

# Hot Sheet



Topic	DO NOT Clear System Messages
<b>Document Types Involved</b>	Bid <input checked="" type="checkbox"/> Requisition <input checked="" type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input checked="" type="checkbox"/> Credit Memo <input checked="" type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>
<b>Reason for Publication</b>	<p>The System Messages tab is available to all Accounts Payable, Department Access and Basic Purchasing ProcureAZ users. This tab displays key messages generated when documents move through ProcureAZ. The types of messages noted are errors, warnings and successful creation of POs and Clones. These messages are the same messages that are seen on ProcureAZ Documents.</p> <p>The messages displayed on this tab <b>are not limited to documents created by the user</b>. The user can see all messages for documents that were created in the departments/locations that are included on the user’s profile. For Basic Purchasing users, that will be all locations within the Organization.</p> <p>The user can clear any/all of the displayed messages – they are not limited to their own documents.</p> <ul style="list-style-type: none"> <li>This may remove error messages that would help another user identify what needs to be corrected on their document.</li> </ul>
<b>Steps Resulting in Scenario</b>	<ol style="list-style-type: none"> <li>A user clicks on the System Messages tab to view the messages.</li> <li>The user checks the Select box on one or more displayed messages</li> <li>The above user scrolls down to the bottom of the page and clicks the <b>Clear Messages</b> button.</li> </ol> <p> The selected messages will be cleared from the tab</p> <ul style="list-style-type: none"> <li><b>Those messages will no longer be available on the documents either.</b></li> </ul> <hr/> <ol style="list-style-type: none"> <li>A user clicks on the System Messages tab to view the messages.</li> <li>The above user scrolls down to the bottom of the page and clicks the <b>Clear All Messages</b> button.</li> </ol> <p> All messages will be cleared from the tab</p> <ul style="list-style-type: none"> <li><b>Those messages will no longer be available on the documents either</b></li> </ul> <p>4.</p>

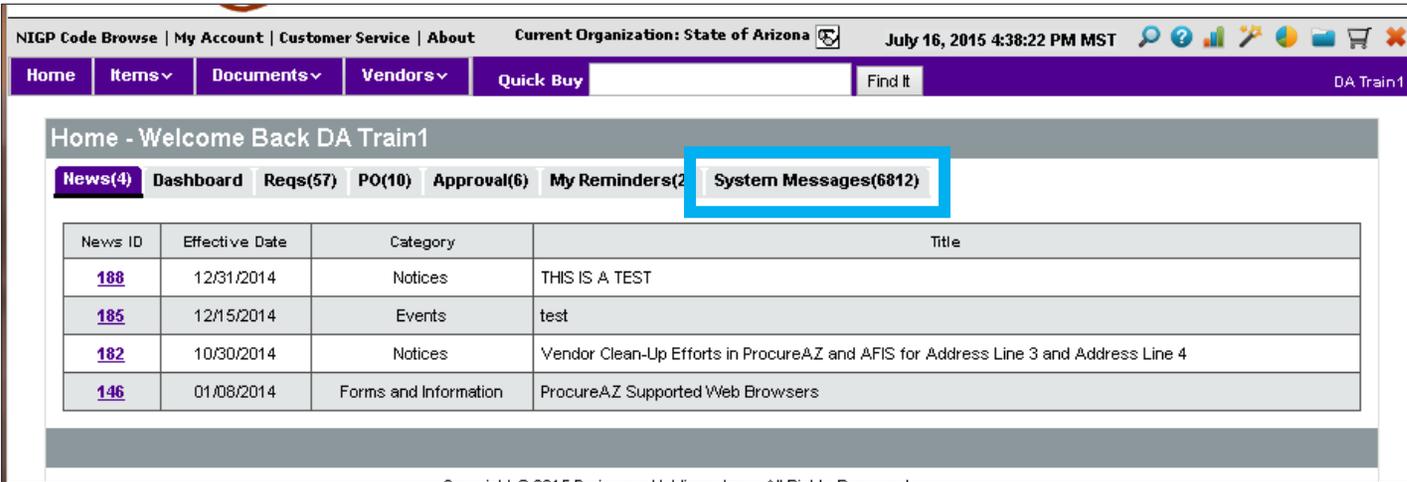
**Recommended Strategy**

Inform users **NOT TO CLICK** the *Clear Messages* or *Clear All Messages* button

- We are working with Periscope to set development priority for a way to limit access to clear messages to specific users.

