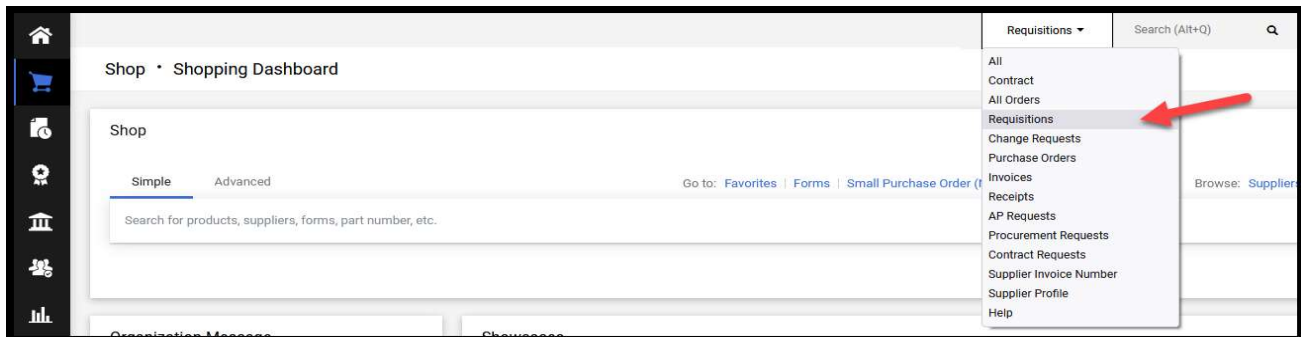


iShopUTRGV Quick Reference Guide

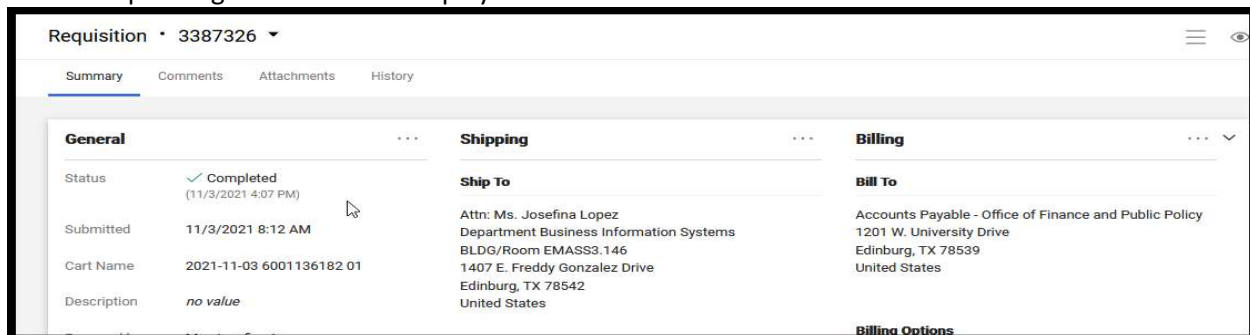
How to - Add Comments/Attachments to a User Group

iShopUTRGV allows you to add comments and attachments to requisitions and purchase orders at any time. *Questions can be emailed to: ishop@utrgv.edu

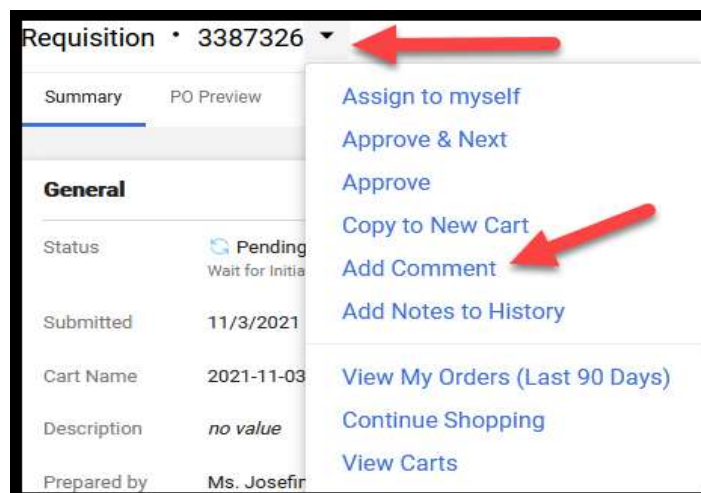
Step 1: Select Requisition Number option from the drop box, enter requisition number for inquiry and press enter.



