

ZYCUS



Introduction to DewDrops

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Standard DewDrops Features

Features that are part of the DewDrops Release

1 FlexiHelp

Product Help Manuals now replaced with **on-screen Help Text and Videos** with FlexiHelp. Company Admins can now add business-specific content and videos as required.

2 FlexiLanguage

FlexiLanguage **supports effective localization** with flexible language support. It allows Company Admins to edit and apply their own translations (Zycus supported languages) to Zycus Standard labels.

3 Smart Search

Smart Search is a robust, **suite-wide search engine** on the DewDrops Homepage. Smart Search provides **direct access to product functionalities** and suggests actions based on what you search.

4 Unified Page-level search

The Unified Page-level search enables you to **search across multiple categories** for events, requests and more based on the fields available on a product listing page.

5 Streamlined Navigation

DewDrops improves accessibility with **consistent and modernized navigation** within products. Access different tabs from the same page by using the horizontal navigation bar.

6 Bulk Actions

Product-specific **Bulk Actions** enable you to **perform repetitive and time-consuming tasks in a single click**. Bulk Actions are **context-based** and vary depending on the product page you're on.

Standard DewDrops Features

Features that are part of the DewDrops Release

7 Suggested Actions

Get **intuitive suggestions** about the next point of action based on the current status of the event or request.

8 Filters

DewDrops introduces newly added **exhaustive filters** that can be applied across multiple fields and columns.

9 Save Views

If you frequently apply similar filters, you can **save your refined view** for quick access and **set it as a default view**.

10 Customize Views

Create a clutter-free and **personalized interface** with the ability to customize your view by selecting or deselecting and rearranging the columns you see on the listing page.

11 My Desk

DewDrops presents **My Desk** as a new 360-degree dashboard to access and action the entire Source-to-Pay suite.

12 My Approvals

My Approvals is a newly added offering for DewDrops. It's a one-stop shop to **View** and **Action** all **pending approval requests** across the entire Source-to-Pay Suite.

13 Mobile App

Experience Zycus' enterprise features anywhere, anytime with the Zycus Mobile App. The Mobile App allows you to access Zycus' Source to Pay suite and conduct critical procurement activities on-the-go.

In-depth view of Standard DewDrops Features




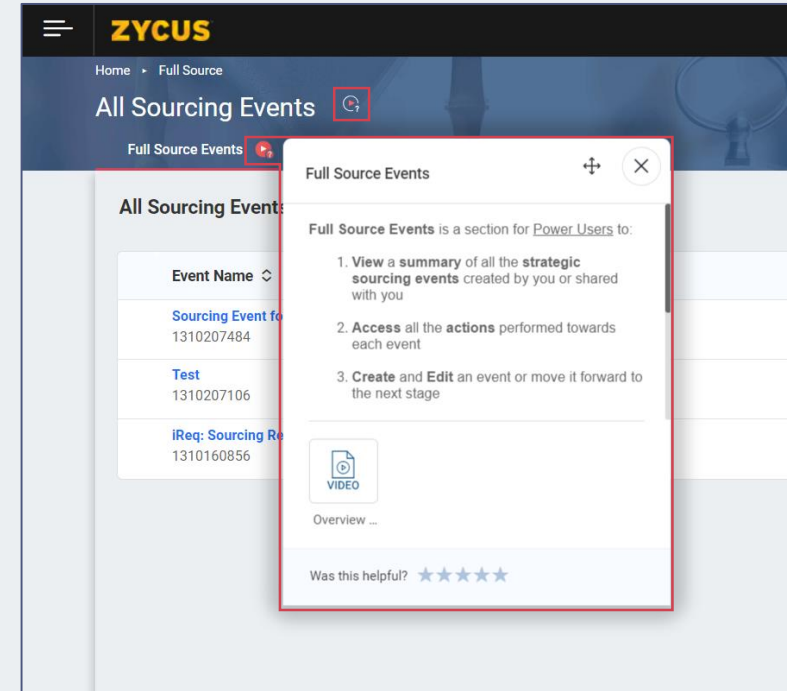
FlexiHelp introduces one-click, on-screen access to Help Content to improve learning and enhance productivity. Company Admins can now add business-specific content and videos as required.

Business Scenario: On Click Content

Let's say you want to know more about a functionality and what steps to take. You can **hover** on the FlexiHelp icon next to the functionality name and view the available **Text, Videos, and Documents**.

Key Highlights

- Access to **on-screen Help Content** (Text, Videos, and Documents) with FlexiHelp.
- Latest content updates will be indicated with a green-dot  around the FlexiHelp icon.
- Better content granularity with **page-level bite-sized help content**.
- FlexiHelp **Company Admins** can **add custom help content** specific to their organization and business processes in addition to Zycus-provided Help Content.



Navigation: FlexiHelp icon will be visible at a Header, Section/Tab and Field level across all modules where content is uploaded.

Please Note: FlexiHelp is currently not available for Flexiform, Field Library and Admin pages on DewDrops.

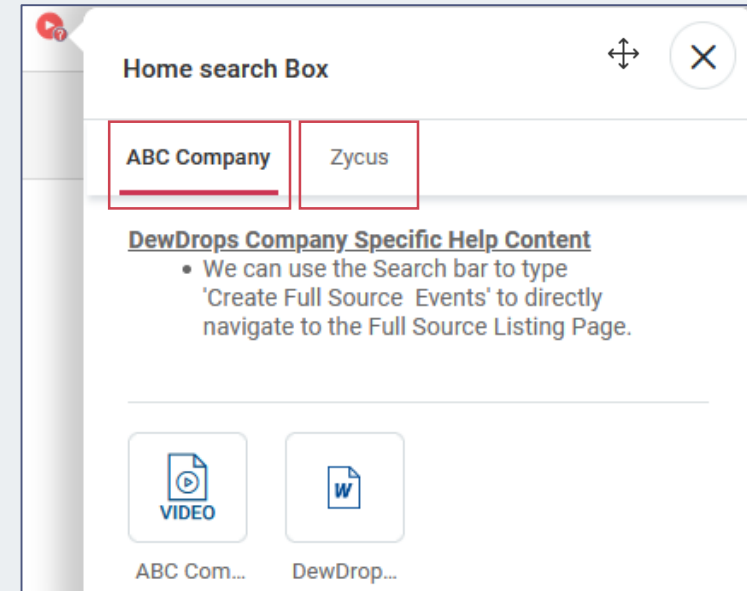
FlexiHelp introduces one-click, on-screen access to Help Content to improve learning and enhance productivity. Company Admins can now add business-specific content and videos as required.

Business Scenario: Business Custom Content

A business user can access Help Content provided by **Zycus** (Generic) and **Company Admin** (Custom).

Feature Description

- As a business user, you will see **two tabs** if the Company Admin has added custom content.
- To view company-specific content, click the **company's tab** (refer Fig. 1).
- By default, all end users will be able to see help content added by Zycus, unless hidden by the Company Admin.






