

General Navigation Details – Phoenix Interface

Navigating the User Interface

The site is easy to navigate and provides several features to help you locate and manage your tasks. It is important to note that the menu items and features displayed in buyWays are dependent on 1) your role, and 2) your permissions.

Navigation Details:

The graphic below shows the facets of buyWays navigation. The detailed descriptions below the graphic give more information about the navigation components:

The screenshot displays the buyWays Phoenix interface with several navigation components highlighted by numbered callouts:

- 1:** Points to the main search bar area.
- 2:** Points to the left-hand navigation sidebar.
- 3:** Points to the user profile icon in the bottom left corner.
- 4:** Points to the user name 'Jennifer Tonkin' in the top right header.
- 5:** Points to the 'Action Items' notification with a count of 54.
- 6:** Points to the 'Notifications' notification.
- 7:** Points to the currency '1,600.68 USD'.
- 8:** Points to the search icon in the top right header.
- 9:** Points to the 'Quick Search' dropdown menu.

The interface includes a top navigation bar with the buyWays logo, a breadcrumb trail (Shop / Shopping / Dashboard: / Shopping Home / Home/Shop), and a main search bar with a 'Go' button. Below the search bar, there are links for 'Jump to:' (advanced search, all favorites, clemson forms, add non-catalog item, quick order) and 'additional search options:' (all suppliers, categories, all contracts). The main content area is divided into sections: 'Welcome to buyWays\$', 'TRAINING' (with links for Register Here, User Guides, and Search Demos), 'USER RESOURCES' (with links for FAQ's, Bullets, Chartfields, Pick Up Checks, Invoicing Nuances, Financial Forms, and Tax Rates), and 'SUPPLIER INFORMATION' (with links for STAPLES and RICOH). The right-hand side features three category-specific supplier grids: 'Scientific/Lab Supplies' (Fisher Scientific, VWR, CAROLINA, Airgas, SIGMA-ALDRICH, Life), 'Facilities/MRO' (Graybar, MSC Industrial Supply Co., GRAINGER, Janitorial Supplies), and 'Office Supplies' (OfficeMax Recycled Copy Paper).

1. **Homepage.** The homepage is the page to which the site will default upon log in. Any site 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 contain sub menu options). Like the main menu options, sub-menu options will vary based on roles and 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, by typing in keywords.
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 your name displays menu options including access to your user profile, option to set your homepage, and the link where you logout.
5. **Bookmarks.** The Bookmark feature allows you to save commonly used pages as bookmarks for quick access. You create and access bookmarks by selecting the icon. You can also select Alt + K for Bookmarks.
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 and may include price files to review, pending user registrations that require your approval, etc. 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. From the cart preview you can remove items, access the active cart and/or proceed to checkout.
9. **Quick Search.** The Quick Search feature allows a variety of searches, such as contracts, purchase order, requisition, invoice number, supplier invoice number, etc., to be performed from anywhere in the application. Available searches depend on the user's permissions.

Main Menu Option Descriptions

The table below contains a description for each main menu item. You may not see all the menu options. Menu items displayed depend on your role and/or your specific permissions.

MENU OPTION	DESCRIPTION
 Homepage	Clicking on the Homepage icon will return the user to the site page that is configured as their homepage.
 Shop Menu	The Shop menu contains the menu options related to shopping tasks including product quick search, access to the shopping page, forms and favorites and access to carts and orders.
 Orders & Documents Menu	The Orders & Documents menu is where you perform document searches, view saved searches, access your approvals, and assign substitute approvers.
 Catalogs and Contracts Menu	The Catalogs and Contracts menu is where you search for, view, and create contracts, also the tasks that are related to the setup and management of hosted catalog content, contracts and consortiums are located here.
 Accounts Payable Menu	The Accounts Payable menu contains all tasks related to Accounts Payable and Settlement Manager, including invoice and receipt management and AP administration.
 Reporting Menu	The Reporting menu is where you access reports. The sub-menus are organized by report type and there is a separate sub-menu for downloading report extracts and exports. Menus are based on your role and permissions.
 Menu Search	Menu Search is a keyword search that returns a list of pages containing that keyword. Search results are clickable to take you directly to the page.
 Quick Search	Quick Search is a 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.
 Bookmarks	Bookmarks allows you to save commonly used pages as bookmarks for quick access. You create and access bookmarks by selecting the icon.