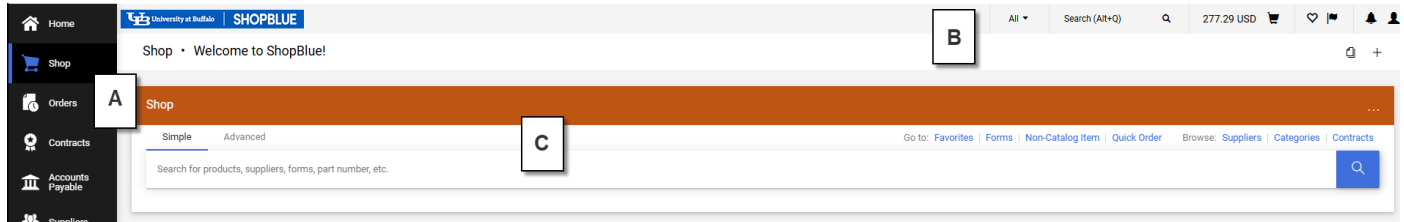# SHOPBLUE

Navigation Map and Icon Key

A. Left Toolbar

 Home: this icon will bring the user to the user homepage.

 Shop: search for items, view favorite items, view and manage carts and enter non-catalog orders.

 Orders: search documents or orders and view approvals, notifications, and approval history.
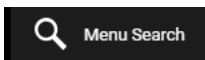
 Contracts: Search, create, import, manage and configure contracts.

 Accounts Payable: AP administration; search, view and create invoices and receipts.

 Reporting: access supplier management and export reports.

 Menu Search: search for specific screens, functions, terms and instructions.

Please Note: Options containing a sub-menu. To access the sub-menu, select or hover over the icon. The sub-menu will appear where you can navigate to the appropriate page.

B. Top Toolbar

 User Profile: contains user information and settings and access to view recent activity.

 Bookmarks: create and save frequently used pages for quick access.

 Action Items: administrative items that require some action by the user.

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🔔 **Notifications:** status updates that alert user when activity has taken place or something requires your attention (i.e.: approvals, rejections, returns, shared carts).

277.29 USD 🛒 **Shopping Cart:** Preview your active cart and display basic info such as item image, name, price and quantity. From here you can remove items, access the cart or proceed to checkout.

All ▼ | Search (Alt+Q) 🔍 **Quick Search:** Allows for a variety of searches. By clicking the drop-down arrow you can filter your search for requisitions, purchase orders, invoices and items. Available searches depend upon user role permissions.

Orders ▶ Search ▶ Purchase Orders **Bread Crumb Trail:** shows the page currently being viewed.

C. Shopping Home Page and Dashboard

1. Shop: search for products through different criteria, browse suppliers and contracts, or access shortcuts to forms, non-catalog items, or favorites.

2. Popular Guidelines: links to policy and guidelines.

3. Quick Links: easy access for internal links within ShopBlue as well as web links with helpful information.

4. Organization Message: contains an overview of ShopBlue, links to further education and training, and a platform to convey important information regarding the organization or the ShopBlue system.

5. Showcases: displays punch outs and hosted catalogs to shop from. It also contains forms for special requests and links to featured suppliers.

6. My Draft Carts: displays your current draft carts.

7. My Requisitions: a summary of submitted, pending, rejected, withdrawn and completed requisitions. This is shown in a list version but can also be viewed as a graph.