Navigation: Custom Help Content will be available under the company-specific tab for that FlexiHelp section.

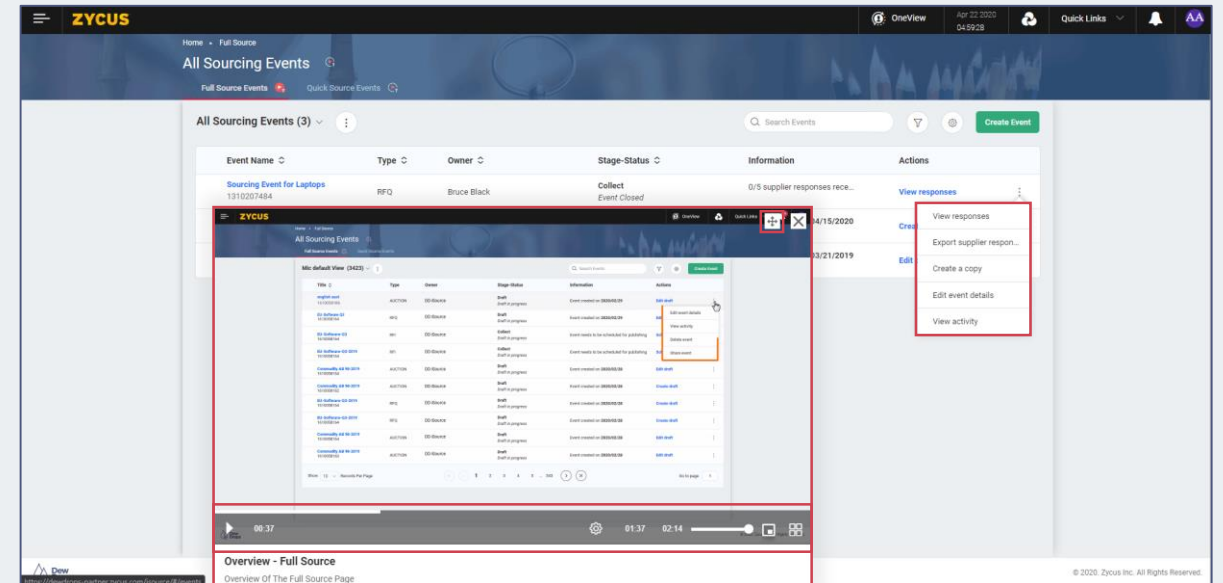
FlexiHelp introduces one-click, on-screen access to Help Content to improve learning and enhance productivity. Company Admins can now add business-specific content and videos as required.

Business Scenario: Self Paced Learning

You can watch Help videos and work on the product in parallel with FlexiHelp's **repositioning functionality**, allowing you step by step guidance to action critical tasks.

Feature Description

- FlexiHelp allows you to **move and reposition** Help Text and Video popups so you can learn and action items on screen.
- You can do this by clicking on the  icon to drag and drop it as per your convenience.
- You can change between video screen size by clicking on the  icon.
- To switch to **full-screen mode**, click on the full screen  icon.



Navigation: The  icon will be visible for all FlexiHelp sections.

FlexiHelp introduces one-click, on-screen access to Help Content to improve learning and enhance productivity. Company Admins can now add business-specific content and videos as required.

Business Scenario: Instant Feedback

A user can **provide feedback** for the help content by using the FlexiHelp Content Feedback Rating functionality.

Feature Description

- Provide feedback for each available Help content on Zycus (Generic) and Company Admin (Custom) tab.
- Rate the content between 1 to 5, 1 being the lowest and 5 being the highest (refer Fig. 1).
- Choose one or all applicable parameters and add comments to provide additional details (refer Fig. 2).
- Comments can only be added if **Other** is chosen as an option.
- There is no limit to the number of times you can provide feedback for any Help Content.

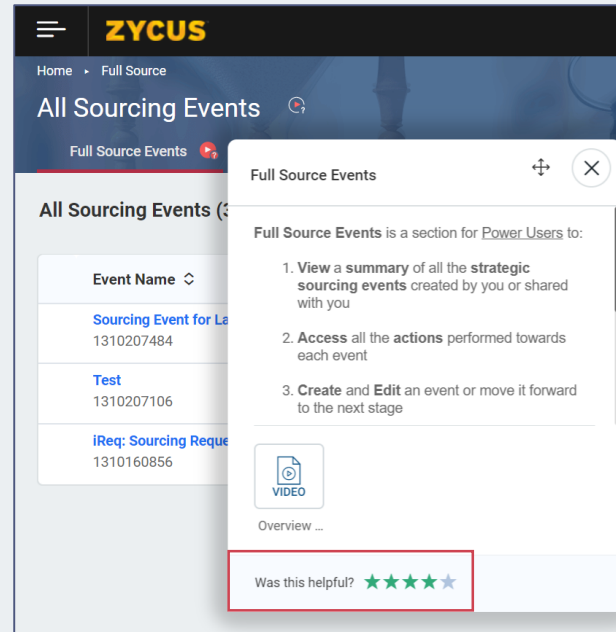


Fig. 1

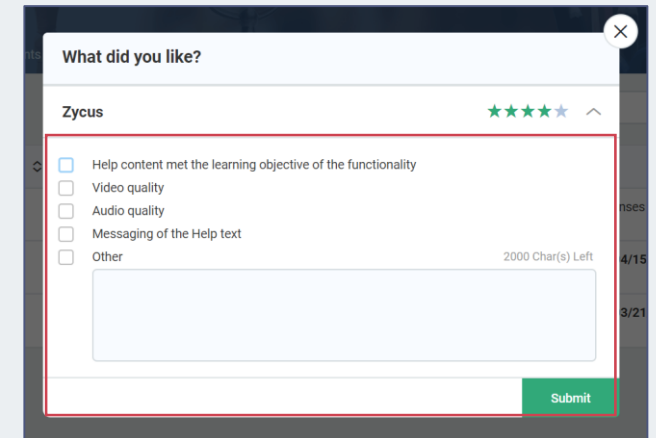


Fig. 2

Navigation: The Feedback section will be available for all FlexiHelp sections.

FlexiLanguage supports effective localization with flexible language support. It allows Company Admins to edit and apply their own translations (Zycus supported languages) to Zycus Standard Labels.

