



## 22.2 Release Notes

### For General Solution Enhancements

Version: 1.1

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## 22.2 Release Notes Revision History

Version	Date	Description
1.0	June 20, 2022	Initial Version Updates from Preview Snapshot: <ul style="list-style-type: none"><li>• New Feature - <b>Business Analytics - General UX Enhancements</b></li><li>• New Feature - <b>22.3 Release Dates Change</b></li></ul>
1.1	July 18, 2022	Production Version Updates include: <ul style="list-style-type: none"><li>• Additional Details in <b>Business Analytics - General UX Enhancements</b></li><li>• New feature - <b>Ability to Temporarily Lock Site and Prevent User Access</b></li></ul>

# Welcome

The **22.2 JAGGAER One Product Release** will be available in the production environment starting July 18, 2022. The purpose of Release Notes is to prepare administrators for the upcoming release from an application standpoint.

This document provides **general release notes** related to basics and administration for the following JAGGAER One solutions:

- Contracts+
- eProcurement
- Inventory Management
- Invoicing
- Savings Management
- Sourcing
- Supplier Management

**Important!** Solution-specific Release Notes are available on the release page for each solution on the Product Release Library. The image below is an example of how to access a specific page for a solution.



Please see the main 22.2 page on the Product Release Library to access the Feature Snapshot.

<https://library.jaggaer.com>

**Login Required for Product Release Library: Please see the Home page of the Online Searchable help for credentials.**

## **This document will help you:**

- Understand the impacts of new features on your end-users, approvers, administrators, and other individuals using the system.
- Understand any changes required on your part to enable a feature of the system.
- Provide a starting point of “where to go” to learn more about the features and functionality discussed in this document.

# General Enhancements

## Online Help Enhancements

We are continuing to enhance the Online Searchable Help that was redesigned in the 22.1 release. Highlights for the 22.2 release include:

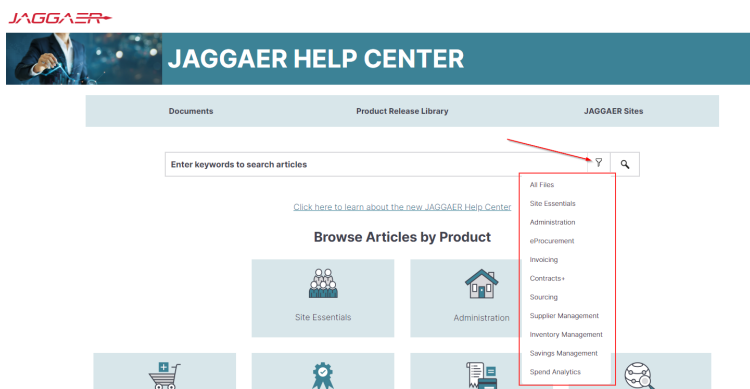
- Ability to filter key word searches by solution(s).
- Better performance when selecting to print an article.
- "Browse Related Articles" panel enhanced for easier scrolling.

## Customer Impact

- Related Solutions: All
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

## User Impact

- Users will now see a **Filter** button in the text search box on each page. When selected, the user can choose a specific module for the search term.



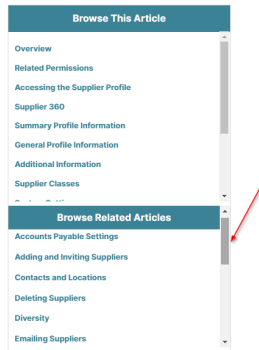
- If the filter is not selected, results will include all areas in which the search term is found. If a specific solution is selected in the filter dropdown, results will include

articles in which the search term is found in that solution only.

- The **Print** function for an article has been enhanced. Previously, the entire article was not displayed when selected for print. With this release, the entire article now displays when selecting to print.



- The **Browse Related Articles** panel has been enhanced so that the panel heading remains when scrolling through the article list.



## Administrator Impact

This feature does not impact administrators.

## Third-Party Integration Impact

This feature does not impact any third-party integrations.

## Supplier Impact

- Suppliers will also see the enhanced help features.

# JAGGAER ONE - Internet Explorer Browser No Longer Supported

As was announced with the 22.1 release, JAGGAER ONE will no longer support **Internet Explorer** beginning with the 22.2 release. This action is in response to Microsoft's plan to retire Internet Explorer and replace it with Microsoft Edge.

Internet Explorer will not be supported in the UIT (test) environment beginning June 20, 2022 and in the production environment beginning July 18, 2022.

## Why are we ending support for IE 11?

- Microsoft is ending support for IE11 effective June 15, 2022.
- IE11 is not as secure as new browsers.
- IE11 does not support recent web technologies and features.

## What do you need to do?

In preparation for the 22.2 UIT period beginning June 20, 2022, all customers should work to ensure that end users are no longer using **Internet Explorer**. JAGGAER currently supports the following browsers:

Platform	Browser Support
Windows	Edge - latest version with Windows 10 Chrome - latest version - automatically updated by Google Firefox - latest version - automatically updated by Mozilla
Macintosh	Safari 4.0 and higher Firefox - latest version - automatically updated by Mozilla
iPad	Safari - embedded browser within iPad

Please refer to the [Supported Browsers](#) document on the JAGGAER Product Release Library for more information.



