

General Navigation Details – last updated October 16, 2009

The graphic below shows various facets of buyWays navigation. Read the descriptions following the graphic for more information about each of the navigation components:



1. **User Information.** In the upper left-hand corner of the application, information about the user is displayed within a boxed area. In this box is the user's name, a link to the user's profile and the logout link.

2. **Screen Title.** In the application header, just below the user information box, the title of the current screen displays.

3. **Cart Summary.** The upper right corner displays a summary of the shopping cart. Included is the cart name (by default, this is your user name, the date, and sequential order # for the day), the number of items in the cart, and the total cart amount. Click this shortcut to go directly to the cart page where the cart details can be reviewed and updated.

4. **Quick Search.** This feature allows a variety of searches to be executed from anywhere in the application. To use this feature, a search option must be selected and search criteria must be keyed in. Clicking the Go button executes the quick search and displays the results in the appropriate search results screen.

5. **Navigation tabs.** Across the top of the application are navigation tabs. By clicking on a tab, the information in the screen refreshes to display the topic or function covered in that particular part of the application. Each of the standard navigation tabs for a user is listed below. The navigation tabs are listed below

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- a. **Home/Shop**– is used for shopping, and provides quick access to other key parts of the application such as favorites and forms. On the left side of the screen, the organization message and action items display.
 - b. **Favorites**– is used to create and define shared and personal favorites folders and items. Items can be moved and copied between folders; current folders and items can be edited and removed. Note: Favorite items can be also be added through search results and the checkout screens.
 - c. **Clemson Forms**—contains our custom purchasing forms.
 - d. **My Carts**– is used to view and modify the current shopping cart, create new carts and delete existing carts, and prepare the cart for processing (adding shipping info, populating custom fields, etc.).
 - e. **Search History**- contains a repository of various documents within the application. Purchase requisitions, purchase orders, receipts, invoices, and fulfillment orders are all available for viewing, depending on the permissions granted.
 - f. **Invoices/Receipts**- provides access to system receipts and invoices along with the ability to create new receipts and invoices, given the proper permissions.
 - g. **My Profile**– is used to review and update personal user information ranging from time zone, assigned roles, approver information, email preferences, bill-to and ship-to addresses and more.
6. **More>> Navigation Menu.** For users that have access to more than seven navigation menus, an eighth menu is displayed on the far right side of the screen. This menu contains a drop down list which displays the text *more>>*. Expanding the drop down list reveals the remaining navigation menus available to that user. Upon selecting the desired navigation menu, the screen below refreshes to display the specific topic or function covered in that particular part of the application, just as if any of the static navigation menus had been selected.
7. **Shop Bar.** Simple and Advanced Search can be accessed to help you find the right item to add to your cart. This is a key feature of the application and is used for searching for items and products.
8. **My Dashboard.** This box contains quick links to action items for the user logged in. Depending on the user's role (shopper, requisitioner, approver, invoice handler), the information displayed will vary. Standard requisitioners will see a link to recent and completed Carts, Requisitions and Purchase Orders, and a notification if any requisitions have been returned for updates/review. Approvers also have links to the approvals tab and other tasks.
9. **The Organization Message** is an important tool for communicating with the user community. The Organization Message is available to all users and is a common way to communicate important upcoming dates, information about new suppliers, links to training/education materials, changes in the purchasing process, and more.
10. **Service Contracts** – these active links to our service contract providers is provided as a convenience only. At this time, these service contract provider's sites do not send information back into buyWays.
11. **Punch-out** – Punch-out suppliers can be accessed from this area of the screen. Each link takes you directly to the supplier shopping site. Each supplier site is unique, so you need to follow their instructions as your shop and select your items.
12. **Navigation Sub-tabs.** Beneath the top-level navigation are sub-tabs. As with navigation tabs, the sub-tabs displayed depend on the permissions granted to the individual user. By clicking on these sub-tabs, the information in the screen below refreshes to display the specific topic or function covered in that particular part of the application.
13. **Online Help.** Online Help is accessed by clicking on the question mark anywhere in the application (?) or by clicking on hyperlink text. Text with associated Help is indicated by text that changes colors when mousing-over the text. Much of the text in the application can be selected and a secondary Help window displays.