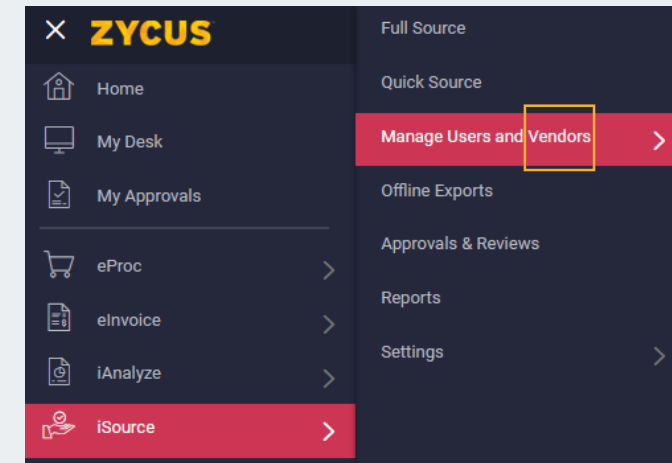
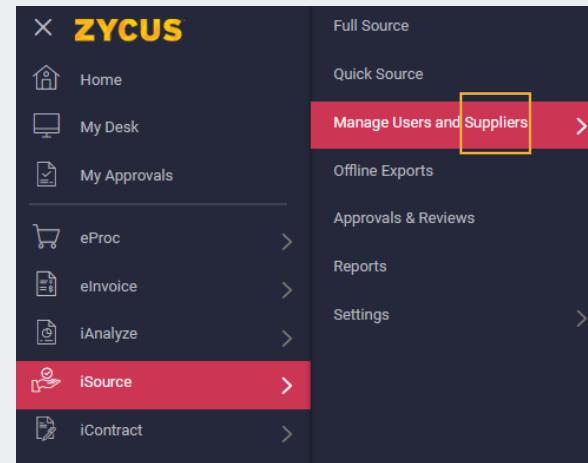
Business Scenario: Business Custom Terminologies & Translations

Let's say your sourcing team uses the term 'Vendors' instead of 'Suppliers'. Your Company Admin can use **Override Product Labels** in FlexiLanguage to make this change only specific to iSource.

Key Highlights

- DewDrops supports the following languages with DewDrops Phase 3:

Buyer Supported Languages	
Standard	Non-Standard
Chinese (Simplified)	Thai
French (Europe)	Arabic (iSource, iContract, eProc, iSupplier, iPerform)
German	Turkish (iSource, iContract, eProc, iSupplier, iPerform)
Portuguese (Brazilian)	Bulgarian
Spanish (Spain)	
Dutch	
Russian	
Japanese	
Italian	



Navigation: iSource > Manage Users and Suppliers

FlexiLanguage supports effective localization with flexible language support. It allows Company Admins to edit and apply their own translations (Zycus supported languages) to Zycus Standard Labels.

FAQs

1. How do I translate the custom fields created for my organization?

Flexilanguage lets users access the Custom Masters and Email templates that are available under the CMD values for translations that need to be updated. Translations for Flexiform fields are to be updated in the same way as they are done now. These will soon move to Flexilanguage as part of the roadmap for the product.

2. In my organization, some teams refer to *Suppliers* as *Vendors* while others refer to them as *Suppliers*. Can I change the label only for a specific Zycus module?

Yes. While overwriting the English values, the Company Admin can choose the product(s) to update the labels for.

3. We have a separate team who needs to review the translations. These team members are not the Company Admin for Zycus modules. Can they be given access to Flexilanguage?

Yes. Flexilanguage acts as any other Zycus module. You can allocate the product and the role from TMS to the POC for translations. Since the label overwrite activity will impact the view for all end users, we highly recommend that access be restricted to authorized members only.

4. Can we overwrite the translations provided by Zycus?

Yes. Flexilanguage allows the Company Admin to overwrite translations for all labels. He/she can upload custom translations for all Zycus modules in his/her purview.

Smart Search

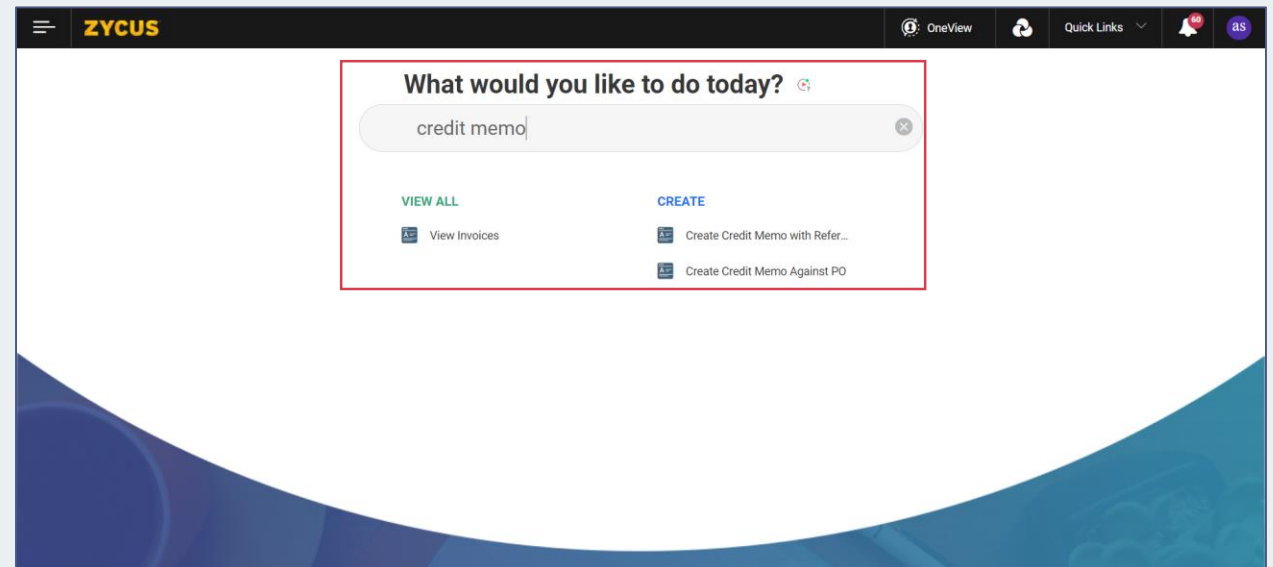
Smart Search is a robust, suite-wide search engine on the DewDrops Homepage. Smart Search provides direct access to product functionalities and suggests actions based on what you search.

Business Scenario: Actions at Hand

If you want to create a credit memo against a PO, you can simply search ‘*credit memo...*’ in the search bar and the search engine will provide a direct link to create a credit memo against a PO or with reference.

Key Highlights

- **Search** and **access** information and product functionalities across the suite from the Homepage.
- Save time with quick access to your frequently searched items under **Frequently Accessed**.



