

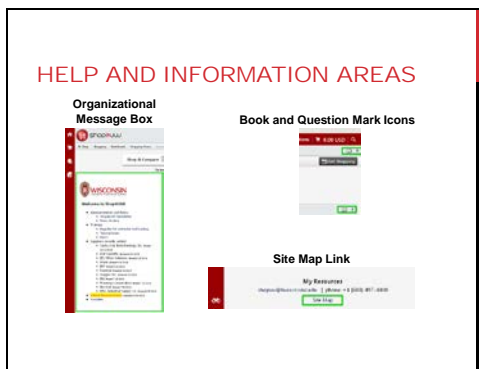
Navigation Options Part 3: Help and Information Areas

Slide 1



This tutorial will review help and information areas within Shop@UW and is the third part of three tutorials for the navigation options in Shop@UW.

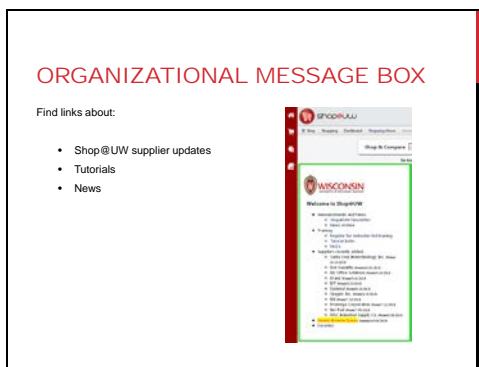
Slide 2



There are several help and information areas and links within Shop@UW:

- The Organizational Message box of Shop@UW.
- The Book icon; provides tutorial information to explain Shop@UW.
- The Question Mark icon; provides “Help” popup boxes that contain definitions of terms and functions in Shop@UW.
- The Site Map link; located at the bottom of every Shop@UW web page provides an outline of all of the system pages available to the user.

Slide 3



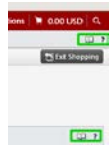
The organizational message box shows links about Shop@UW supplier updates, tutorials, and other news items applicable to the user. It is positioned between the left navigation bar and the supplier showcase on the Home/Shop page.

Navigation Options Part 3: Help and Information Areas

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QUESTION MARK AND BOOK ICONS

Click on the Question Mark icon for "Help" popup boxes that contain definitions of terms and functions in Shop@UW.



Click on the Book icons for pop up boxes that provide short tutorials and links to the Tutorial Index at <http://www.bussvc.wisc.edu/shopuw/tutorials.html>.

The Question Mark icon opens "Help" popup boxes that contain definitions of terms and functions in Shop@UW.

The Book icon opens a pop up box that provides links to specific in-depth tutorial information for that section of Shop@UW and its associated functions.

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SITE MAP LINK

Use a helpful site search tool, "Site Map" text link, located at the bottom of the Shop@UW web pages.



The Site Map page provides an outline of all of the system pages available to the user.



A helpful site search option, located at the bottom of Shop@UW web pages, is the "Site Map" text link.

- The Site Map page provides an outline of all of the system pages available to the user.

Slide 6

NEXT STEPS

Review the tutorial about how to use the Search & Compare function and add items to the shopping cart from a hosted supplier catalog and a punch-out supplier web site.

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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