Ending support for Internet Explorer is driven by Microsoft with the expectation that your organization will begin using Microsoft Edge instead. Microsoft has provided additional information as follows:

- An [Internet Explorer 11 Desktop App Retirement FAQ](#) in the Microsoft telecommunity forum.
- The ability to use Microsoft Edge in IE mode. See [How to enable IE mode on Microsoft Edge](#) in Microsoft's Q&A forum.
- A [Getting Started Guide](#) for enabling Microsoft Edge in IE mode.
- An [Internet Explorer Retirement Adoption Kit](#) with information to help you in notifying your users about the upcoming changes and transitioning to Microsoft Edge.
- A blog post, [The future of Internet Explorer on Windows 10 is in Microsoft Edge](#).
- An article detailing Microsoft's timeline for retiring Internet Explorer at [Lifecycle FAQ - Internet Explorer and Microsoft Edge](#). Please note that IE may be backward compatible and supported for other applications within your organization through 2029.

## 22.3 Release Date Change

The 22.3 Release Date is now scheduled for one week earlier than previously communicated. Please refer to the [Product Timeline](#) on the JAGGAER Product Release Library for complete information. The updated schedule for 22.3 will be as follows:

Release Event	22.3 Release Date
Promotion in Test Environment	Fri., October 7, 8am EDT through Sun, October 9, 12pm EDT
Available in Test Environment	October 10, 2022
Recommended end date of testing to allow for fixes	October 21, 2022
Promotion in Production Environment	Fri, November 4, 9pm EST through Sun, November 6, 12pm EST
Available in Production Environment	November 7, 2022

# Ability to Temporarily Lock Site and Prevent User Access

Organizations periodically need to lock down or block users from accessing their site for fiscal year end activities, server maintenance or other reasons. When locked, users are not able to log in to the site and they will see a message that the site is not available. The forced lockout must happen at the exact time customers want to lock users out.

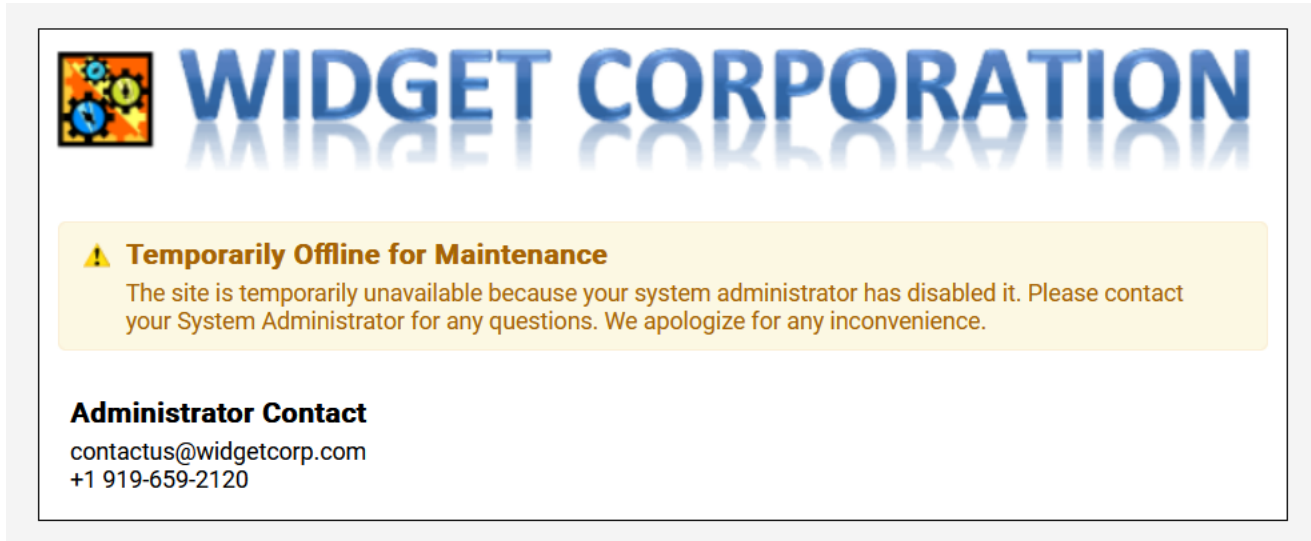
Previously, this action could only be done by JAGGAER which forces the customer to contact JAGGAER Support to have it done according to the customer's timeline. With this release, administrators with the appropriate permission will now have the ability to lock down their site, thereby preventing users from accessing the site during the lockout period.

## Customer Impact

- Related Solutions: All
- Feature Activation: This feature is **OFF** by default but can be enabled by an organization administrator.
- New Permissions related to this feature: Yes - **Enable/Disable site lockout (Permissions > Administration > System Administration)**
- New Notifications related to this feature: None

## User Impact

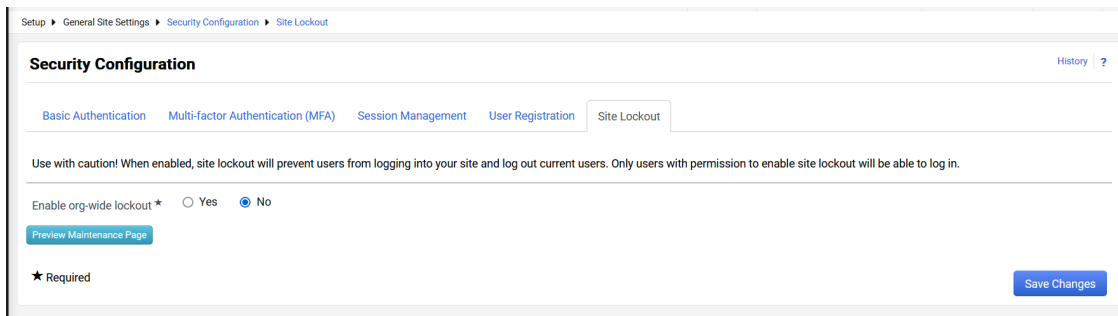
- When the site is locked, users without the **Enable/Disable site lockout** permission will see a message when attempting to access the login page. Users that are in the site at the time it is locked will see this message (or similar) upon selecting to navigate or save information on a page.