Navigation: DewDrops Homepage

Smart Search

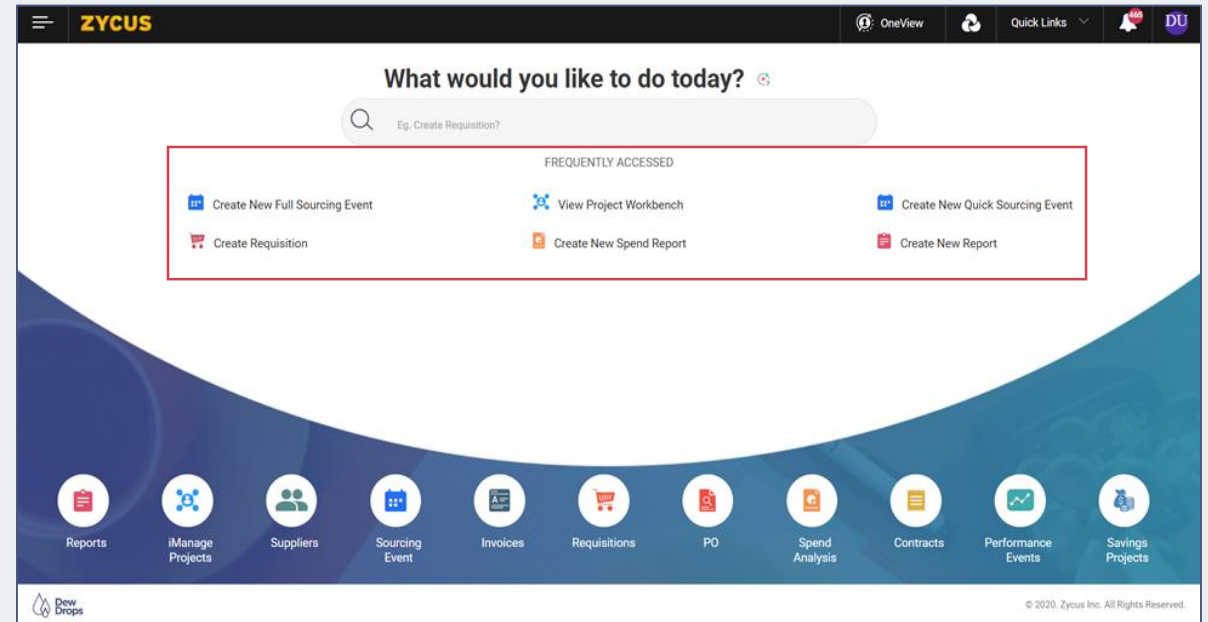
Smart Search is a robust, suite-wide search engine on the DewDrops Homepage. Smart Search provides direct access to product functionalities and suggests actions based on what you search.

Business Scenario: Actions at Hand

Quickly navigate to your commonly searched product functionalities with **Frequently Accessed Items**.

Feature Description

- The DewDrops Smart Search will list all the frequently accessed items specific to the user, below the search bar for quick access.
- Additionally, you can use the **navigation assistant** at the bottom of the page to access the commonly performed actions across Zycus' Source to Pay suite.



Navigation: DewDrops Homepage

Unified Page-level Search

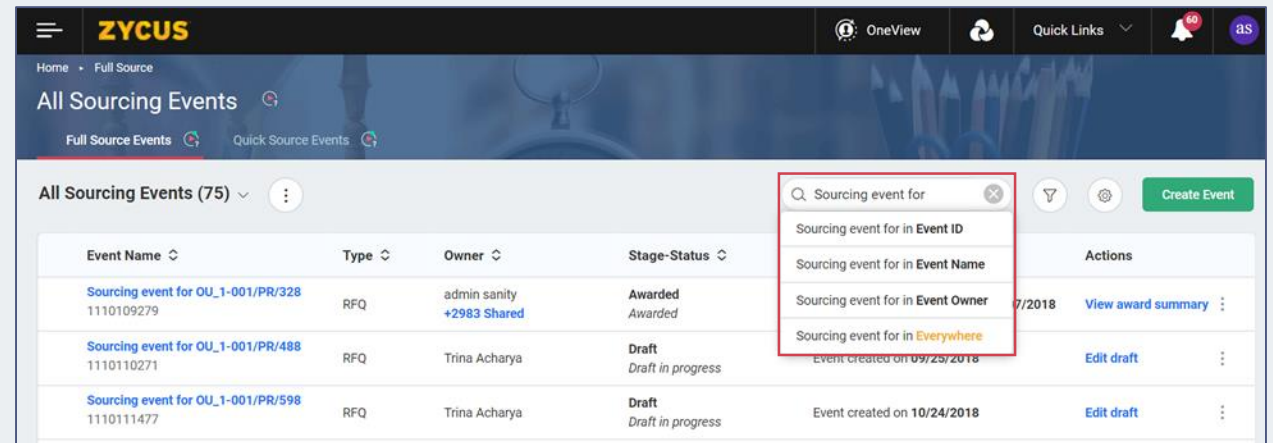
The Unified Page-level search enables you to search across multiple categories for events, requests and more based on the fields available on a product listing page.

Business Scenario: Integrated Search

You can search ‘*Sourcing event...*’ across multiple fields such as **Event ID**, **Event Name**, **Event Owner** or **Everywhere** on the Full Source Events listing page.

Key Highlights

- Ability to **search a keyword on multiple fields** from a single search bar
- Consistently adopted across all product listing pages, wherever search is applicable.



Navigation: All Product Listing Pages

Streamlined Navigation

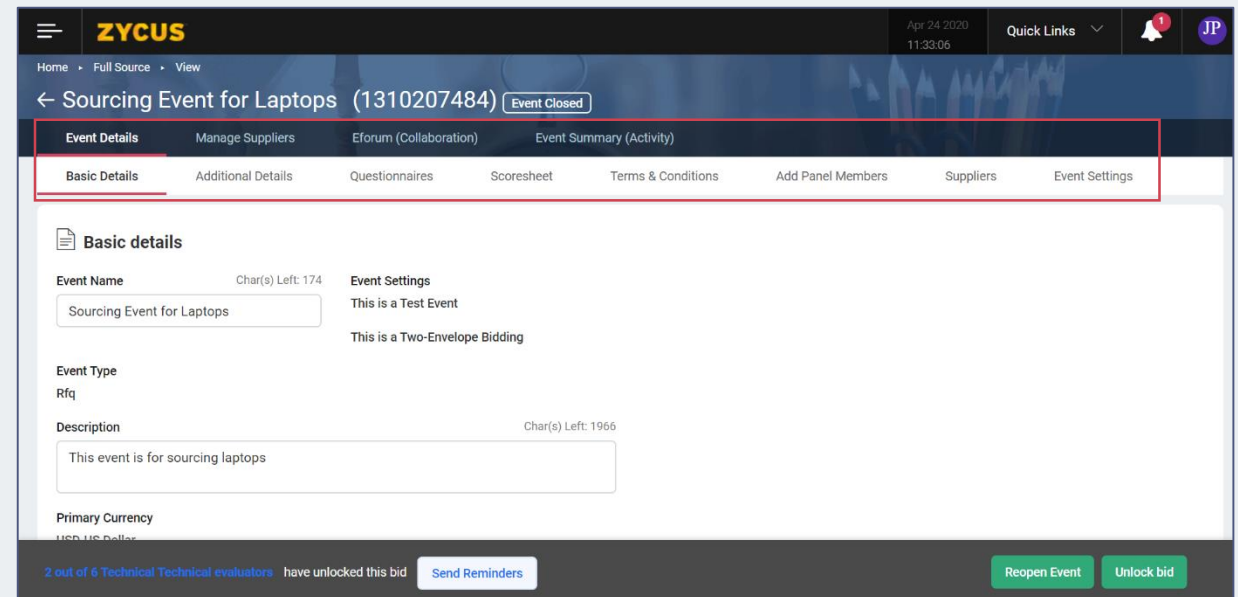
DewDrops improves accessibility with consistent and modernized navigation within products. You can access different tabs from the same page by using the horizontal navigation bar.

