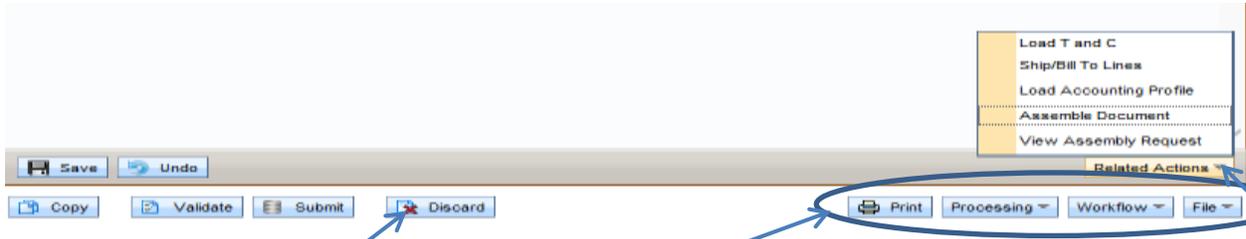
Clicking on the 'Back' button allows the user to go back to the page they were on previously before the 'Jump'

- ✓ Version 3.8 also features Auto Complete. As you type new information, Auto Complete tries to anticipate what the user is typing and offers possible matches. Using this feature can save time by avoiding navigation to the pick list page and performing a search using wild cards.

Unlike 3.6, in 3.8 the user can begin typing in certain fields and the system will try to help finish based on the available options.



- ✓ Another significant change in version 3.8 is the location and addition of buttons to the creation of documents. In version 3.6 if the user wanted to delete/discard a document they needed to go to the action menu. However, in version 3.8 there is no need for the action menu, as the buttons are all located at the bottom of the document, and there is a discard button included. There are also shortcuts to other information located at the bottom of the page that is much more easily accessible and better laid out.



Version 3.8 includes the addition of a 'Discard' button. In 3.6 this action was only available in the 'Action Menu'

The traditional 'Action Menu' from 3.6 in document creation is gone. Now all buttons are displayed on the bottom of the doc.

The "Related Actions" menu is where the user can assemble the document, view the assembly requests, and insert extended descriptions where available.

- ✓ The newer version of the Advantage software also features a change on how to view and create document comments, attachments, history and references. In version 3.6, all of these options were located on the left sidebar within a document. However, in 3.8 since the sidebar is collapsible, this functionality has been moved to the top header, as can be seen in the screenshot on the left below.

When the document has an attachment, the paperclip will appear next to the header indicating the number of attachments on a purchase order.

Click the drop down menu for help, document comments, attachments, history and references.

- ✓ The Quick Switch feature appears on the “Commodity” box when there is more than one commodity and the accounting line is displayed. In this example below, there are 3 commodity lines, and each commodity line has its own accounting lines. You can only view accounting lines for one commodity at a time. To switch between commodities from the Accounting section, select the Quick Switch icon, and then select a different commodity line. This displays all accounting lines for the selected vendor.

All three commodity lines are displayed when the Quick Switch feature is utilized. This allows the user to select which commodity and accounting should be displayed.

Click the drop down menu to access the Quick Switch feature, showing multiple commodity lines.

Line	CL Description	Line Amount	Modified
1	K-1	\$402.96	No
2	2-3	\$321.20	No
3	4-6	\$414.64	No