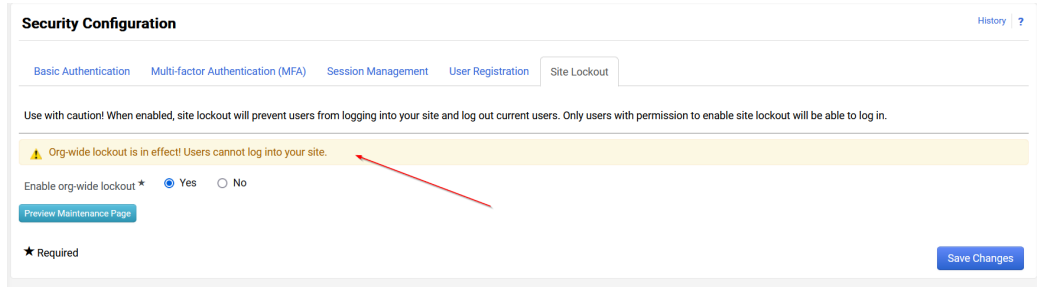
- **Note:** The image above is an example. An administrator may customize the message.
- Users with the **Enable/Disable site lockout** permission will continue to have access to the site.

## Administrator Impact

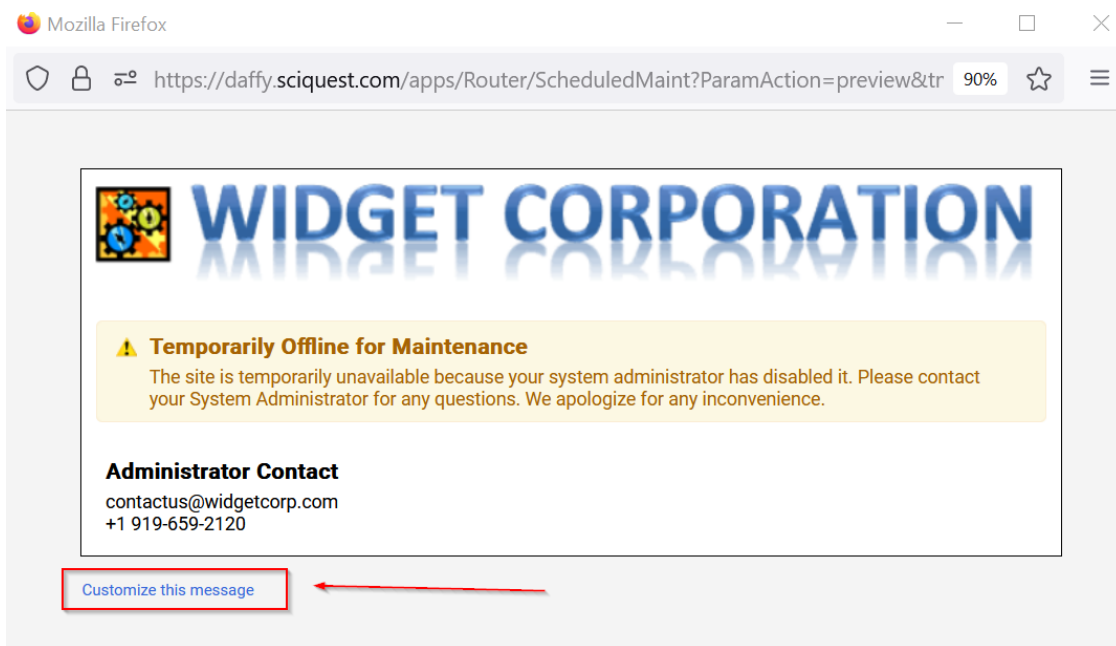
- Administrators with the **Enable/Disable site lockout** permission have access to a new **Site Lockout** page (**Setup**  **> General Site Settings > Security Configuration**)



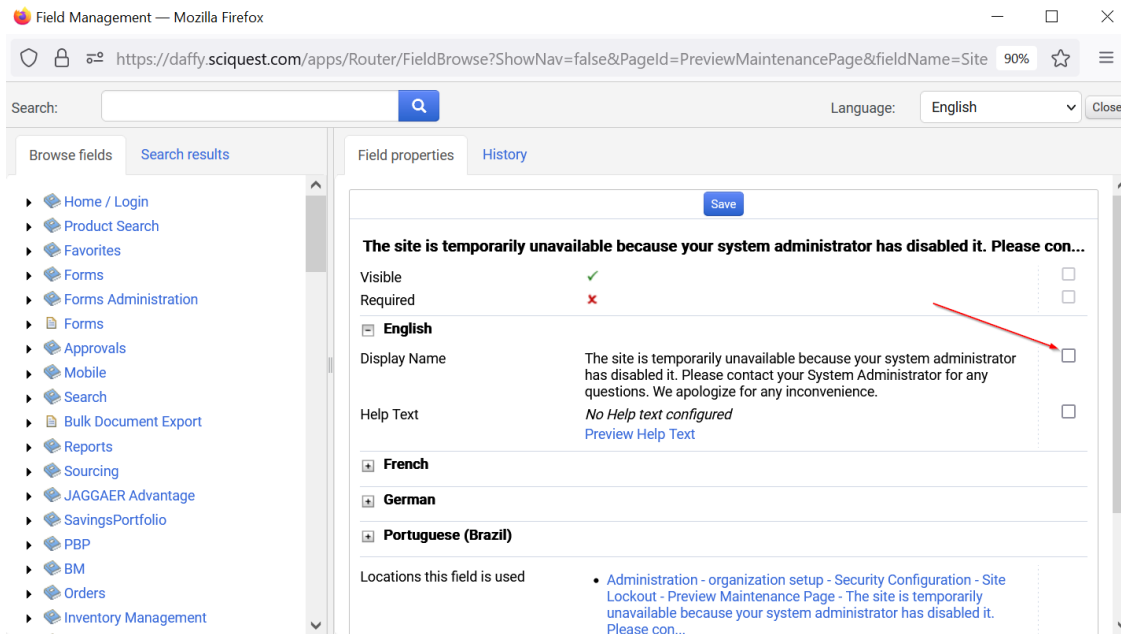
- The default selection is **No**. To **enable** a lock-out, select **Yes**, then click **Save Changes**. A confirmation message displays indicating all users will be logged out of the site. Click **Yes** to confirm the lockout.
- A confirmation message will display that changes were saved.
- The page is now displayed with a message indicating the lockout is in effect.