Business Scenario: Seamless Navigation

You can access the Event Questionnaire, Scoresheet, Supplier Responses and Event Settings from a single page **without reloading the page** or navigating to a new tab.

Key Highlights

- **Intuitive** and **easy to use** compared to previous navigation.
- **Less time spent** on navigating to separate pages to access and action multiple tabs.
- Essentially a single page hosts multiple tabs which **reduces page load times** as the page only needs to load once.



Navigation: The single page navigation is adopted across all products in DewDrops

Bulk Actions

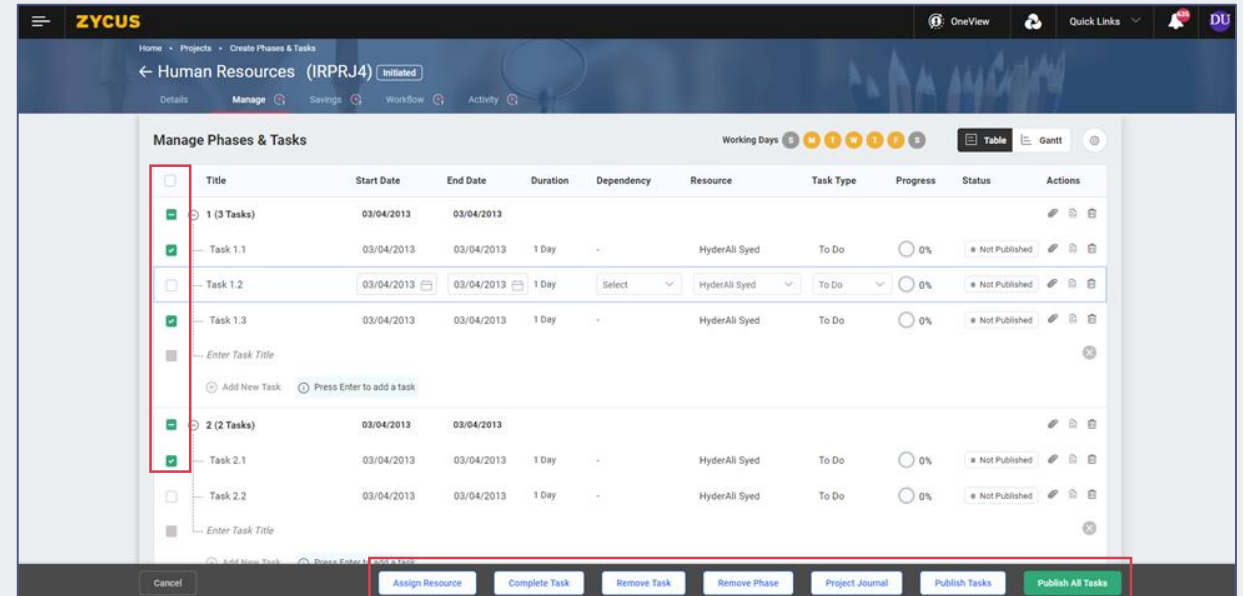
Product-specific Bulk Actions enable you to perform repetitive and time-consuming tasks in a single click. Bulk Actions are context-based and vary depending on the product page you're on.

Business Scenario: Eliminate Redundancy

You can select multiple Tasks for different Phases and assign a resource, mark them as complete, remove them or publish - in one-click with Bulk Actions.

Key Highlights

- Take Bulk Actions such as Approve, Reject, Download, Share, Delete, Add, and Export.
- **Increase efficiency** by actioning multiple items at once.
- Perform **context-based Bulk Actions** that change based on products. For example, you can use Bulk Actions to Download Line Items or Download Documents for multiple contracts in iContract.



Navigation: Product Listing Pages where multiple actions are available for an end-user

Suggested Actions

Get intuitive suggestions about the next point of action based on the current status of the event or request.

Business Scenario: Status based Suggestions

Know if you need to **schedule an event** in the Collect stage, **view supplier responses** for a closed event, or **view the auction summary** for an ongoing auction.

Key Highlights

- Status-based **Suggested Actions** are available for all listing pages within products.
- **Boost productivity** by taking quick actions such as View Supplier Responses, Award, Send contracts to the Contracting Party, Activate or Deactivate KPIs and Scorecards.
- **Additional actions** will be available for each event or request under ellipsis (*three-dot menu*).

The screenshot shows the ZYCUS interface for 'All Sourcing Events'. The table lists several events with columns for Event Name, Type, Owner, Stage-Status, Information, and Actions. The Actions column is highlighted with a red box, showing options like 'Edit draft', 'View responses', 'Schedule event', and 'View auction summary'.

Event Name	Type	Owner	Stage-Status	Information	Actions
RFI for Certification 1310017459	RFI(Public)	Vijesh Bhaktha	Draft Draft in progress	Event created on 05/08/2013	Edit draft ⋮
iReq: AutoRequest_318418 1310195079	RFQ	GDQA P2P	Draft Draft in progress	Event created on 02/10/2019	Edit draft ⋮
RFI for Medical Equipment 1310184241	RFI	GDQA P2P	Collect Event closed	1/2 supplier responses received	View responses ⋮
AutoEvent_292904 1310193119	RFI	GDQA P2P	Collect Draft in progress	Event needs to be scheduled for publishing	Schedule event ⋮
Auto_Event 1310021380	RFQ	support zcs	Collect Event closed	1/1 supplier responses received	View responses ⋮
Dutch Forward Auction for Supplies 1310105144	AUCTION (Dutch)	isource ZCS	Conduct Event closed	2/3 supplier responses received	View responses ⋮
test qc 16/12 1310126560	RFQ	support zcs	Analyze Concluded	Concluded at 16/12/2018	View responses ⋮
Global_Auction 1310019004	AUCTION	support zcs	Conduct Bidding in progress	Auction on going for lot: Global Office Supplies	View auction summary ⋮

Navigation: Product Listing Pages where multiple actions are available for an end-user

