



Bridges Advisory #86

November 18, 2005

The University of Florida is committed to keeping you informed as we continue our transition to the new myUFL systems. For more information about the Bridges Advisories, or to read past issues, please visit www.bridges.ufl.edu/advisory.

**PLEASE READ THIS EMAIL (OR SHARE WITH THOSE WHO DO NOT HAVE A COMPUTER)
EACH WEEK TO STAY INFORMED DURING THE TRANSITION.**

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Requisition Initiator Email Notification. A modification was implemented on Tuesday, November 15, 2005, that provides system generated email notification to Requisition Initiators when a requisition is approved at the department level and then fails budget check. Requisitions must successfully pass budget checking in order to eventually dispatch a Purchase Order; this rapid feedback will speed up the resolution of budget exceptions on requisitions and reduce the time to dispatch for requisitions with budget errors.

myUFL Scheduled Maintenance this Sunday, November 20, 6 AM to 2 PM. Bridges will be performing routine scheduled maintenance and enhancements to the myUFL systems on Sunday, November 20, between 6 AM and 2 PM. During this time, the Financials application will be unavailable. If you encounter any problems with the portal or applications within the portal after 2 PM, please clear your cache and try again before contacting the Help Desk to report a problem.

Directory Modifications. On Monday, 11/21/05, directory modifications will be implemented to improve the search capability for directory coordinators and to add or change the business email address for departmental employees.

INSTRUCTION GUIDE. No new instruction guides are available this week.

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- For frequent updates about the project, subscribe to the UF Bridges pagelet on the [myUFL portal](http://my.ufl.edu) <<http://my.ufl.edu>>. For a quick tutorial on how to use myUFL, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, visit the [Bridges Web site](http://www.bridges.ufl.edu) <<http://www.bridges.ufl.edu>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.