



HRMS / Financials

Oracle Cloud(OCI)and Tools Upgrade Changes

The following changes will affect all Core-CT users (HRMS, Financials, EPM) that utilize saved searches, recently used pages and search criteria.

IMPORTANT: All Users should clear cache before signing in after the upgrade. For those that need assistance the link below is to a job aid for clearing cache.

[Clr Browser-Cache-23.pdf \(state.ct.us\)](#)

Users can log any issues through FootPrints. For those unable to access FootPrints, please submit an email to Readiness@ct.gov for assistance.

[Core-CT - Help \(state.ct.us\)](#)

November 15, 2023

OCI and Tools Upgrade Changes

SAVED SEARCHES

All existing saved searches will be deleted with the upgrade.

Navigate to any pages with a Saved Search.

▼ **Search Criteria**

Use Saved Search:

Business Unit

Voucher ID

ADJUSTMENTS
JOURNAL
REGULAR

Users should capture screenshots in advance of any saved searches they will need moving forward so they can be recreated.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Use Saved Search:

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

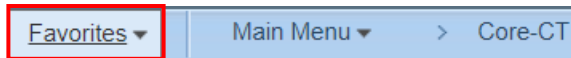
Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)



OCI and Tools Upgrade Changes

RECENTLY USED PAGES

The Recently Used feature will now be limited to the 2 most recent pages. These recent pages will also no longer be saved once the session is closed.





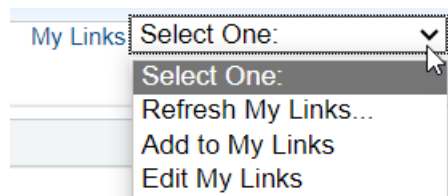
Recently Used

-  Add/Update POs
-  User Profiles

If a recent page is one that you will visit often, you can add it to your Favorites. This can be done via the Favorites menu navigation or using the My Links dropdown menu.

Favorites

-  Add to My Links
-  Edit My Links



OCI and Tools Upgrade Changes

SEARCH CRITERIA

Currently users can enter Search Criteria and after hitting the Search button or the Enter key, they will be brought directly into the page.

HRMS Ex. Using Search Criteria now to look up a user

User Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

Search

[Advanced Search](#)

Page opens without displaying any Search Results.

General

ID

Roles

Workflow

Audit

Links

User ID Queries

User ID BellamoJ

Account Locked Out?

OCI and Tools Upgrade Changes

After the upgrade any Search Criteria entered will result in the criteria providing Search Results rather than automatically directing users into the page.

HRMS Ex. Using Search Criteria after the upgrade to look up a user

User Profiles

Find an Existing Value

[+ Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Saved Searches

Search by: begins with

[Show more options](#)

Users will then have to click on the specific Search Result line to be taken into the specific page.

Search Results

1 rows - User ID "BellamoJ"

		View All	First	1 of 1	Last
User ID	Description				
BellamoJ	DAS-Bellamo Joann	>			

OCI and Tools Upgrade Changes

Fin Ex. Using Search Criteria now to look up an order

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Business Unit = OSCM1 🔍

PO ID begins with 0000006024

Purchase Order Date = 📅

PO Status = ▼

Short Supplier Name begins with 🔍

Supplier ID begins with 🔍

Supplier Name begins with 🔍

Buyer begins with 🔍

Buyer Name begins with 🔍

PO Type = ▼

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Limit the number of results to (up to 300): 300

Search
Clear
Basic Search
🔍 Save Search Criteria

Page opens without displaying any Search Results.

Maintain Purchase Order

Purchase Order

Business Unit OSCM1

PO ID 0000006024

Change Order 2

Copy From ▼

PO Status Dispatched ▲ ✖

Budget Status Valid

Hold From Further Processing

▼ Header ?

*PO Date 07/20/2023
Supplier Search
Doc Tol Status Valid

OCI and Tools Upgrade Changes

Fin Ex. Using Search Criteria after the upgrade to look up an order

Purchase Order

Find an Existing Value

[+ Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Saved Searches

*Business Unit =

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

[^ Show fewer options](#)

Case Sensitive

Search
Clear
Save Search

Users will then have to click on the specific Search Result line to be taken into the specific page.

Search Results

1 rows - Business Unit "OSCM1" PO ID "0000006024"

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
OSCM1	0000006024	07/20/2023	Dispatched	MYTHIC7871-001	0000054454	MYTHICS INC	169387	OSC-Cosgrove Steven R	General	(blank)	N

OCI and Tools Upgrade Changes