- To **disable** the lockout and allow users to log in, select **No** and then click **Save Changes**. A confirmation message displays that changes were saved.
- The actions for enabling and disabling the lockout are captured in **History** for the **Security Configuration** page.
- To see the message that will display to users once the lockdown is in effect, click **Preview Maintenance Page**. The default message displays until customized. To change the message, click the link to **Customize this message**.



- You are navigated to the message in **Field Management**. Click the box to the right of the **Display Name** to edit the text that is displayed. Your site logo and contact information will display by default.



## Third-Party Integration Impact

This feature does not impact any third-party integrations.

## Supplier Impact

This feature does not impact suppliers.

# Business Analytics Reports - UX Enhancements

With this release, the **Looker** tool has been updated to include many streamlined user interface enhancements. JAGGAER has also made some UX enhancements to improve the usability of **Business Analytics** reports.

## Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default
- New Permissions related to this feature: None
- New Notifications related to this feature: None

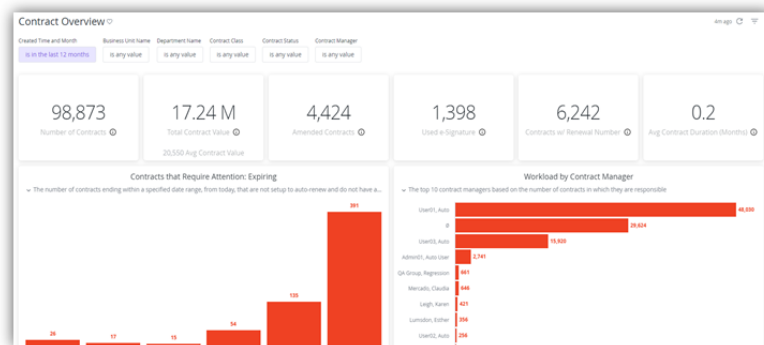
## User Impact

This feature does not impact end users.

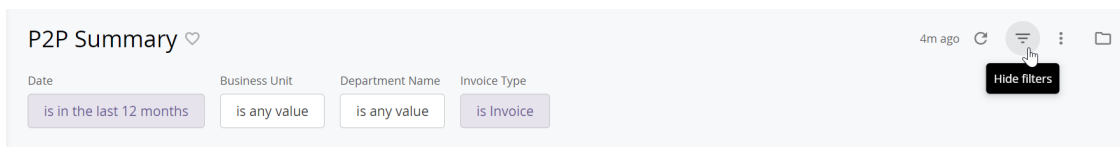
## Administrator Impact

Users will notice the following changes to the user interface when viewing **Business Analytics** reports:

- **Dashboard** - The overall Dashboard look and feel has been updated for a better user experience.

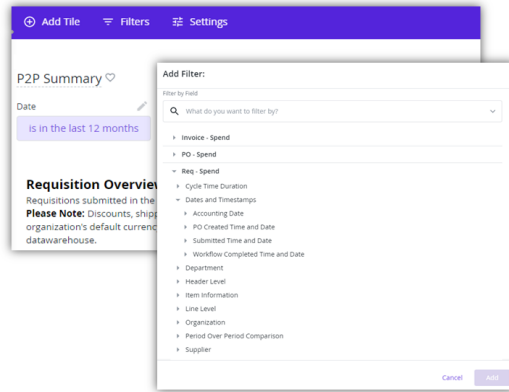


- **Filters** for the dashboard are now more visible above the dashboard tiles. Click on a specific filter to configure criteria. A new filters icon is in the top toolbar to show or hide filters.

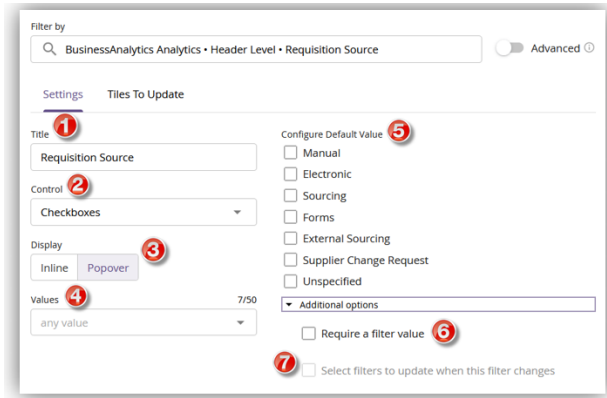


- **Adding/Updating Filters** - Make sure the dashboard is in Edit mode and you have at least one query report. Click **Filters** in the top toolbar.

