

Mange Tab- New User Interface

Manage Tab

Click on the blue date link to open the transaction.

The screenshot shows the 'Manage' tab in the ESM system. At the top, there are navigation tabs: 'Shop', 'Manage (1)', 'Receive', and 'Invoice'. A search bar is present with the text 'Search Keyword(s), Item Numbers, etc.'. Below the search bar, there are filters for 'Filter By: Active', 'Showing: All', and 'Sort By: Create Date'. A 'Cart' icon shows 0 items and a total of 0.00 USD. The main content area displays a list of transactions. The first transaction is highlighted with a red box and contains the following details:

05/14/2015-07:55-Marks-21ST CE... Transaction #: 21837	Total Line Items: 1 PO #: 463	Total Value: 100.00 USD Supplier: 21ST CENTURY ACADEMY	Create Date: 05/14/2015 Requester: David E Marks	Order Type: 1-Standard Order Approve Arrival Date: 05/14/2015	Pending Approval
---	----------------------------------	---	---	--	----------------------------------


Notes and attachments at header level





The screenshot shows the 'Manage' tab for a specific transaction. The 'Transaction Summary' section on the right provides details for Transaction #: 21837, including the create date (05/14/2015), supplier (21ST CENTURY ACADEMY), requester (David E Marks), and cart originator (David E Marks). The 'Transaction Name' section shows the date and time of the transaction: '05/14/2015-07:55-Marks-21ST CENTURY ACADI'. A red arrow points from this date link to the 'Notes and Attachments' section, which is highlighted with a red box. This section contains options for 'Internal Note' and 'External Note', each with a document icon and a plus sign. At the bottom of the page, there are buttons for 'Approve', 'Reapprove', 'Reject', 'Ad Hoc Review', and 'Sourcing'.

Line Item Details

Notes and attachments at line item

Line Item Details (Total: 1)

Item Details	Quantity	Price	Subtotal	Tax	Item Total (USD)	
1  description edit		100.00 / Each	100.00	0.00	100.00	more... ✖

Notes and Attachments:
Internal Note   External Note  

[Continue](#)




[View Workflow Details](#) [Change](#)

Workflow Details

View Workflow Details

Workflow Name	Approver Name	Status
Purchasing Bypass-1 UTK 17	Blake Reagan	Active - 03/07/2019 09:54 ET
	OR Abbie Shellist	Active - 03/07/2019 09:54 ET
	OR Ryan Holliday	Active - 03/07/2019 09:54 ET
	OR Bradley M New	Active - 03/07/2019 09:54 ET
	OR Sabrina Soltau	Active - 03/07/2019 09:54 ET
	OR Donna L Holton	Active - 03/07/2019 09:54 ET
	OR Lisa R Pate	Active - 03/07/2019 09:54 ET
	OR Amy Dudenbostel	Active - 03/07/2019 09:54 ET

Next Steps

Manage   

- General Details [Change](#)
- Delivery Details Attn: David E Marks Location: Test UT [Change](#)
- Billing Details Attn: Mark Paganelli Location: Test UT [Change](#)
- Contract Details [Change](#)
- Line Item Details (Total: 1) [Change](#)
- View Workflow Details [Change](#)

[Approve](#) [Reapprove](#) [Reject](#) [Ad Hoc Review](#) [Sourcing](#)