Navigation Options Part 1: Top Information Bar

This tutorial will review Shop@UW navigation options for the top information bar in the user interface and is the first part of three tutorials about the navigation options in Shop@UW.

The interface features four main navigation areas:

- The top information bar;
- The left navigation bar;
- The site navigation bar; and
- the “Site Map” link located at the bottom of the page.

Continue with the tutorial to review the top information bar.

The top information bar, located at the top of the Shop@UW web site, contains the following links from left to right:

- the Profile Dropdown Menu;
- the Bookmarks Icon;
- the Action Items and Notifications;
- the Shopping Cart Icon; and
- the History Search Icon.
The Profile Dropdown Menu contains user profile information including:

- the MD account number used at log in;
- the customer name, usually the Department name
- the customer contact, usually the name of the primary contact on the account;
- the direct funding assigned to the MD account; and
- the dropdown icon to display the menu information box.

The options on the Dropdown Menu are as follows:

- **Exit Shopping**
  - This link returns the user to the Shop@UW lobby Final Cart Review web page.
- **My Recently Checked Out Carts**
  - This link provides the user with quick access to the last 90 days of checked out carts for their MD number.
- **My Recently Completed Orders**
  - This link provides the user with quick access to the last 90 days of completed orders for their MD number.

More information on how to use the My Recently Checked Out Carts and My Recently Completed Orders links can be found in the History tutorial.

The Bookmarks icon is linked to a dropdown menu.

- The function allows users to set bookmarks to frequently used areas in Shop@UW.
This example illustrates how to add a bookmark:

- Go to the desired area of Shop@UW.
- Click the Bookmarks Icon.
- Click on the “Bookmark this page” link.
- The Bookmark Icon changes from a white to yellow color when the page is bookmarked.

Some suggested areas of Shop@UW to add to bookmarks are:

- The Site Map
- View Favorites
- Open My Active Shopping Cart

Please note that users are only able to bookmark general navigation areas such as those suggested and are not able to bookmark vendor sites, products, or specific searches.

The Action Items and Notifications links on the Top Information Bar are not used by shoppers at this time.
**Navigation Options Part 1: Top Information Bar**

**Slide 8**

The Shopping Cart icon displays the dollar amount of items in the user’s active cart.
- When clicked, the dropdown box opens to display the active cart contents.

**Slide 9**

This example illustrates an active shopping cart that contains three items.
- A list of the items added to the shopping cart is displayed.
- The trash can icon can be used to delete items from the active shopping cart.

The user is presented with two buttons:
- **View My Cart button**
  - Clicking this button navigates the user to the Active Shopping Cart.
- **Checkout button**
  - Clicking this button navigates the user directly to complete the checkout process.

**Slide 10**

The History Search icon is linked to a search dropdown and keyword search field.
- The search options found in this area are also found in the History icon fly out menu and are further described in the History Search tutorial.
- Allows shoppers to search for old carts and orders.

Users should note that product item numbers and keywords are not valid for this search field.
Navigation Options Part 1: Top Information Bar

Slide 11

SITE NAVIGATION BAR

The site navigation bar contains bread crumbs to indicate what web page the user is on in the Shop@UW storefront.

There is also an “Exit Shopping” button:

- Located at the far right of the bar
- Closes the Shop@UW storefront browser window
- Returns user to Shop@UW lobby Final Cart Review web page

Site navigation can be reviewed from the bar along the top of the web page directly underneath the site logo and top information bar of the Shop@UW web site. The site navigation contains bread crumbs to indicate where in the system the user is.

There is also an “Exit Shopping” button conveniently located at the far right of the bar. When a user clicks on the “Exit Shopping” button:

- the user’s Shop@UW storefront browser window closes and
- the user is returned to the Shop@UW Final Cart Review web page.

Slide 12

NEXT STEPS

Review Part 2 of the Navigation Options tutorials for an overview of the left navigation bar.

Review tutorials for important Shop@UW functions on the tutorial index web page found at http://www.bussvc.wisc.edu/shopuw/tutorials.html.

Questions about Shop@UW can be forwarded to the customer service desk at shopuw@bussvc.wisc.edu.

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