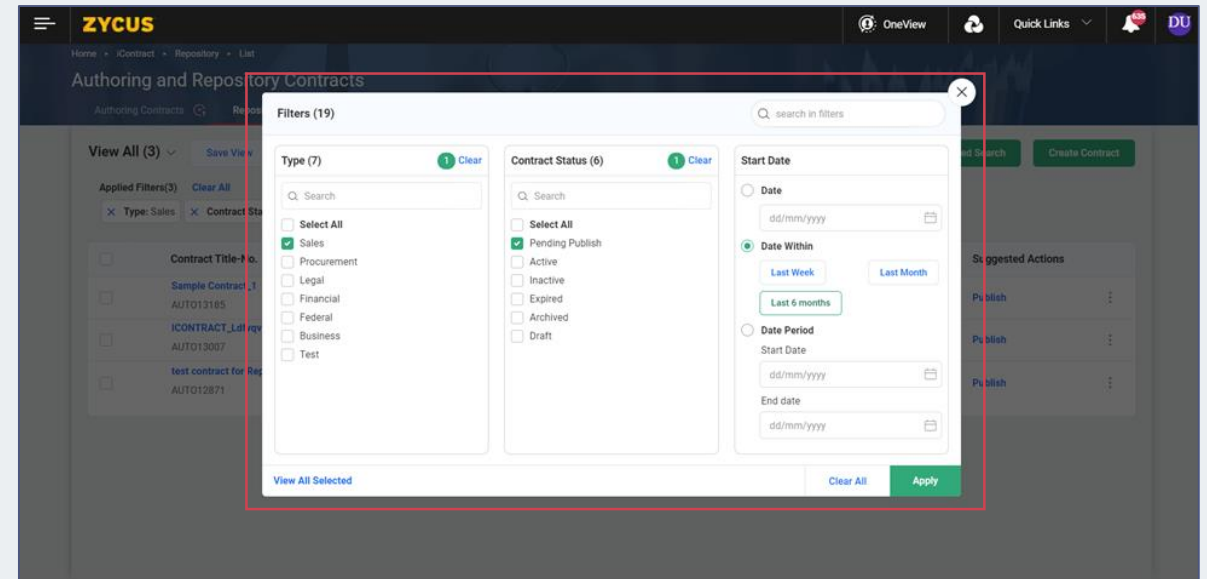
DewDrops introduces newly added exhaustive filters that can be applied across multiple fields and columns.

Business Scenario: Advanced Filters

You can filter all Sales Contracts initiated in the last 6 months that are not published.

Key Highlights

- Apply **filters** on **multiple columns** and **fields** from one place.
- You can **search within filters** and save views for quick access.
- Advanced filtering capability on 20+ column fields and field level metadata.
- Context-based filters such as **Signed On** and **Template Type** for Contract Management and other products.
- Effective Date filters like **Last Week**, **Last Month**, **Last 6 Months** can be applied to narrow down items that are recently initiated or closed.



Navigation: Product Listing Pages where Filters  are applicable

Save View

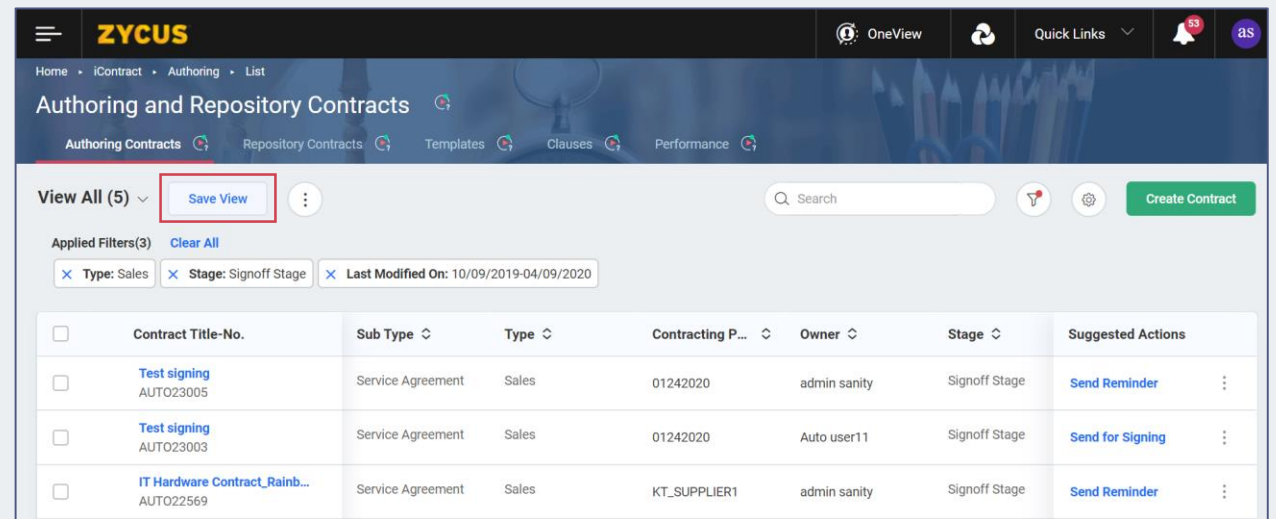
If you frequently apply similar filters, you can save your refined view using Save View and may even set it as a default view to directly access the same page when you log in the next time.

Business Scenario: User Preferred Views

You can save the filtered view for Sales Contracts initiated in the last 6 months that are in the Signoff Stage.

Key Highlights

- DewDrops enables you to create and **save multiple preferred views** for each listing page.
- **Set a saved view as default** to automatically apply the same filters on the page every time you access it.
- Zycus also offers **pre-defined Default views** based on each product's listing page such as Active Contracts, Amended Contracts, Confidential Contracts and such for Repository Contracts.



Navigation: You can Save Views for Product Listing Pages where Filters are applicable

Save View

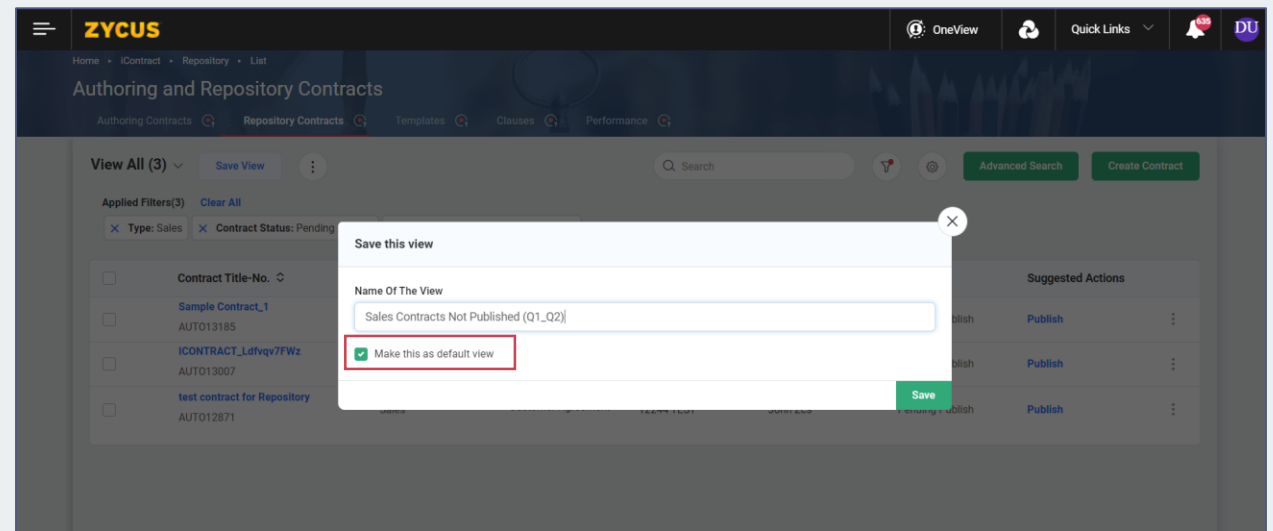
If you frequently apply similar filters, you can save your refined view using Save View and may even set it as a default view to directly access the same page when you log in the next time.

