The UShop Shopping Dashboard allows you to access everything shopping related, as well as search for suppliers and documents – right from the homepage.

On the following pages you will see a breakdown of each section of the Shopping Dashboard, which are referred to as Widgets – and their functionalities.

As always, if you have any questions, comments, or concerns, please contact the UShop Help Desk.

Proceed to the next page for breakdown.
1. **Shop**: The same search bar you're used to seeing at the top of the old shopping home page.

2. **Announcements**: If a punch-out is down or we've added some awesome, new functionality, we'll announce it here.

3. **Punch-Out, Hosted and Non-Catalog Shopping & University On-Campus Suppliers**: Contains all of the punch-out and hosted catalog tiles you've always seen, except for the forms—which are now in their own alphabetized widget (see #4).

4. **Forms**: A list of the most commonly used forms, listed alphabetically.

5. **Org Message**: We've moved most of the links that used to be here, as well as added new ones, into a convenient list called My Resources (see #6).

6. **My Resources**: Contains a helpful list of links you can use to access other frequently needed web apps. Don't see a link you'd like added? Tell us!

7. **UShop Quick Links**: A list of internal UShop links you can use for easy access without having to do an advanced search.

8. **Action Items**: Check here to see documents pending your approval, or items you need to take action on.
9. **My Draft Carts:** A list of your draft carts. *Hint: the shopping cart that’s colored in is your active shopping cart. Click on one of the other ones to quickly make that one your active cart.

10. **Supplier Search:** Use this widget to quickly search for any supplier in UShop.

11. **Document Search:** Search for any and every document without having to navigate away from the home page.

12. **My Requisitions:** A summary (list or graph) of your current, submitted, pending and completed requisitions.

13. **My Purchase Orders:** A summary (list or graph) of your current, submitted, pending and completed POs.

14. **My Approvals:** Check here to see a complete list of pending documents that require your approval.