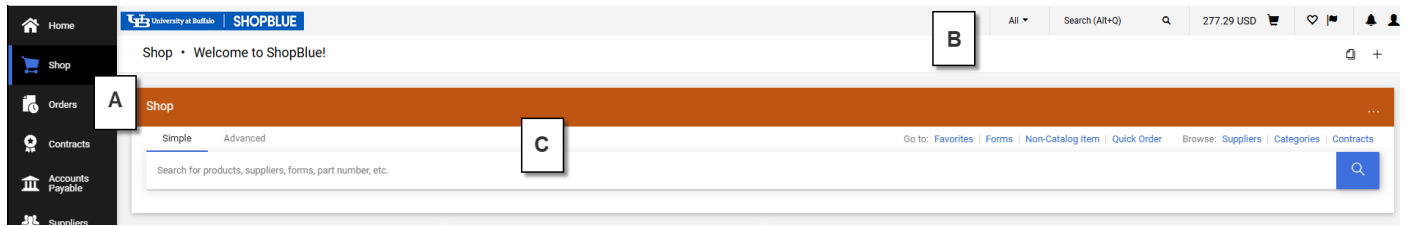# SHOPBLUE

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.

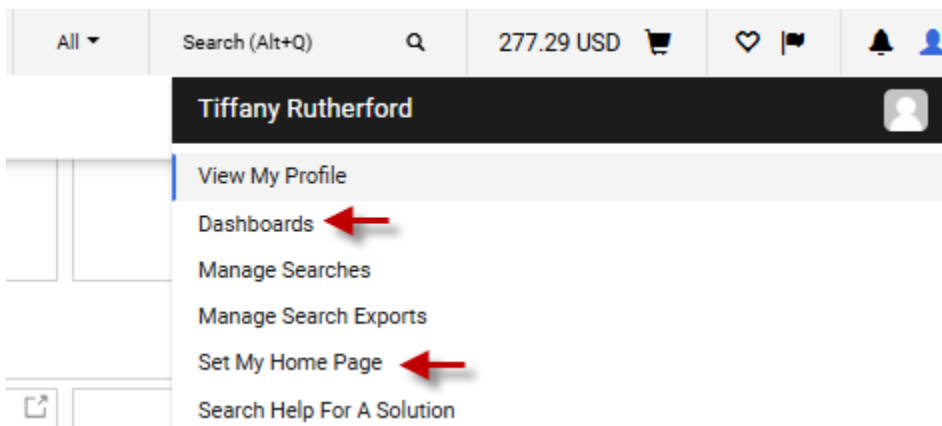**Reporting:** access supplier management and export reports.

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.

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B. **Top Toolbar**

Hint: Click "Dashboard" to switch to the Approver Dashboard

Hint: Click "Set My Home Page" then "Current Page" to set Approver Dashboard as your Homepage

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

Bookmarks: create and save frequently used pages for quick access.
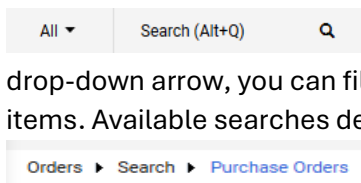
Action Items: administrative items that require some action by the user.

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. 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.

Bread Crumb Trail: shows the page currently being viewed.

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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