
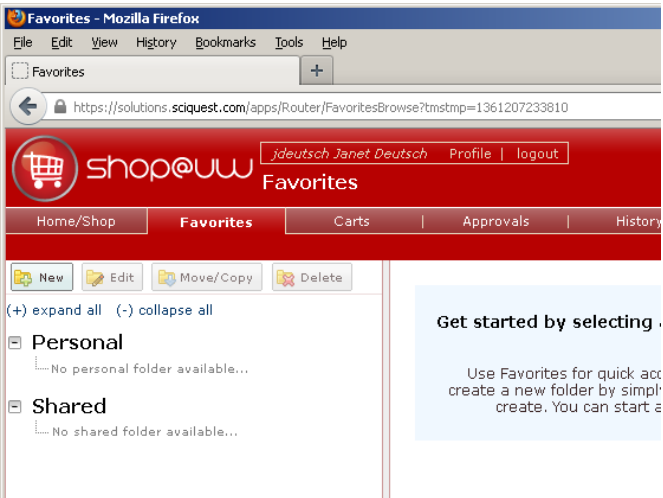


Introductory Overview for Shop@UW Business Unit Administrators

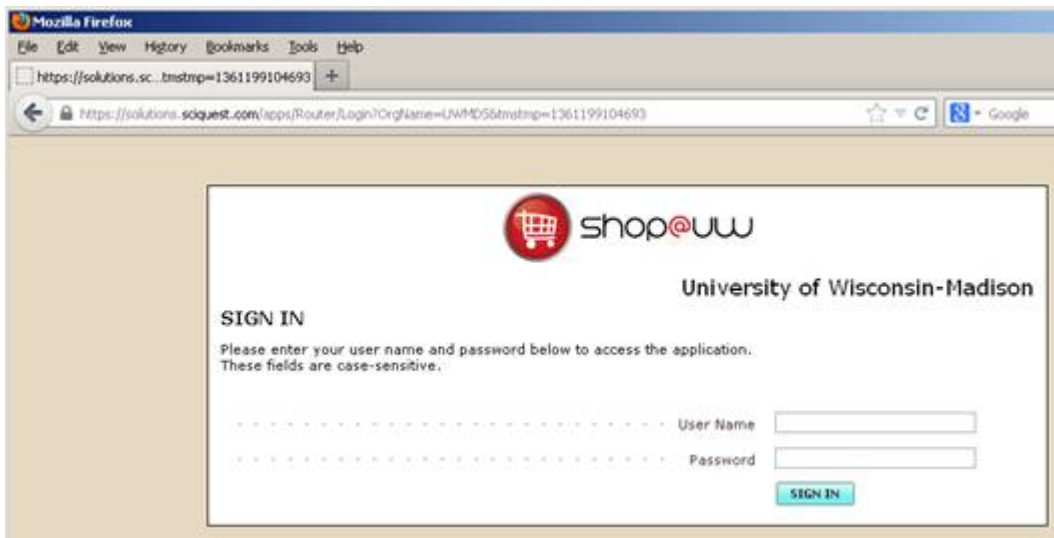
You have been identified as a person who will be able to configure and manage customizable areas of Shop@UW for your campus (in Shop@UW terms “business unit”). An administrator may elect to edit and manage some elements of your site or, you can elect to leave the site in the default view I’ve set up for you. As a starting point and to offer an inviting home screen, I have gone into each business unit and added a logo and message with a link to training for Shop@UW. If you want your business unit logo to be something different, send me the image to upload to the system.

As a Shop@UW Business Unit Administrator, you may edit two areas of the environment:

<p>1. Organizational message box</p> 	<p>2. Shared favorites Please note that only items from a hosted catalog can be added to a favorites folder.</p> 
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To manage these areas as an administrator, access the Shop@UW administrator portal at the following URLs:

- Test portal URL: <https://usertest.sciquest.com/org/UWMDS>
- Production portal URL: <https://solutions.sciquest.com/org/UWMDS>



It is also important to note the following:

- Administrators do not use an MD account number to access the administrator portal but instead, enters a unique user name and password which has been sent to you under a separate cover.
- Administrators cannot execute orders while logged into the system with their special user name.
- Changes made to the organizational message must be done first in the test environment and then also in the production environment.
- Only create “Shared Favorites” in the production environment; the test environment will not contain all items from all hosted supplier catalogs.