**Screenshots**

**1. ProcureAZ Home Page showing location of System Messages tab**



The screenshot shows the ProcureAZ Home Page. At the top, there is a navigation bar with links for "Home", "Items", "Documents", "Vendors", and "Quick Buy". Below this, there is a "Home - Welcome Back DA Train1" header. A secondary navigation bar contains several tabs: "News(4)", "Dashboard", "Reqs(57)", "PO(10)", "Approval(6)", "My Reminders(2)", and "System Messages(6812)". The "System Messages(6812)" tab is highlighted with a blue box. Below the tabs is a table with the following data:

News ID	Effective Date	Category	Title
<a href="#">188</a>	12/31/2014	Notices	THIS IS A TEST
<a href="#">185</a>	12/15/2014	Events	test
<a href="#">182</a>	10/30/2014	Notices	Vendor Clean-Up Efforts in ProcureAZ and AFIS for Address Line 3 and Address Line 4
<a href="#">146</a>	01/08/2014	Forms and Information	ProcureAZ Supported Web Browsers

*Continued on Next Page*

## 2. Selecting individual messages and clicking Clear Messages REMOVES those messages from the tab and also from the documents

Basic Purchasing Messages

Show All  Show Errors  Show Warnings  Show In Progress

Requisition Messages

Show 5 entries

Document ID	Message	Message Type	Date Created	Select
<a href="#">ADSP015-00253811</a>	New Purchase Order is <a href="#">ADSP015-085238</a>	New Document Created	07/16/2015 09:21:12 PM	<input checked="" type="checkbox"/>
<a href="#">ADSP015-00253809</a>	New Purchase Order is <a href="#">ADSP015-085238</a>	New Document Created	07/16/2015 11:58:33 AM	<input type="checkbox"/>
<a href="#">ADSP016-00253808</a>	Cloned requisition is <a href="#">ADSP015-00253809</a>	New Document Created	07/16/2015 11:58:10 AM	<input type="checkbox"/>
<a href="#">ADSP015-00253806</a>	New Purchase Order is <a href="#">ADSP015-085238</a>	New Document Created	07/16/2015 10:40:26 AM	<input checked="" type="checkbox"/>
<a href="#">ADSP015-00253795</a>	Cloned requisition is <a href="#">ADSP015-00253796</a>	New Document Created	07/15/2015 02:34:34 PM	<input type="checkbox"/>

First Previous 1 2 3 4 5 Next Last

Clear Messages Clear All Messages Cancel & Exit

OR

## 2. Scrolling to the bottom of the page and clicking Clear Messages REMOVES those messages from tab and the documents

Basic Purchasing Messages

Show All  Show Errors  Show Warnings  Show In Progress

Requisition Messages

Show 5 entries

Document ID	Message	Message Type	Date Created	Select
<a href="#">ADSP015-00253811</a>	New Purchase Order is <a href="#">ADSP015-085238</a>	New Document Created	07/16/2015 09:21:12 PM	<input type="checkbox"/>
<a href="#">ADSP015-00253809</a>	New Purchase Order is <a href="#">ADSP015-085238</a>	New Document Created	07/16/2015 11:58:33 AM	<input type="checkbox"/>
<a href="#">ADSP016-00253808</a>	Cloned requisition is <a href="#">ADSP015-00253809</a>	New Document Created	07/16/2015 11:58:10 AM	<input type="checkbox"/>
<a href="#">ADSP015-00253806</a>	New Purchase Order is <a href="#">ADSP015-085238</a>	New Document Created	07/16/2015 10:40:26 AM	<input type="checkbox"/>
<a href="#">ADSP015-00253795</a>	Cloned requisition is <a href="#">ADSP015-00253796</a>	New Document Created	07/15/2015 02:34:34 PM	<input type="checkbox"/>

First Previous 1 2 3 4 5 Next Last

Clear Messages Clear All Messages Cancel & Exit

Screenshots Continued