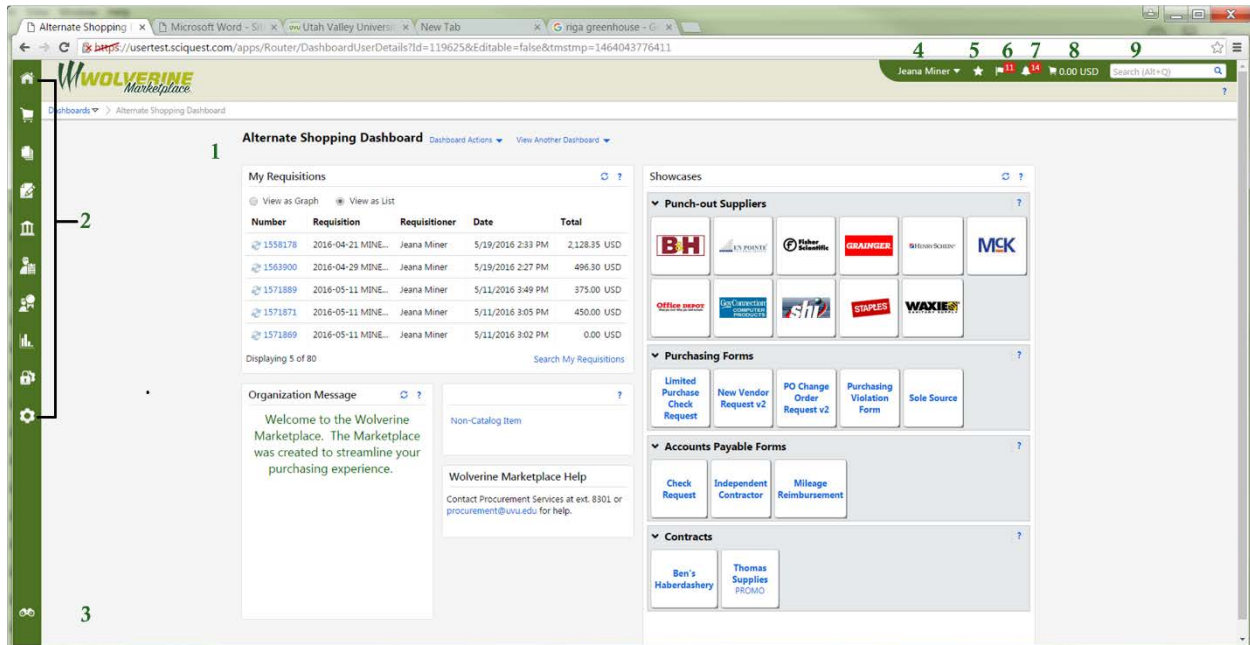


# NAVIGATING THE USER INTERFACE

The user interface is designed to provide a clean, intuitive user experience. The site is easy to navigate and provides several features to help you locate and manage your tasks.



## 1. Homepage

The homepage is the page to which the site will default upon log in. By default the Shopping page (shown in the image) is set as the homepage. However, any page can be configured as the homepage. Clicking on the homepage icon will return you to the homepage from anywhere in the application.

## 2. Main Menu Options

On the left side of the screen are the main menu options. The menu options displayed depend on the permissions granted to the individual user. Each menu option contains sub-menu options (which may also have sub-menu options). Mousing over a menu option will display available submenu options. Like the main menu options, sub-menu options will vary based on permissions. To select a sub-menu item, simply click on the item and you will be taken to the appropriate area of the site.

## 3. Menu Search

The Menu Search feature is located below the main menu options on the left side of the screen. This feature allows you to search for specific screens and functions in the application.

## 4. User Menu

Access to your personal user information and functionality is located in the top banner. Your name is displayed with a drop-down icon to the right. Selecting the drop-down displays menu options including access to your user profile.

## 5. Bookmarks

The Bookmark feature allows you to save commonly used pages as bookmarks for quick access. You create and access bookmarks from this menu.

#### **6. Action Items**

Action Items are tasks that require some action on your part. The Action Items list (located in the top banner) displays all action items assigned to you. You will primarily see items that need approval here. The number of action items is indicated to the right of the menu. Action items are grouped together by task. Clicking on the task group takes you to the appropriate area of the application to complete the action items.

#### **7. Notifications**

Notifications are designed to alert you when an activity has taken place or something requires your attention. Notifications can be sent by email but several of them can be accessed from the Notifications menu (located in the top banner) in the application. The number of notifications is indicated to the right of the menu. Notifications are sorted by notification type and newer notifications are highlighted.

#### **8. Cart Preview**

Cart Preview allows you to get a quick view of the active shopping cart without having to access the cart in the application. From the Cart Preview you can review the item list, delete an item from the cart and access the active cart. Clicking on the shopping cart icon will display the item list with basic information such as item image, name, quantity and price.

#### **9. Quick Search**

The Quick Search feature allows a variety of searches, such as supplier profile, document, user profile, etc., to be performed from anywhere in the application. Available searches depend on the user's permissions.