

# FORUM UPGRADE NEW FEATURES FOR SUPPLIERS

Welcome to Forum, the Colorado Judicial Department’s online marketplace forming the center of judicial and public business.

In April 2023 Forum will be upgraded from version 8.162 to version 8.174. This document features new functionality for suppliers provided by this upgrade.

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## CONTENTS

**SETTING YOUR DEFAULT BROWSER..... ERROR! BOOKMARK NOT DEFINED.**

## WHY UPGRADE?

This upgrade will provide several benefits, including:

- Adding user enhancements which are described in this document.
- Keeping our software aligned with the latest security standards and updates.
- Maximizing compatibility with other software platforms such as Office 365.
- Providing enhanced accessibility features in the user interface that increase the compatibility with screen readers and other accessibility tools.

**You do not need to change any of your current contracting, order intake, or invoicing processes because of this upgrade. Current processes, functionality and menus will be retained.**


## USER INTERFACE

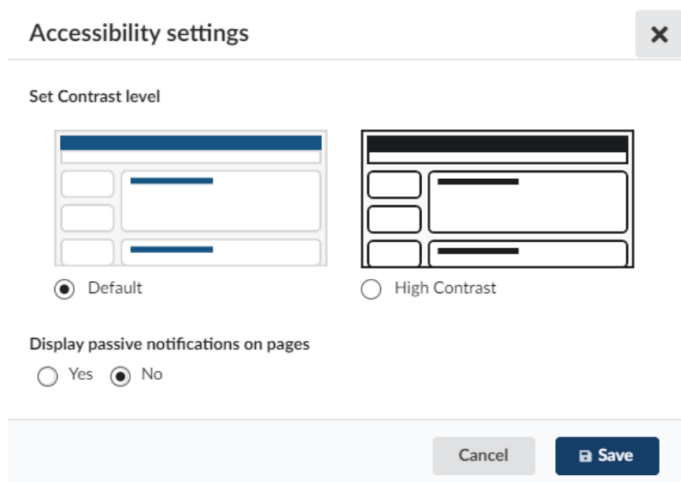
### NAME CHANGES

| Section         | Change  | After Upgrade                                       | Before Upgrade                               |
|-----------------|---|---|--|
| Invoice Records | The Workflow tab is now named "Approval Status" | <input checked="" type="checkbox"/> Approval Status | <input checked="" type="checkbox"/> Workflow |

### ACCESSIBILITY

Users can opt for a high contrast display and/or to display passive notifications on pages by setting their accessibility settings.

These settings can be accessed by clicking the  (Accessibility icon) in the upper right corner of the screen. The Accessibility settings screen will open. Select your preferences and click Save.