Business Scenario: User Preferred Views

You can set a filtered view as your Default View with the Make this as default view option.

Feature Description

- After you apply filters, click on **Save View**.
- While saving the view, you can mark the checkbox **Make this as default view** to set it as default.



Navigation: You can set Default Views for Product Listing Pages where Save View is applicable

Customize View

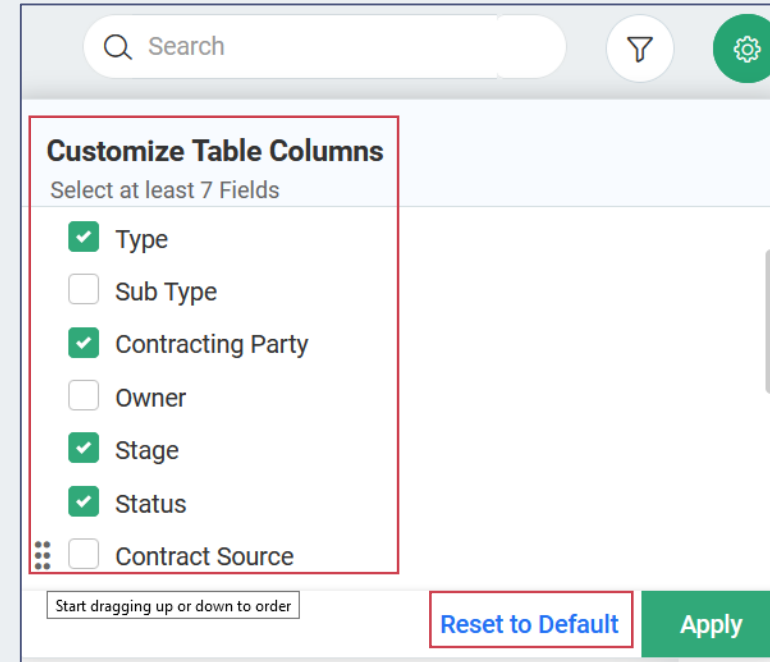
Create a clutter-free and personalized interface with the ability to customize your view by selecting or deselecting and rearranging the columns you see.

Business Scenario: Focus on the Required Details

You can choose to **deselect** any of the 15+ **columns** from the Authoring Contracts page to create a cleaner interface that helps focus only on the required details.

Key Highlights

- **Uncheck** the columns that you do not wish to see.
- **Rearrange** the order of the columns with the **drag-and-drop** feature next to each checkbox.
- Click on **Reset to Default** to switch back to the original view.



Navigation: We can Customize Views for Product Listing Pages

My Desk

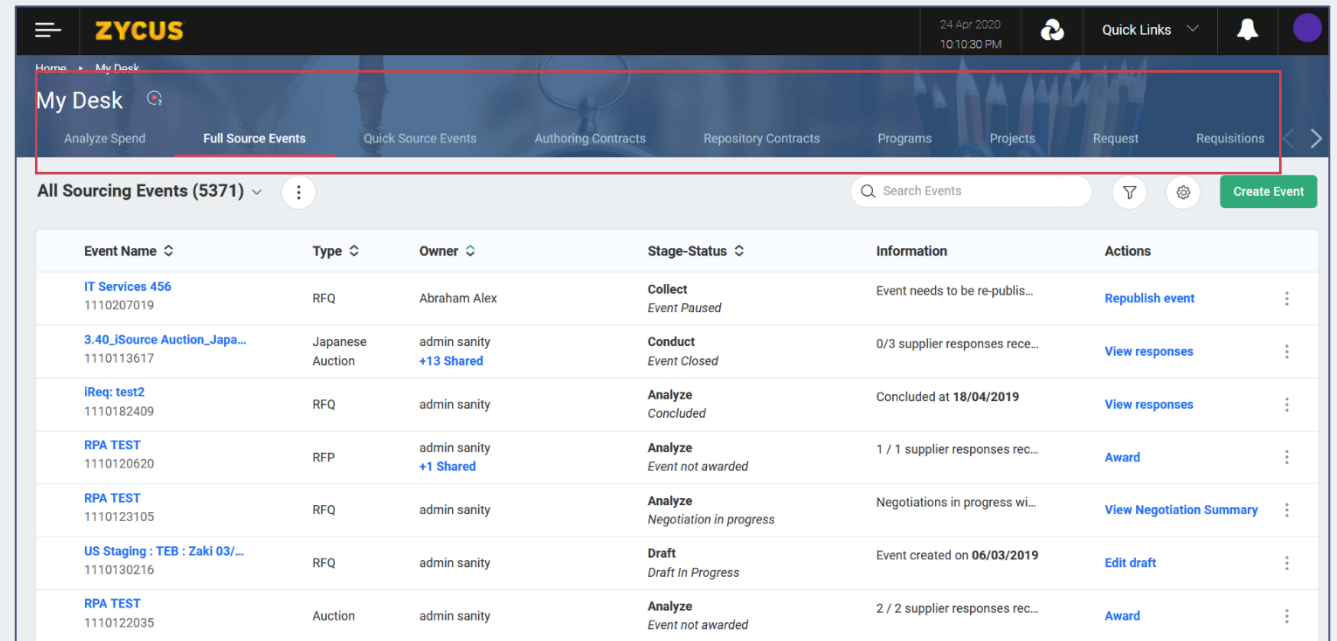
DewDrops presents My Desk as a new 360-degree dashboard to access and action the entire Source-to-Pay suite.

Business Scenario: One-stop Shop to Action

As a Buyer or a Procurement Executive you can access **My Desk** to view and create Sourcing requests, raise Requisitions and create Contracts with suppliers.

