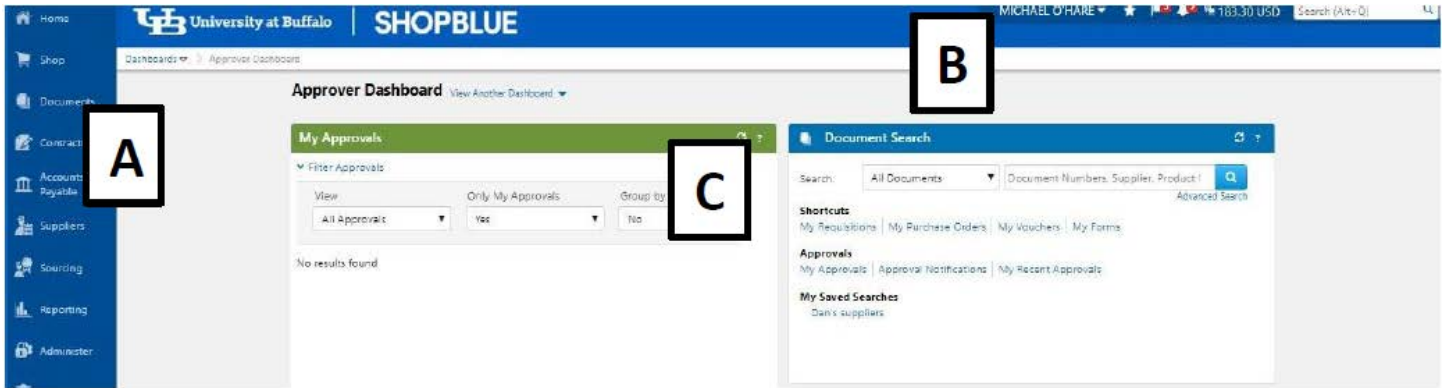


SHOPBLUE

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



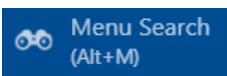
Contracts: Search, create, import, manage and configure contracts



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



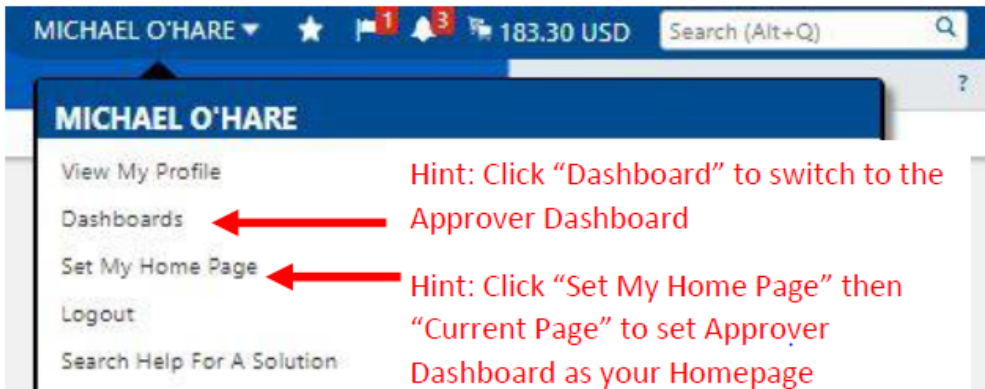
Reporting: access and export reports



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



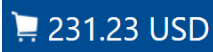
Bookmarks: create and save frequently used pages for quick access



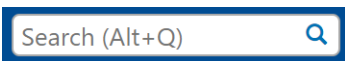
Action Items: administrative items that require some action by the user



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

The screenshot shows the 'Approver Dashboard' with the following components and callouts:

- 1:** 'My Approvals' widget showing filter options (View, Only My Approvals, Group by Folder) and a 'No results found' message.
- 2:** 'Document Search' widget with a search bar and shortcuts for 'My Requisitions', 'My Purchase Orders', 'My Vouchers', and 'My Forms'.
- 3:** 'Quick Links' widget containing links for 'My Approvals', 'My Recent Approvals', 'Approval Notifications', and 'Assign Substitute Approvers'.
- 4:** 'My Bookmarks' widget showing 'There are no bookmarks to display'.
- 5:** 'Action Items' widget showing 'Orders' and 'My Returned Requisitions'.
- 6:** 'Organization Message' widget with a welcome message and search instructions.

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.