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.

***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.

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

- **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 and items. Available searches depend upon user role permissions.

- **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 **My Requisitions**: a summary of submitted, pending, rejected, withdrawn and completed requisitions.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.

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