**Update to Help Text**

Users will find that the Help Text provided is now in a searchable format and has been updated with a cleaner look.

Clicking the “?” icon will bring up the Help Text and the search field.

**Ability to Rename Bookmarks**

Bookmarks, denoted by the star icon, can be renamed by clicking the “edit” button at the bottom of the pop-out.

Click the pen icon to edit the name of the Bookmark. Give your Bookmark a new name and click the green check when complete.

Click “Done” when complete with all edits.
Ability to Upload Multiple Attachments at Once

Users are no longer restricted to uploading a single attachment at a time to their forms and requisitions.

When using the Internal/External Attachment Links found on the Form or Requisition, users will now find an “Add Attachments” button.

This provides a popup where users can search and select multiple files at once before clicking “Save Changes”.

![Add Attachments](image)

In addition to files, users can upload multiple links/urls.

Move Attachments Instead of Delete and Re-Attach

In some cases, users will find that they have accidently uploaded an attachment to an external area instead of an internal area of a document (or vice versa). With the new release, users will now have the ability to “move” an attachment instead of having to delete and reattach again.

Click the arrow dropdown next to the attachment. “Move to Internal Attachment”. Attachment will move automatically.

![Move Attachments](image)
New Date Option Available in Advanced Search – Search within a range of days

Users can now create a search “from X to Y Days” using the Date field of Advanced Search.

When selected, users can populate the desired date range for their search.