

## **Shopping Dashboard**

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

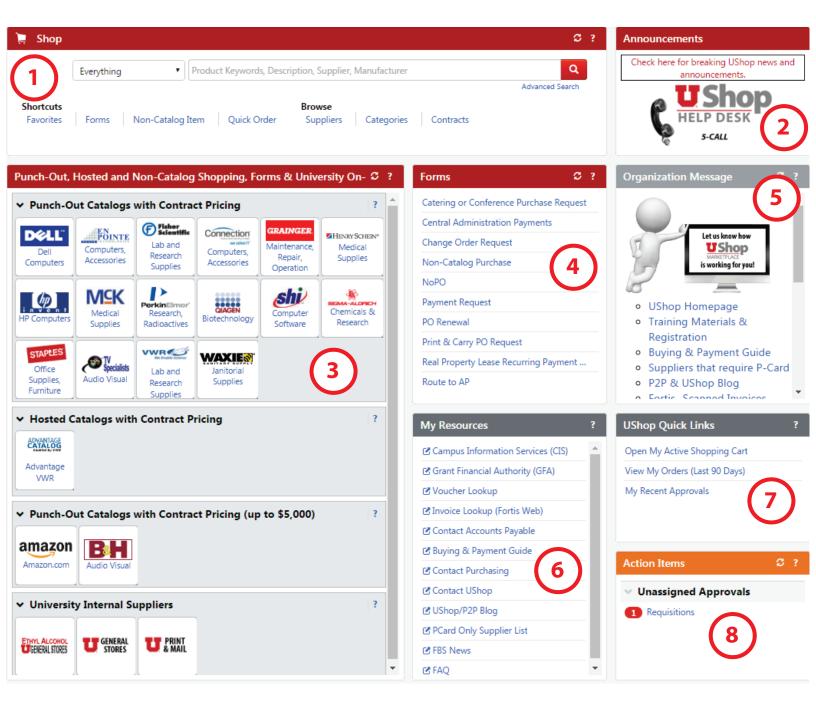
On the following pages you will see a breakdown of each section of the Shopping Dashboard, which are referred to as Widgets – and their functionalities.

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.