- The **Add Filter** window appears pre-populated with fields from any Explores used in the dashboard. You can use the search bar to find the field you want to filter by, or you can select it from the drop-down menu.

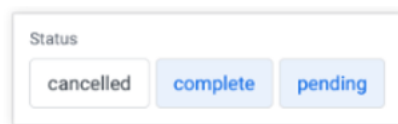


- After you select the field you want to filter by, a filter configuration window appears that allows you to customize your filter settings:



1. **Title:** Enter the title of the filter as you want it to appear on the dashboard. The title option pre-populates with the name of the filter-by field.
2. **Control:** Select from a list of control types, which vary depending on the type of data you are filtering.
3. **Display:** Select the position of the filter.
4. **Values:** To set specific value options for the filter, choose from the drop-down or enter the value options in this field. Leave blank to allow value options from the database to be surfaced, up to the maximum number of values available for that control.
5. **Configure Default Value:** Optionally, set the default value for the filter.

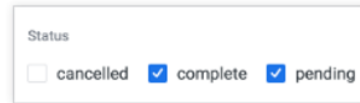
6. **Require a Filter Value:** Select the checkbox to require a value for the filter.
  7. **Select filters to update when this filter changes:** Select the checkbox to link other filters to this filter. If there are no other filters on the dashboard, this option will be disabled.
- **Dashboard filter controls** allow you to customize the appearance of filters for dashboard viewers. The filter control types available in the Control drop-down as you create a dashboard filter depend on the data type assigned to the field you're filtering on.
    - **S** = Works with the string data type
    - **N** = Works with the number data type and numeric measures
    - **T** = Works with the tier data type
    - **ZC** = Works with the zip code data type
    - **YN** = Works with the yes/no data type
    - **DI** = Works with the distance data type
    - **DU** = works with the duration data type
    - **DT** = works with the date and time data types
    - **L** = works with the location data type
    - **P** = works with the parameter
  - **Multiple Selection Controls:**
    - **Button Group** - Useful for giving viewers a curated set of up to 30 options in the **Values** setting. For **string**, **tier** and **zip code** data types, if the Values setting is left blank, the first 30 values from the database are shown. A button is colored once it's selected.



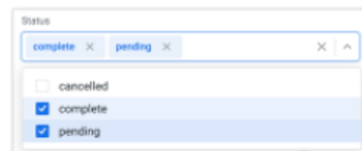
- Data Types: **S** **N** **T** **ZC** **YN** **DI** **DU**



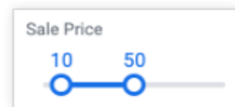
- **Checkboxes** - Useful for giving viewers a curated set of up to 50 options in the **Values** setting. For **string**, **tier** and **zip code** data types, if the Values setting is left blank, the first 50 values from the database are shown.



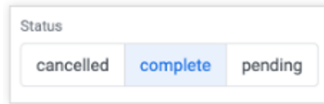
- Data Types: **S** **N** **T** **ZC** **YN** **DI** **DU**
- **Tag List** - A combination of drop-down and checkbox filters. The drop-down options can be curated in the **Values** setting. For **string**, **tier** and **zip code** data types, all values can be surfaced from the database if the Values setting is left blank. **Tag List** controls can appear only in the **popover orientation** or behind the **More** button.



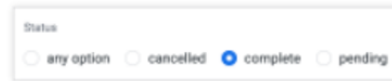
- Viewers can expand the drop-down by clicking on the chevron.
- Data Types: **S** **N** **T** **ZC** **DI** **DU**
- **Range Slider** - Range slider minimum and maximum can be set in the **Settings** tab of the filter configuration window.



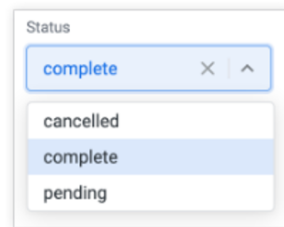
- Viewers can set the filter value range by adjusting both ends of the slider.
- Data Types: **N** **DI** **DU** **^**
- **Single Selection Controls:**
  - **Button Toggles** - Useful for giving viewers a curated set of up to 30 options in the **Values** setting. For **string**, **tier** and **zip code** data types, if the Values setting is left blank, the first 30 values from the database are shown. A button is colored once it's selected.



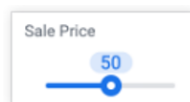
- Data Types: **S N T ZC YN DI DU P**
- **Radio Buttons** - Useful for giving viewers a curated set of up to 50 options in the **Values** setting. For **string**, **tier** and **zip code** data types, if the Values setting is left blank, the first 50 values from the database are shown.



- Data Types: **S N T ZC YN DI DU P**
- **Drop-down Menu** - The drop-down options can be curated in the **Values** setting. For **string**, **tier** and **zip code** data types, all values can be surfaced from the database if the Values setting is left blank. Drop-down menu controls can appear only in the **inline orientation** or behind the **More** button.



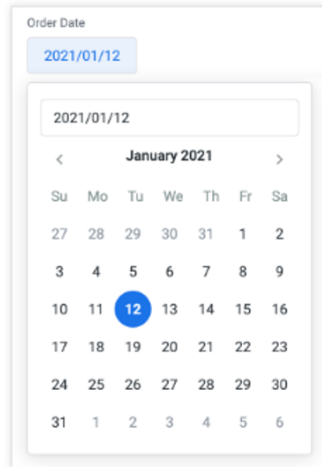
- Viewers can expand the drop-down by clicking on the chevron, then either selecting an option from the drop-down or typing in the box to narrow the drop-down options. Viewers can also select **Any value**.
- Data Types: **S N T ZC YN DI DU P**
- **Slider** - Slider minimum and maximum can be set in the **Settings** tab of the filter configuration window.



