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 the user when activity has taken place or something requires their 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 ShopBlue

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 ShopBlue, links to further education and training, and a platform to convey important information regarding the organization or the ShopBlue system

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