Approver Dashboard Navigation Map & Icon Key

A. Left Toolbar

Home: this icon will bring you to the Homepage you have set as your default

Shop: search for items, browse suppliers, view and manage carts and orders

Documents: 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 & create invoices and receipts

Reporting: access and export reports

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

***Options containing a sub-menu. To access 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, view recent activity, and log out

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

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

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

**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

**Quick Search**: Allows for a variety of searches for requisitions, purchase orders, invoices, items, etc. Available searches depend upon user role permissions.

**Bread Crumb Trail**: shows the page currently being viewed
C. Approver Home Page & Dashboard

1. My Approvals: Filter Approvals through different criteria and open directly from list

2. Document Search: Conveniently search for requisitions, purchase orders, receivers and invoices using the search bar in the top right corner or select from one of the quick links below

3. Quick Links: easy access for internal links within Shop Blue

4. My Bookmarks: Create a quick link of your own to a commonly used page

5. Action Items: displays actions that currently require your attention

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

Help: located in the upper right hand corner each widget, this link provides information on what you can do within that section.