Accessibility settings

Set Contrast level

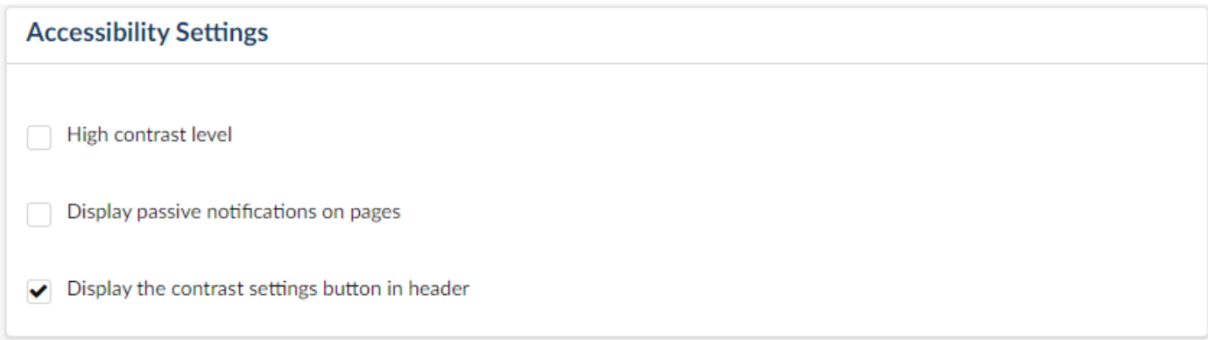
Default  High Contrast

Display passive notifications on pages


Yes  No

Cancel Save

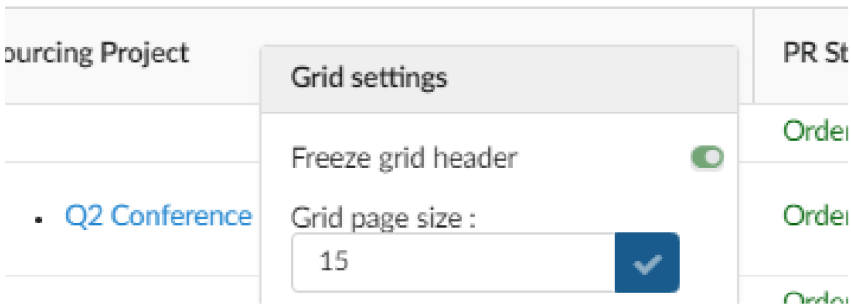
Accessibility Settings can also be accessed through your user profile. In the Accessibility Settings panel, you can select a high contrast display, passive notifications, and if you want the accessibility button ("contrast settings button") to display on your page at all.



### FREEZE GRID HEADER

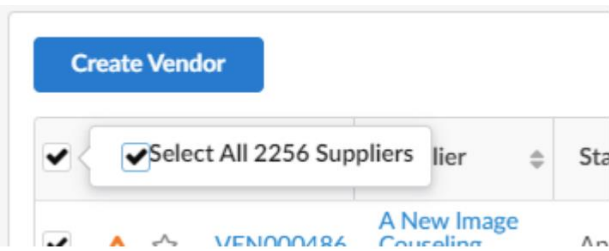
Users can now choose to freeze the grid header to enhance readability while scrolling. To do this, click the  (gear icon) in the lower right corner of the grid.

In the *Grid settings* box, side the **Freeze grid header** toggle to on.



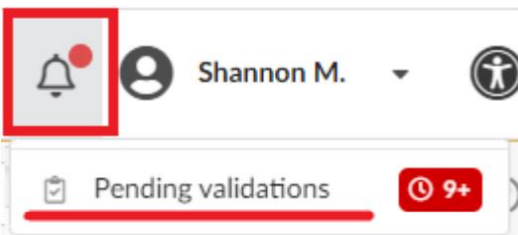
### GRID SELECT ALL

Users can select all items in a grid instead of selecting all only for that page. Click the top checkbox in the grid header, and then **Select All ...** when the popup box appears.



### PENDING VALIDATIONS ALERT

Users can now also view their pending validations (items requiring approval) by clicking the bell-shaped *Alert* icon next to their names in the upper right corner.



### ADDRESS AUTOCOMPLETE

Vendor, billing, and shipping addresses will now autocomplete and validate the address using Google technology.

**Payment Address** ⓘ

Address Label ⓘ

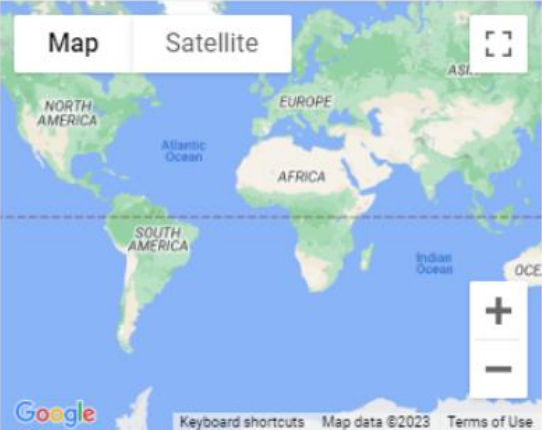
Payment Address Code

Address Line 1 ⓘ

1300 Broa|

- 1300 Broadway Denver, CO, USA
- 1300 Broadway Street Northeast Salem, OR, USA
- 1300 Broad Street Jacksonville, FL, USA
- 1300 West Broad Street Richmond, VA, USA
- 1300 Broadcasting Road Wyomissing, PA, USA

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Atlantic Ocean Indian Ocean

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## CONTRACT

### SIGNED CONTRACTS

Supplier users can now see and download their signed contracts. Previously supplier users could see and download the approved contract documents, but not the actual signed documents. Signed documents are designated with a green check.