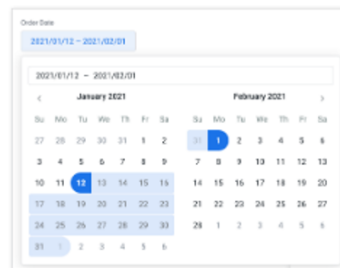
- Viewers can set the filter value range by adjusting the right end of the slider.
- Data Types: **N DI DU ^**

- **Dates and Times Controls:**

- **Single Day** - Viewers can click the date to expand the calendar and select a new day. Single Day menu controls can appear only in the **inline orientation** or behind the **More** button.

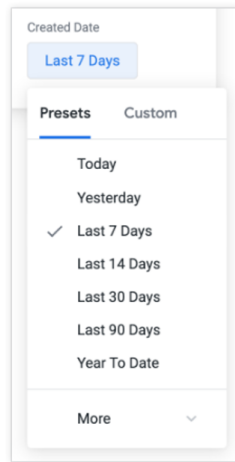


- Data Types: **DT** (Note: The single day control can be used with most **timeframes** and **time-based types**, but viewers can only select single dates with this type of control.)
- **Date Range** - Viewers can click the date range to expand the calendar and select a new date range. Date range menu controls can appear only in the **inline orientation** or behind the **More** button.



- Data Types: **DT** (Note: The date range control can be used with most **timeframes** and **time-based types**, but viewers can only select date ranges with this type of control.)
- **Timeframes** - Viewers can either select from a set of timeframes built into Looker or create their own custom timeframes by clicking the **Custom** tab. Timeframes options such as **Last 7 Days** include the current day. For a timeframe that excludes the current day, select **Advanced** from the control-dropdown and configure the value using complete days. **Year to Date**

includes the beginning of the year through to the current second. Timeframes menu controls can appear only in the **inline orientation** or behind the **More** button.

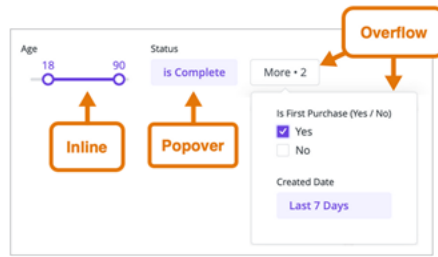


- Viewers can click on the timeframe to see the timeframes option.
- Data Types: **DT** (**Note:** The date range control can be used with most **timeframes** and **time-based types**, but viewers can only select date ranges with this type of control.)
- **Other Controls:**
  - **Advanced** - See [Filtering and Limiting Data](#) in the online Looker documentation for more information. Advanced controls can appear only in the **popover orientation** or behind the **More** button.



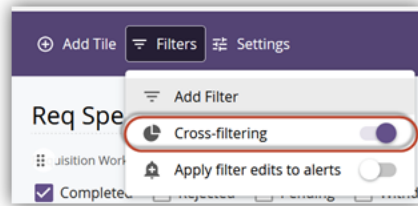
- Data Types: **S N T ZC YN DI DU L P**
- **Displaying Dashboard Filters** - To set the way a filter displays, make sure your dashboard is in edit mode and select the style of display in the Location field of the filter configuration window. Dashboard filters can be displayed in the following ways:
  - **Inline:** The filter is displayed directly in the top bar of the dashboard.
  - **Popover:** A summary value appears in the top bar of the dashboard; click the value to see the full filter.
  - **Overflow:** A More button appears in the top bar of the dashboard with a numeric indicator of the number of overflow filters; click the button to see the overflow filters

and their values.

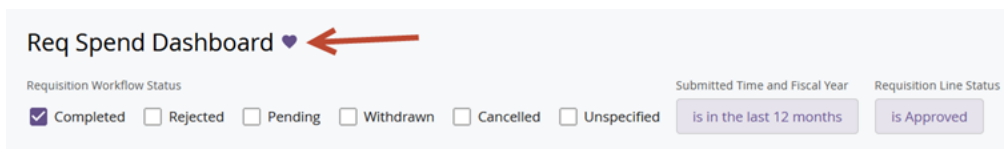


- If all filters are displayed in the overflow position, the More button will instead read Filters.

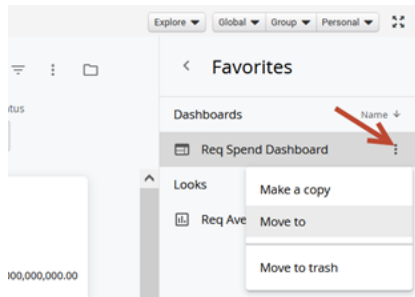
• **Dashboard Cross Filtering:**



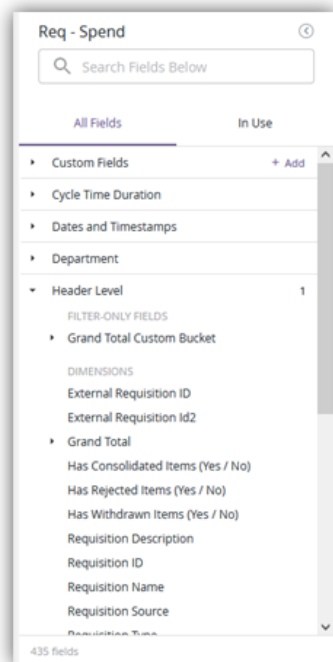
1. Click a data point within a tile containing a supported visualization. For bar, column, line, area, scatterplot, and pie charts, you can also click the chart legend.
  2. The tile creating the cross-filter highlights that data point and greys out all other data points. All other data tiles will be filtered by the value of that data point. The cross-filter field and value appear at the top of the dashboard for reference.
  3. To add an additional value to an existing cross-filter, hold down the Command (Mac) or Control (Windows) key on your keyboard while clicking on additional data points or legends.
  4. The tiles filter on the additional value as well. The additional value for the cross-filter appears at the top of the dashboard.
  5. To add a new cross-filter, click another data point on any tile containing a supported visualization type. All tiles filter by that cross-filter as well, and an additional field and value appears at the top of the dashboard.
- **Dashboard / Look Favorites** - By selecting the heart on your dashboard or Look, next to the name, will cause it to be added to your favorites folder.



