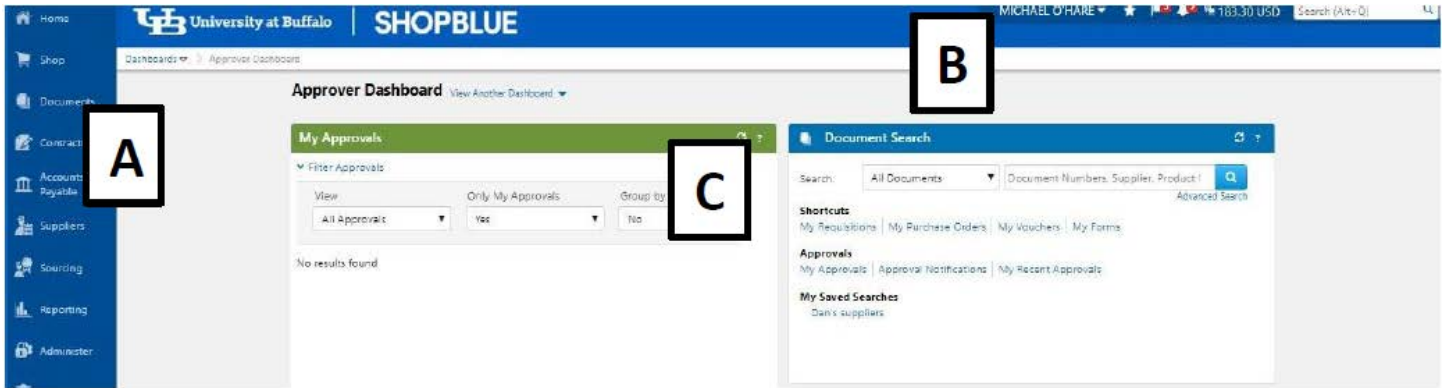# SHOPBLUE

Approver Dashboard Navigation Map & Icon Key

A. Left Toolbar

Home: this icon will bring you to the homepage you have set as your default

Shop: search for items, browse suppliers, view and manage carts and orders

Documents: search documents or orders and view approvals, notifications, and approval history
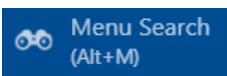
Contracts: Search, create, import, manage and configure contracts

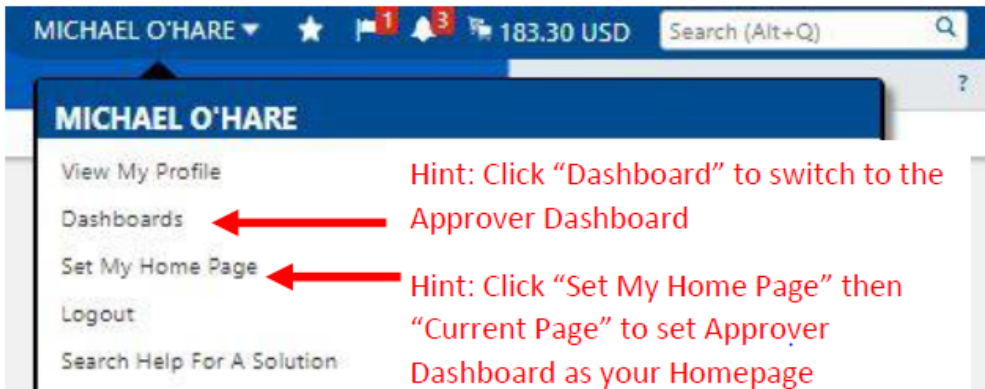**Accounts Payable:** AP administration; search, view & create invoices and receipts

Reporting: access and export reports

Menu Search: search for specific screens, functions, terms and instructions

***Options containing a sub-menu. To access sub-menu, select or hover over the icon. The sub-menu will appear where you can navigate to the appropriate page.

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B. Top Toolbar

User Profile: contains user information and settings, view recent activity, and log out
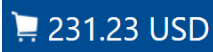
 Bookmarks: create and save frequently used pages for quick access
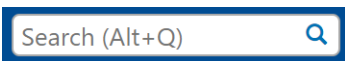
 Action Items: administrative items that require some action by the user

 Notifications: status updates that alert user when activity has taken place or something requires your attention (i.e.: approvals, rejections, returns, shared carts etc.)

 Shopping Cart: Preview your active cart and display basic info such as item image, name, price and quantity. From here you can remove items, access the cart or proceed to checkout

 Quick Search: Allows for a variety of searches for requisitions, purchase orders, invoices, items, etc. Available searches depend upon user role permissions.

 Bread Crumb Trail: shows the page currently being viewed

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C. Approver Home Page & Dashboard

1. My Approvals: filter approvals through different criteria and open directly from list

2. Document Search: conveniently search for requisitions, purchase orders, receivers and invoices using the search bar in the top right corner or select from one of the quick links below

3. Quick Links: easy access for internal links within ShopBlue

4. My Bookmarks: create a quick link of your own to a commonly used page

5. Action Items: displays actions that currently require your attention

6. Organization Message: contains an overview of ShopBlue, links to further education and training, and a platform to convey important information regarding the organization or the ShopBlue system

? **Help:** located in the upper right hand corner each widget, this link provides information on what you can do within that section.