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.

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.

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.

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.
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

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.
Navigation Options Part 2: Left Navigation Bar

Slide 7

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 at http://www.bussvc.wisc.edu/shopuw/tutorials.html.

Slide 8

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

Slide 9

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.
  
- 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.
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.

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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