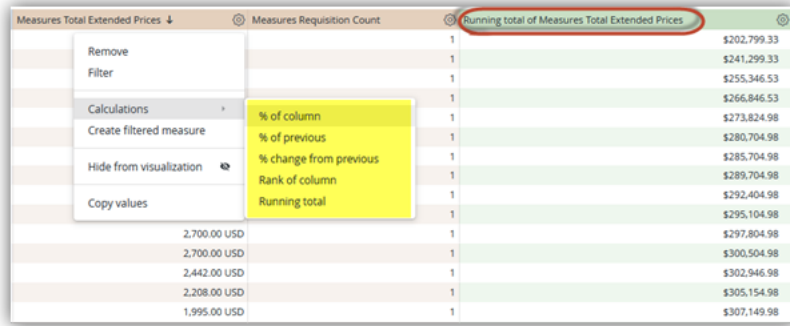
- **Copy or Move Dashboards/Looks** - Select the three dots next to the Dashboard or Look you want to copy or move. Once the selection is made you will need to select the folder where you would like the Dashboard/Look to be moved or copied.



- **Field Picker** - You'll notice that the Field Picker panel has separation lines between the field headings, making it easier to identify the separate sections to be expanded or collapsed.



- **Common Calculation Shortcuts available on Measures** - When using measures, select the menu wheel in the top right corner of the column. There is a new option called Calculations. These are default table calculations that you can select and add to your report, as needed.



- **Standard Measures** include:

Calculation	Description	Input	Lexp	Format	Name
% of column	The row value divided by the sum of values in the column. When the row limit has been reached, this calculation only includes values in the data table.	field_1	field_1/sum (field_1)	% (0 decimal places)	Percent of view_name field_name
% of previous	The current row's value divided by the value of the row below.	field_1	field_1/offset (field_1,1)	% (0 decimal places)	Percent of previous - view_name field_name
% change from previous	The difference between the current row's value and the value of the row below, divided by the value of the row below.	field_1	field_1/offset (field_1,1) - 1	% (0 decimal places)	Percent change from previous - view_name field_name
Rank of column	The rank of a row's value among all	field_1	rank (field_1, field_1)	Default formatting	Rank of view_name

Calculation	Description	Input	Lexp	Format	Name
	values in the column. When the row limit has been reached, this calculation only includes value in the data table.				field_name
Running total	The cumulative sum of the current row's value and all previous row values in the column.	field_1	running_total (field_1)	Default formatting	Running total of  view_name field_name

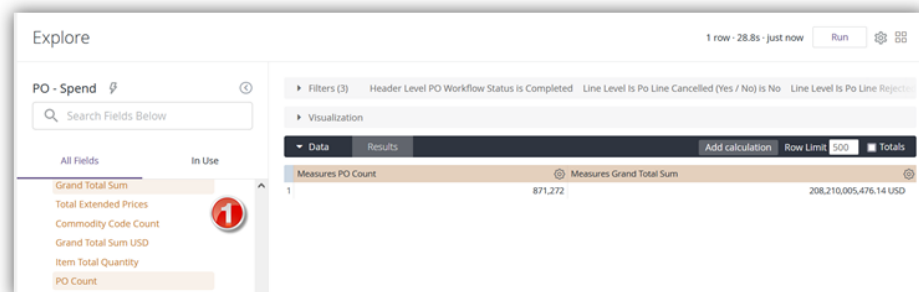
- **Pivoted Measures** include:

Calculation	Description	Input	Lexp	Format	Name
% of previous column	For pivoted fields, the current column's value divided by the value of the column to its left.	field_1	field_1/pivot_offset(field_1,-1)	% (0 decimal places)	Percent of previous column of  view_name field_name
% change from previous column	For pivoted fields, the difference between the current column's value and the value of the column to the left, divided by the value of the column to the left.	field_1	field_1/pivot_offset (field_1,-1)) - 1	% (0 decimal places)	Percent change from previous column of  view_name field_name

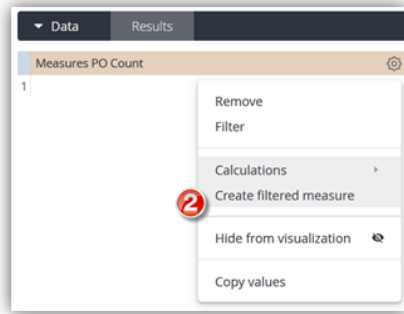


Calculation	Description	Input	Lexp	Format	Name
% of row	For pivoted fields, the percent of the current column's value divided by the row sum of that field.	field_1	field_1/sum (pivot_row (field_1))	% (0 decimal places)	Percent of row
Running row total	For pivoted fields, the cumulative sum of the current column and all previous columns in this row.	field_1	sum (pivot_offset_list (field_1,-1*pivot_column() +1,pivot_column()))	Default formatting	Running row total

