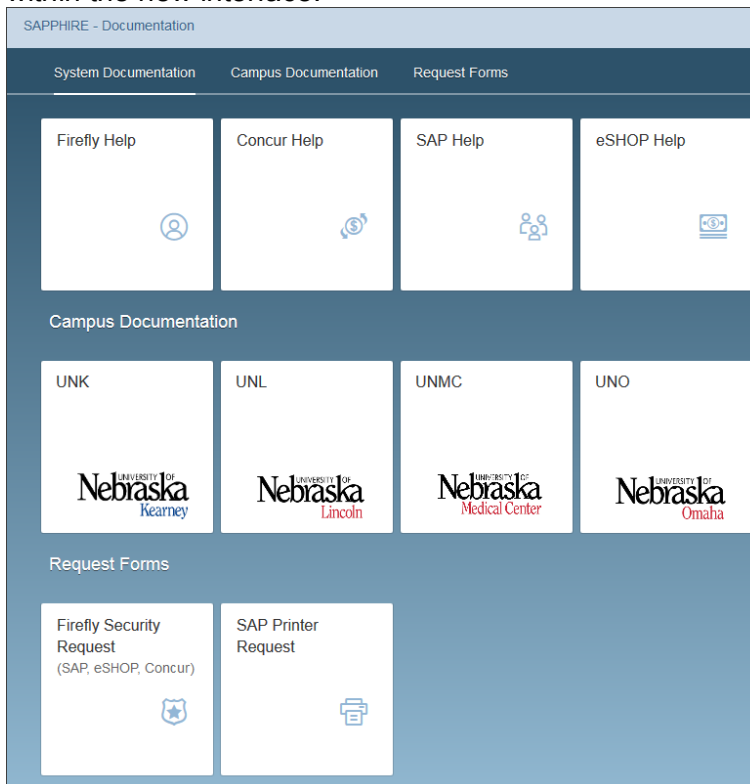


## New SAPHIRE is Live!

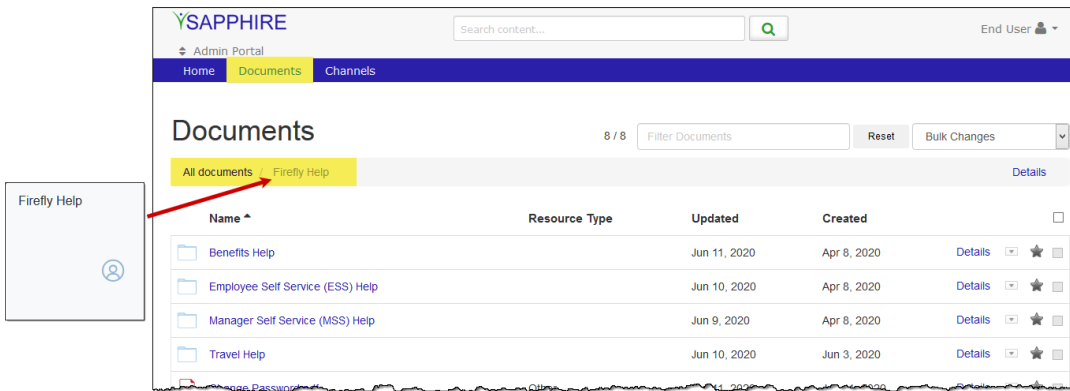
The newly redesigned and streamlined SAPHIRE is now live. This intuitive and search-friendly interface assists users in locating both system-wide and campus-specific documentation for SAP, Firefly, eSHOP, Concur and more. The SAPHIRE tile is now located at the top of the Firefly home page.



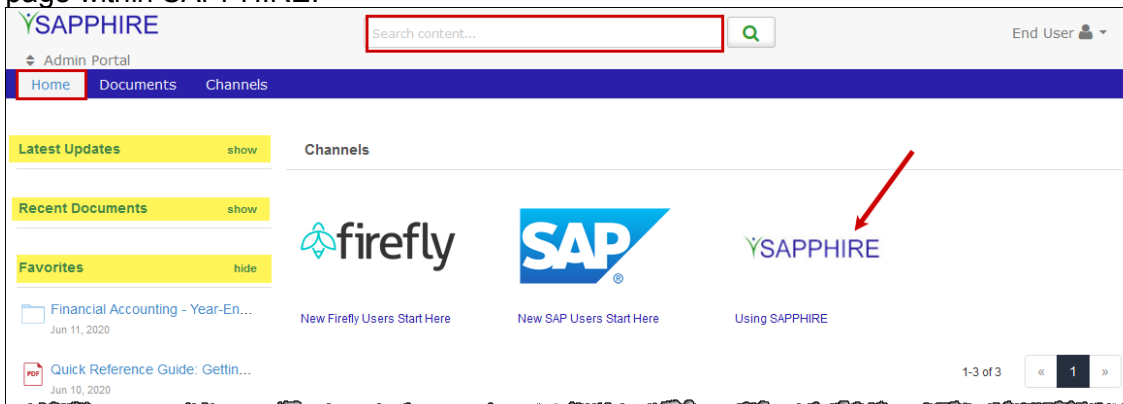
Upon clicking on the SAPHIRE tile, several options appear to direct the user to the desired location within the new interface.



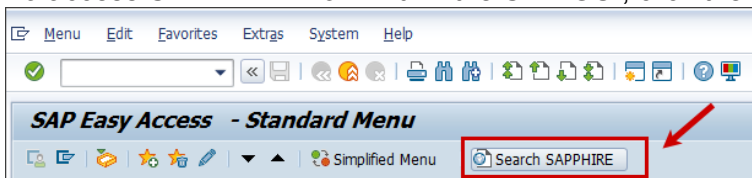
For example, when clicking the *Firefly Help* tile, the user is routed directly to the *Firefly Help* folder within SAPHIRE. Users can also navigate to any other folder (e.g., Firefly Help, campus folders, etc.) within SAPHIRE by clicking the *Documents* tab or the *All documents* breadcrumb trail.



The *Home* tab provides quick links to *Latest Updates*, *Recent Documents*, and *Favorites*. For information on how to best use the new SAPHIRE interface (e.g., managing favorites, downloading/viewing documents, searching, etc.) click the *Using SAPHIRE* channel. The *Search* field also appears on every page within SAPHIRE.



To access SAPHIRE from within the SAP GUI, click the *Search SAPHIRE* button on the toolbar.



Documentation for a specific SAP transaction can always be found by going to *Help > SAPHIRE Help*.



**Note:** Any existing browser bookmarks/favorites to the old SAPHIRE will be broken. Also, users should refresh their browser in the event that the system times out.