

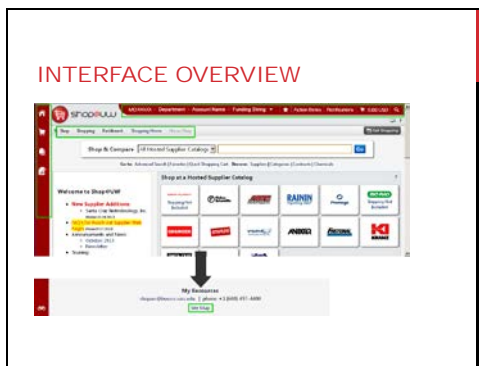
Navigation Options Part 2: Left Navigation Bar

Slide 1



This tutorial will review Shop@UW navigation options for the left navigation bar in the user interface and is the second part of three tutorials for the navigation options in Shop@UW.

Slide 2

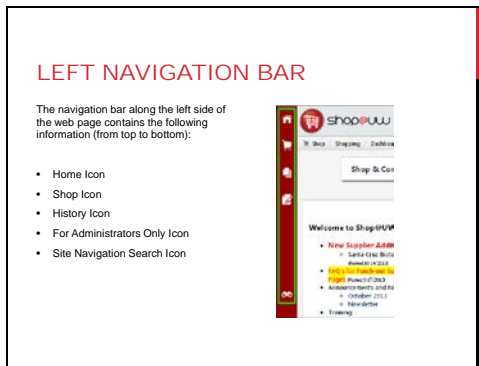


The interface features four main navigation areas:

- 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 left navigation bar.

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The left navigation bar along the left side of the web page contains the following icon links for shoppers:

- the Home icon;
- the Shop icon;
- the History icon;
- the For Administrators Only icon; and
- the Site Navigation Search icon.

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The Home icon, located in the upper-left corner of the web page, returns the user to the Shop@UW home/shop page. Directly to the right of the home icon is the Shop@UW logo for the site. Clicking on the logo image also returns the user to the home/shop web page.


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SHOP ICON: SHOPPING

The function of the Shopping search menu is identical to the Shop & Compare search function on the Shopping Home page.

Note: Users may only search for items from hosted supplier catalogs when using the Shopping search menu



Please review additional tutorial information about product searching at <http://www.busisvc.wisc.edu/shopuw/tutorials.html>.

The Shop icon contains a fly out menu that provides the user with a shopping search menu and links for shopping and managing shopping carts.

- The function of the Shopping search menu is identical to the Shop & Compare search function on the Shopping Home page.
 - Note that users may only search for items from hosted supplier catalogs when using the Shopping search menu.
 - The drop down box can be used to select Catalog Number or CAS Number as alternative search types.
 - Further information on performing searches for products in Shop@UW is available in the Product Search tutorials.

In the Shopping section there are also links for:


- Shopping Home or the shop/home web page
- Advanced Search which can be used for more complex searches including exact words or phrases, suppliers, manufacturer, part numbers, and/or excluding words, etc.
- View Favorites, for users who create folders to easily identify favorite items that they shop for
- Quick Order to add a known part number directly to the active cart
- Suppliers, to view a list of all available suppliers and any hosted catalog items they sell by category
- Categories, to view categories of hosted catalog items
- Chemicals, to search specifically for chemicals available in hosted catalogs

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SHOP ICON: MY SHOPPING CARTS

My Shopping Carts links to allow the shopper to manage shopping carts:

- Open My Active Shopping Cart
- View My Pending Shopping Carts
- View My Recently Checked Out Carts (Last 90 Days)



Please review additional tutorial information about working with shopping carts at <http://www.busisvc.wisc.edu/shopuw/tutorials.html>.

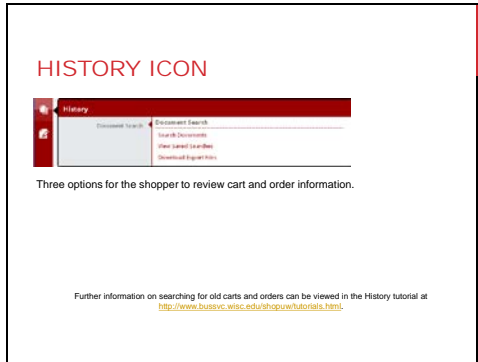
The My Shopping Carts selection, found on the Shop fly out menu, contains three options for the user to manage shopping carts:

- Open My Active Shopping Cart
- View My Pending Shopping Carts
- View My Recently Checked Out Carts (Last 90 Days)

The different types of shopping carts are covered in more detail in the Working with Shopping Carts tutorial.

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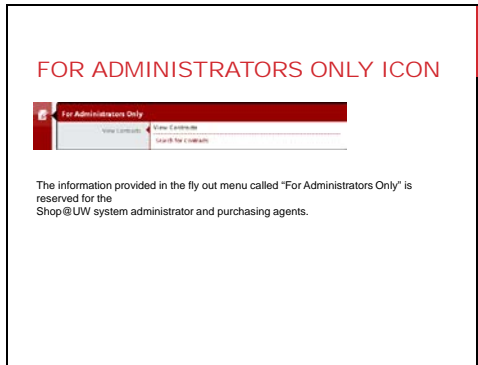


The History icon fly out menu option contains three options for the user to review cart and order information:

- Search Documents, to search for old carts and orders
- View Saved Searches
- Download Export Files

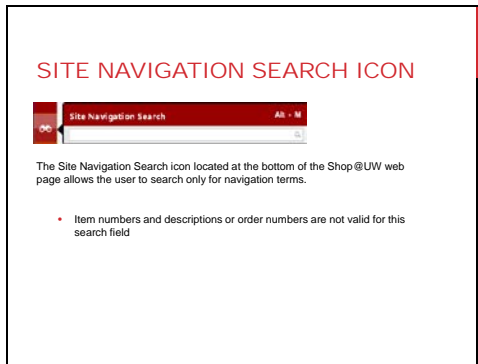
Further information on searching for old carts and orders can be viewed in the History tutorial.

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The information provided in the fly out menu option called "For Administrators Only" is reserved for the system site administrator and purchasing agents.

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The Site Navigation Search icon located at the bottom of the navigation bar allows the user to search only for navigation terms.

- Users should note that item numbers and descriptions or order numbers are not valid for this search field.

- The Shopping search field should be used to search for items.
- The History icon options allow users to search for past orders.
- The Site Map link at the bottom of the Home/Shop web page provides an outline of all the available areas in the application and is a good alternative to the Site Navigation Search.


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NEXT STEPS

Review Part 3 of the Navigation Options tutorials for an overview of the special help and information areas within Shop@UW.

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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A number of other tutorials for important Shop@UW functions are available to review on the tutorial index web page found at <http://www.bussvc.wisc.edu/shopuw/tutorials.html>.

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