



MODULE A - SITE NAVIGATION

The HuskyBuy interface is customized on a per-user basis. The tabs, screens, and ordering of information is based on what parts of the system each user has access to, along with their personal preferences of presentation.

The navigation tabs that show up across the top of your screen are dependent on your role and your permissions. HuskyBuy allows users to customize the order of navigation tabs on their screen so that they can access frequently-used sections of the system quickly. For example, someone who frequently reviews purchase requisitions may want the approvals tab to show up first instead of the default home tab.

The graphic below shows various facets of HuskyBuy navigation. Read the descriptions following the graphic for more information about each of the navigational components:

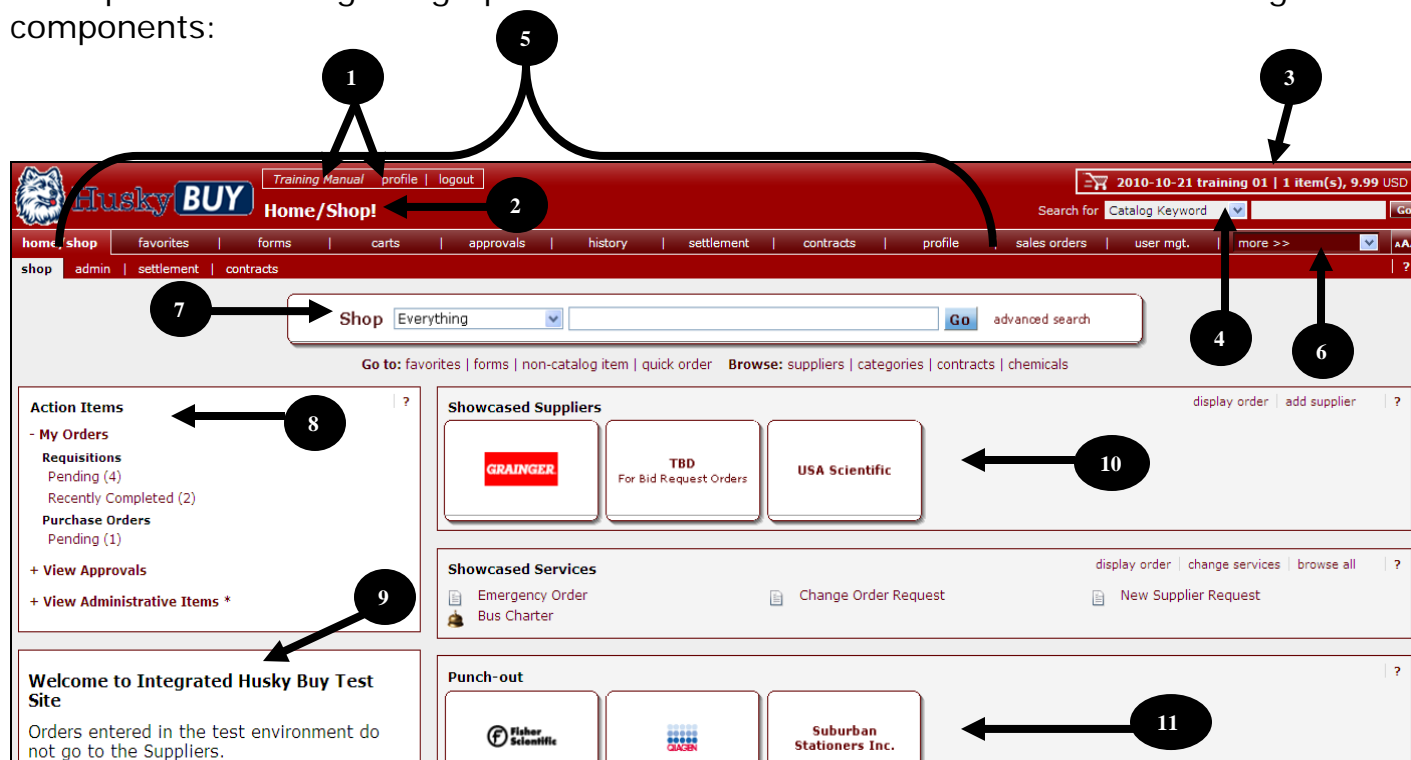


Figure 1

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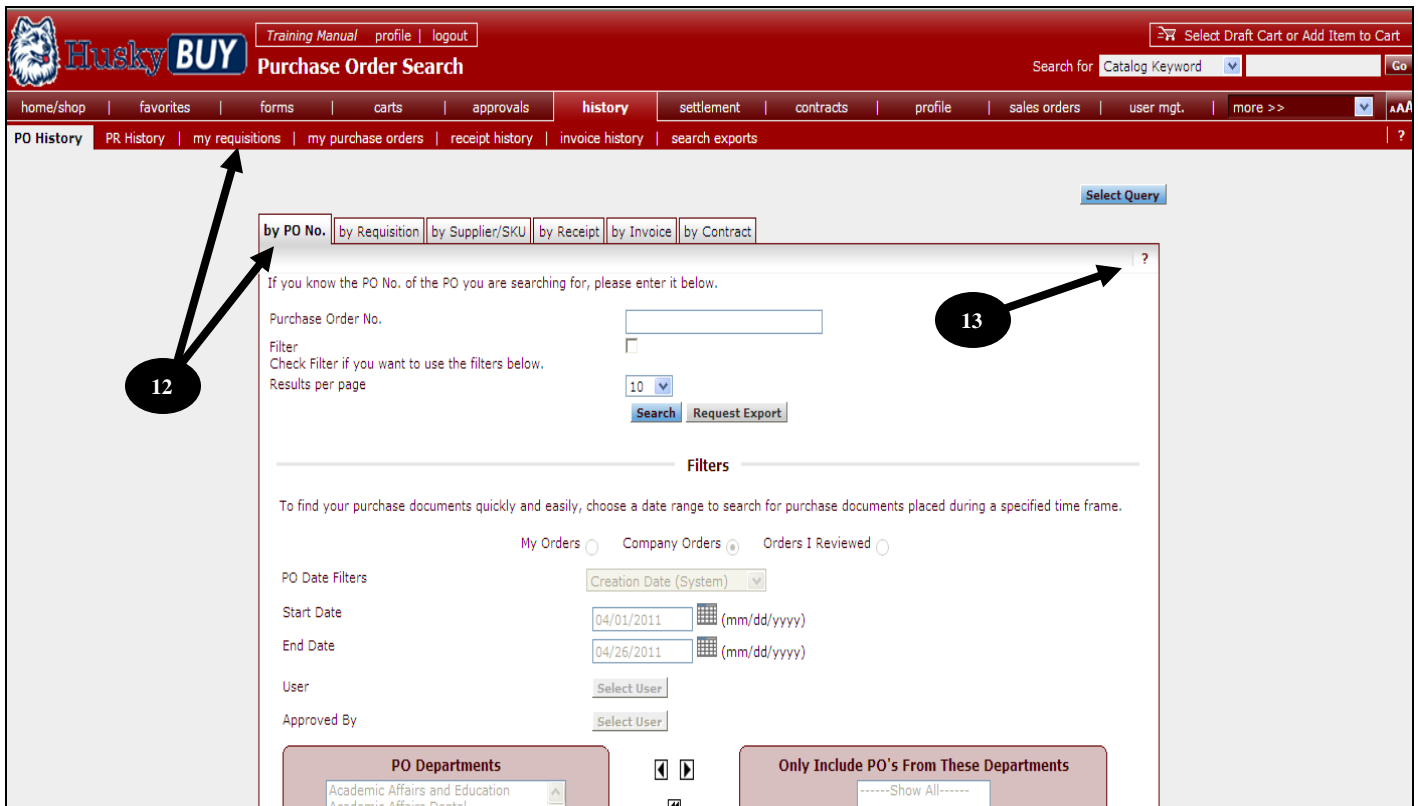


