This tutorial will review Shop@UW navigation options for the top information bar in the user interface and is the first part of three tutorials about the navigation options in Shop@UW.

The top information bar, located at the top of the Shop@UW web site, contains the following links from left to right:

- Profile Dropdown Menu
- Bookmarks Icon
- Action Items and Notifications
- Shopping Cart Icon
- History Search Icon
The Profile Dropdown Menu contains user profile information including:

- MD account number used at log in
- Customer name, usually the Department name
- Customer contact, usually the name of the primary contact on the account
- Direct funding assigned to the MD account
- Dropdown icon to display the menu information box

The options on the Dropdown Menu are as follows:

- Exit Shopping
  - This link returns the user to the Shop@UW lobby Final Cart Review web page.
- My Recently Checked Out Carts
  - This link provides the user with quick access to the last 90 days of checked out carts for their MD number.
- My Recently Completed Carts
  - This link provides the user with quick access to the last 90 days of completed carts for their MD number.

More information on how to use the My Recently Checked Out Carts and My Recently Completed Orders links can be found in the History tutorial.

The Bookmarks icon is linked to a dropdown menu.

- The function allows users to set bookmarks to frequently used areas in Shop@UW

More information on how to use the Bookmarks feature can be found in the History tutorial.
Navigation Options Part 1: Top Information Bar

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**ADDING A BOOKMARK**

This example illustrates how to add a bookmark:

- Go to the desired area of Shop@UW.
- Click the Bookmarks Icon.
- Click on the “Bookmark this page” link.
- The Bookmark Icon changes from a white to yellow color when the page is bookmarked.

Some suggested areas of Shop@UW to add to bookmarks are:

- View Favorites
- Open My Active Shopping Cart

Please note that users are only able to bookmark general navigation areas such as those suggested and are not able to bookmark vendor sites, products, or specific searches.

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**ACTION ITEMS AND NOTIFICATIONS**

The Action Items and Notifications links on the Top Information Bar are not used by shoppers at this time.
The Shopping Cart icon displays the dollar amount of items in the user’s active cart.
  - When clicked, the dropdown box opens to display the active cart contents.

This example illustrates an active shopping cart that contains three items.
  - A list of the items added to the shopping cart is displayed.
  - The trash can icon can be used to delete items from the active shopping cart.

The user is presented with two buttons:
  - View My Cart button
    - Clicking this button navigates the user to the Active Shopping Cart.
  - Checkout button
    - Clicking this button navigates the user directly to complete the checkout process.

The History Search icon is linked to a search dropdown and keyword search field.
  - The search options found in this area are also found in the History icon fly out menu and are further described in the History Search tutorial.
  - Allows shoppers to search for old carts and orders.

Users should note that product item numbers and keywords are not valid for this search field.
Navigation Options Part 1: Top Information Bar

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NEXT STEPS
Review Part 2 of the Navigation Options tutorials for an overview of the left navigation bar.

Review tutorials for important Shop@UW functions on the tutorial index web page found at https://shopuw.wisc.edu/training/.

Questions about Shop@UW can be forwarded to the customer service desk at shopuw@bussvc.wisc.edu.

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