Step 2: The corresponding document will display.



Step 3: The document will appear on the screen. Click on “Requisition” and select “Add Comment” from the drop down box.



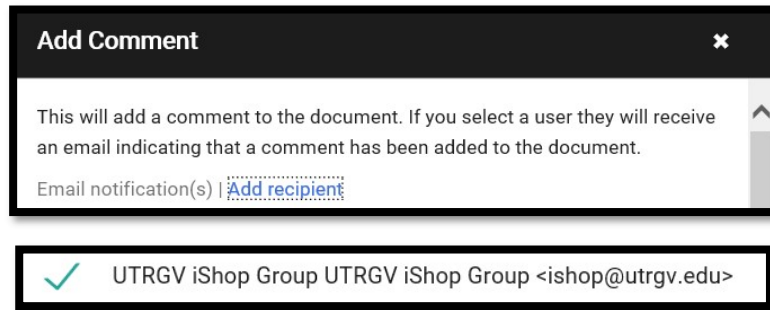
Step 4: A window will pop up to complete the comment information. Click on “Add recipient” to search for the user group: iShop, Accounts Payable, or BSC.

Step 5: To Search for another Recipient. Click on “Add recipient”. Add any filters to the User Search. Click on “Search”.

Step 6: User Search will display. Click on “+”

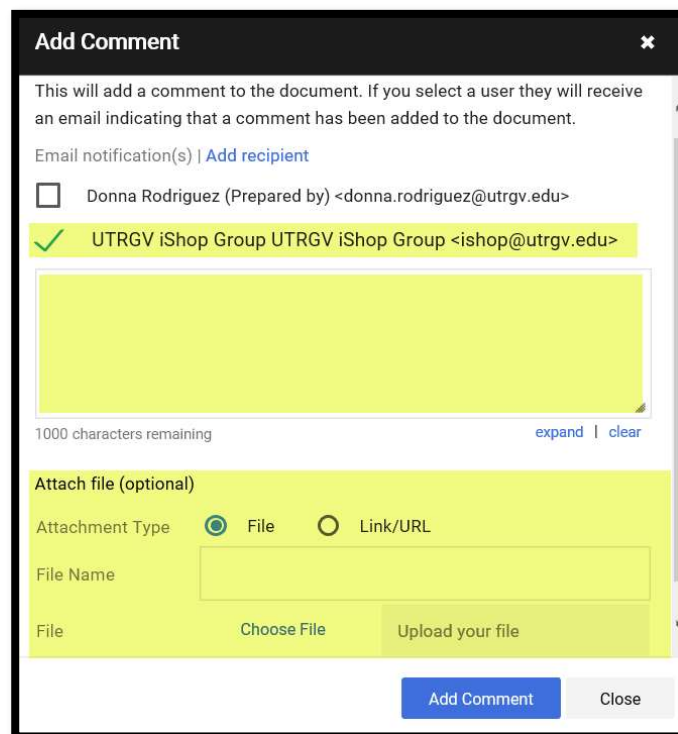
Name	User Name	Email	Phone
UTRGV iShop Group UTRGV iShop Group	UTRGV iShop Group	ishop@utrgv.edu	+1 956-665-2161

Step 7: User Group will display as selected.



The screenshot shows a dialog box titled "Add Comment" with a close button (X) in the top right corner. The main text reads: "This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document." Below this is a link: "Email notification(s) | [Add recipient](#)". At the bottom, a list of recipients is shown with a green checkmark next to the selected one: "UTRGV iShop Group UTRGV iShop Group <ishop@utrgv.edu>".

Step 8: Complete comment information and add an attachment if required then click on 'Add Comment'



The screenshot shows the "Add Comment" dialog box with the following details: The main text is the same as in Step 7. The recipient list now has two entries: "Donna Rodriguez (Prepared by) <donna.rodriquez@utrgv.edu>" with an unchecked checkbox, and "UTRGV iShop Group UTRGV iShop Group <ishop@utrgv.edu>" with a checked checkbox and a yellow highlight. Below the list is a large yellow text area for the comment, with "1000 characters remaining" and "expand | clear" links. Underneath is the "Attach file (optional)" section, which includes "Attachment Type" with radio buttons for "File" (selected) and "Link/URL", a "File Name" input field, and "File" buttons for "Choose File" and "Upload your file". At the bottom right are "Add Comment" and "Close" buttons.