Figure 2

1. **User Information** – In the upper left-hand corner of the application, information about the user is displayed within a boxed area. In this box is the user's name, a link to the user's profile and the logout link.
2. **Screen Title** – In the application header, just below the user information box, the title of the current screen displays.
3. **Cart Summary** – The upper right corner displays a summary of the shopping cart. Included is the cart name (by default, this is your user name, the date, and sequential order # for the day), the number of items in the cart, and the total cart amount. You can click on this shortcut to go directly to the cart page where the cart details can be reviewed and updated.
4. **Quick Search** – This feature allows a variety of searches to be executed from anywhere in the application. To use this feature, a search option must be selected and search criteria must be keyed in. Clicking the go button executes the quick search and displays the results in the appropriate search results screen.

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5. Navigation tabs – Across the top of the application are navigation tabs. By clicking on a tab, the information in the screen refreshes to display the topic or function covered in that particular part of the application. The number of tabs available to each user is dependent on their permissions. The names of the navigation tabs are customizable and can be modified by a HuskyBuy System Administrator. For examples, your tab may read *favorites* instead of *my favorites*. The order of the navigation tabs is customizable by the user.

- i. Home/Shop** – is used for shopping, and provides quick access to other key parts of the application such as favorites and forms.
- ii. Favorites** – is used to create and define shared and personal favorites folders and items. Items can be moved and copied between folders; current folders and items can be edited and removed.
- iii. Carts** – is used to view and modify shopping carts, create new carts, delete existing carts and prepare an active cart for processing.
- iv. History** - contains a repository of various documents within the application. Purchase requisitions, purchase orders, receipts, invoices, and fulfillment orders are all available for viewing, depending on the permissions granted.
- v. Settlement** – provides access to system receipts and invoices along with the ability to create new receipts and invoices, depending on the permissions granted.
- vi. Profile** – is used to review and update personal user information ranging from time zone, assigned roles, approver information, email preferences, and more.

6. Navigation Menu – For users that have access to more than seven navigation menus, an eighth menu is displayed on the far right side of the screen. This menu contains a drop down list which displays the text *more>>*. Expanding the drop down list reveals the remaining navigation menus available to that user. Upon selecting the desired navigation menu, the screen below refreshes to display the specific topic or function covered in that particular part of the application, just as if any of the static navigation menus had been selected. For users with the customize navigation permission, this drop down list will also appear, even if that user has access to seven or less navigation menus. The drop down list contains a “customize” option at the bottom of the list. Selecting this option redirects the user to the navigation setup screen where the navigation can be customized to best suit the user’s needs.

7. Shop at the Top – Simple and advanced search can be accessed from the home/shop navigation tab and shop sub-tab. This is a key feature of the application and is used for searching for items and products from hosted catalogs only.

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- 8. Action Items Box** – This box is located on the left side of the screen and contains quick links to important information for the user logged in. Depending on the user's role (Shopper, Approver), the information displayed will vary. Standard Requisitioners will see a link to recent and completed carts, requisitions, purchase orders and a notification if any requisitions have been returned for review. Approvers and Administrators also have links to the approvals tab, price files, user registrations and other tasks.

- 9. The Organization Message** – This box is located on the left side of the screen and is an important tool for communicating with the user community. The organization message is available to all users and is a common way to communicate important upcoming dates and information.

- 10. Showcase** – The purchasing showcase is used to highlight suppliers and forms recommended for use by Requisitioners and Shoppers. This is an optional feature of the system, and if not used, this area will be empty.

- 11. Punch-out** – Punch-out Suppliers can be accessed from this area of the screen.

- 12. Navigation Sub-tabs** – Beneath the top-level navigation are sub-tabs. As with navigation tabs, the sub-tabs displayed depend on the permissions granted to the individual user. By clicking on these sub-tabs, the information in the screen below refreshes to display the specific topic or function covered in that particular part of the application.

- 13. Online Help** – Online help is accessed by clicking on the question mark (?) anywhere in the application or by clicking on hyperlink text. Text with associated help is indicated by text that changes colors when mousing-over the text. Much of the text in the application can be selected and a secondary help window displays.

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