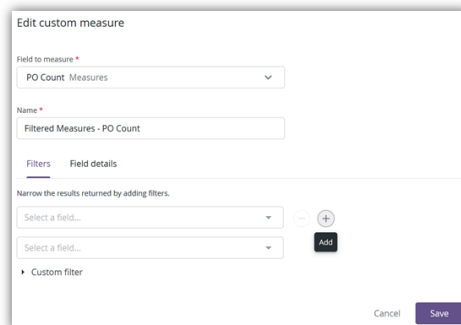
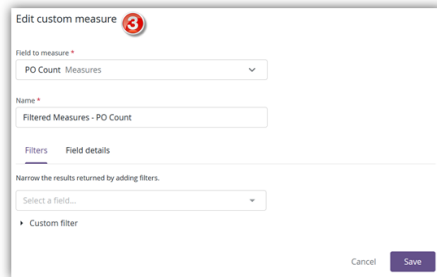
- To create a filtered measure:
  1. Add at least one measure to your report.



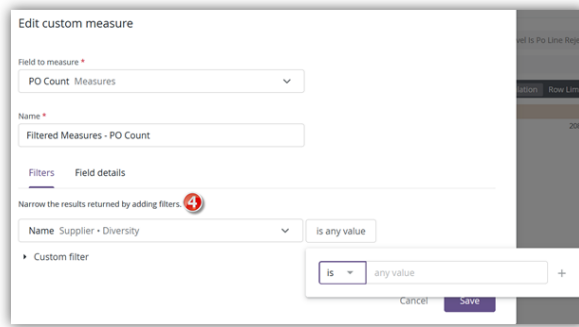
2. Click on the gear wheel in the upper right hand corner of the column and then select 'Create filtered measure' from the dropdown menu.



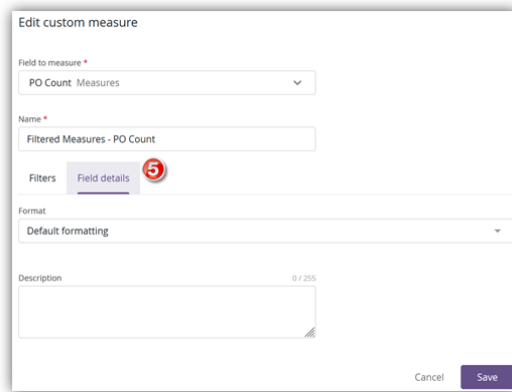
3. In the pop-up window will appear, modify the **Name** and choose the filters that you would like to apply. You can add multiple filters against the measure.



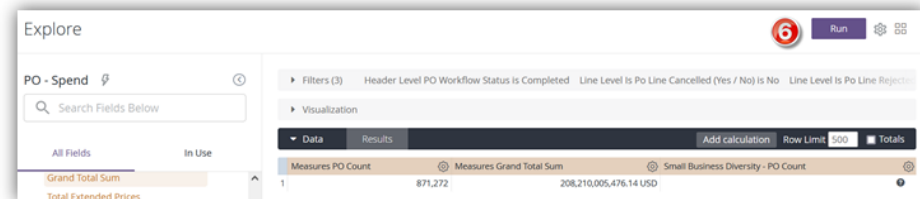
4. After selecting your desired filter, you will then need to select/enter the value that you would like applied. By selecting the '+' next to the value field, you can add multiple 'OR' values.



- Once you have selected your filters and their corresponding values, select the **Field details** tab, where you can select the desired format as well as add a description. Select 'Save'.



- The newly created filtered measure will now appear in your list of selected fields. You will need to select the 'Run' button in order for the query results to appear. Once your results appear, you will have the option to add a table calculation.



## Third-Party Integration Impact

This feature does not impact any third-party integrations.

## Supplier Impact

This feature does not impact suppliers.

# Business Analytics - Standardize Report Data Time Zones

When running queries that utilize date timestamps, customers may have noticed previously that not all of the database tables were configured to be on the UTC time zone. Some tables were on the UTC time zone while others were on Eastern, for example. With this release, all Business Analytics tables will utilize the **UTC/GMC time zone** and honor daylight savings time, regardless of where the user resides.

## Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

## User Impact

This feature does not impact end users.

## Administrator Impact

- Administrators will notice standard UTC time zone consistency across all report data.

## Third-Party Integration Impact

This feature does not impact any third-party integrations.

## Supplier Impact

This feature does not impact suppliers.

# Business Analytics - Supplier Data in Analytics Tool

Previously, only suppliers associated with eProcurement documents, sourcing events, supplier workflows or contracts were included in the Analytics tool. With 22.2, a new **Supplier Explore** page is available in order to analyze all suppliers - not just those associated with a document. Explore options include fields that are available in supplier groupings in other Explore pages. **Diversity** information is also added to supplier information with this release.


## Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

## User Impact

This feature does not impact end users.

## Administrator Impact

- A new **Supplier Explore** page is available from Business Analytics Dashboards (**Reporting**  **> Operational and Site Usage Reports > Business Analytics Dashboards**). Click the **Explore** button and select **Supplier**.
- The following **Field Picker** sections are available for selecting dimensions and measures to report on all suppliers:
  - Custom fields
  - Cycle Duration (for Review and Registration workflows)
  - Organization (Base currency, fiscal year, etc.)
  - Supplier information from the supplier profile, including Diversity information. Also, if the supplier was requested, the Form Request ID is provided.
  - Supplier Dates and Timestamps related to Diversity certifications, registrations, profile updates, review workflow.

### **Third-Party Integration Impact**

This feature does not impact any third-party integrations.

### **Supplier Impact**

This feature does not impact suppliers.