Key Highlights

- **Logical bifurcation** for product-wise modules such as Full Source and Quick Source Events within eSourcing.
- **Holistic view** of events across your entire Source-to-Pay suite (Spend, Sourcing, Contracting, Supplier Management, e-Procurement, e-Invoicing and more).



Navigation: Main Menu (Hamburger Icon) > My Desk

My Approvals

My Approvals is a newly added offering for Dew Drops. It's a one-stop shop to view and action all pending approval requests across the entire Source-to-Pay Suite.

Business Scenario: All-in-One Approval Hub

As a Category Manager, Business Unit Head, or a Procurement Officer, you can Approve or Reject multiple Sourcing, Contracting, PO, Invoice, Project, and Savings requests from **My Approvals**.

Key Highlights

- A unified place logically segregated by product modules to **view** and **action** all **pending approvals**.
- No need to navigate to different products and modules. Action everything from My Approvals.

The screenshot displays the ZYCUS 'My Approvals' interface. At the top, there is a navigation bar with the ZYCUS logo, 'OneView', 'Quick Links', and a user profile icon 'as'. Below this is a breadcrumb trail: 'Home > My Approvals > Requisition'. The main header area is titled 'Approvals' and contains a horizontal menu with tabs for 'Requisitions', 'Standard PO', 'Blanket PO', 'Invoices', 'Recurring Contracts', 'Operational Supplier Requests', 'Potential Supplier Requests', and 'Contracts'. A search bar is located on the right side of this menu. Below the menu, the page shows 'Pending Requests (1040)' with a search bar and a filter icon. The main content is a table with the following columns: 'Requisition Name / Number', 'Status', 'Requester', 'Received on', 'Amount to be approved', and 'Actions'. The table lists several pending requests, each with a checkbox, a link to the requisition number, and 'Approve' and 'Reject' buttons.

<input type="checkbox"/>	Requisition Name / Number	Status	Requester	Received on	Amount to be approved	Actions
<input type="checkbox"/>	138610000 1311614 Dettol	Pending	Support User	2020/04/15	USD 0,00	Approve Reject ⋮
<input type="checkbox"/>	122790000 9758700 Microwave	Pending	Auto user12	2020/04/09	USD 3.510,00	Approve Reject ⋮
<input type="checkbox"/>	122660000 4269199	Pending	Auto user11	2020/04/09	USD 0,00	Approve Reject ⋮
<input type="checkbox"/>	70560000 749229 item_desc	Pending	Support User	2020/03/14	USD 95,48	Approve Reject ⋮
<input type="checkbox"/>	70540000 1368610 item_desc	Pending	Support User	2020/03/14	USD 95,48	Approve Reject ⋮
<input type="checkbox"/>	70530000 9185590 item_desc	Pending	Support User	2020/03/14	USD 95,48	Approve Reject ⋮
<input type="checkbox"/>	70080000 6147847 GuidedItem_261855	Pending	Support User	2020/03/14	USD 53.550,00	Approve Reject ⋮

Navigation: Main Menu (Hamburger Icon) > My Approvals

Zycus Mobile App

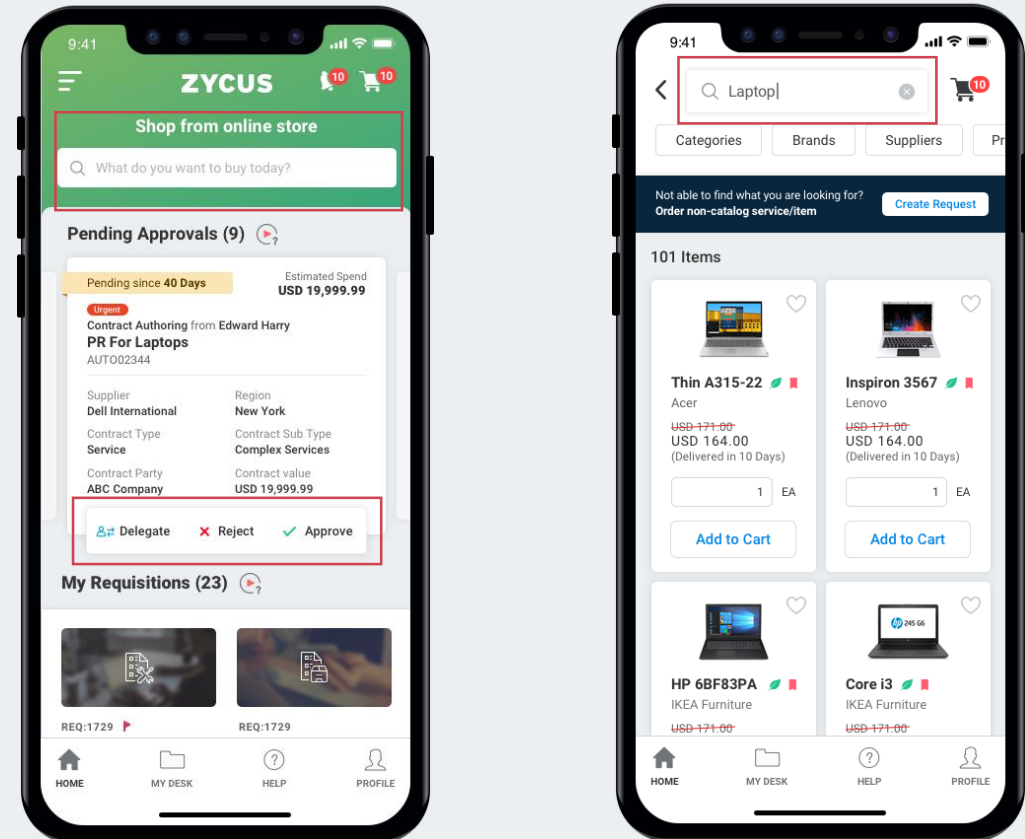
Experience Zycus' enterprise features anywhere, anytime with the Zycus Mobile App. The Mobile App allows you to access Zycus' Source to Pay suite and conduct critical procurement activities on-the-go.

Business Scenario: Procurement On-the-Go

If you want to accelerate your purchase cycles by quickly actioning approval requests while you're not in office.

Key Highlights

- The Zycus Mobile App is available for the **Apple iPhone** and **Android Mobile** devices.
- Get a familiar online shopping experience with the **Mobile App's Online Store**.
- Use **Artificial Intelligence** to instantly **scan and shop items** from your Catalog items or Past Orders.
- You can **Approve** or **Reject** your Requisitions, Invoices, Requests, Sourcing Events, Contracts and Spend Reports.
- A 360-degree View of your Suppliers and their Performance with **Supplier OneView**.



Navigation: Zycus Mobile App > Home screen and Online Store

Please Note: Please contact your Zycus SPOC to get started with the Zycus Mobile App

Feedback

We hope the Release Notes helped you understand the upcoming functionalities



Please click the link below to share your Feedback on the Release Notes

[Feedback Link](#) 



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Contact Us

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Thank You

