This tutorial will review Shop@UW navigation options for the left navigation bar in the user interface and is the second part of three tutorials for the navigation options in Shop@UW.

The left navigation bar along the left side of the web page contains the following icon links for shoppers:

- the Home icon;
- the Shop icon;
- the History icon;
- the For Administrators Only Icon; and
- the Site Navigation Search Icon.

The Home icon, located in the upper-left corner of the web page, returns the user to the Shop@UW home/shop page. Directly to the right of the home icon is the Shop@UW logo for the site. Clicking on the logo image also returns the user to the home/shop web page.
The Shop icon contains a fly out menu that provides the user with a shopping search menu and links for shopping and managing shopping carts.

- The function of the Shopping search menu is identical to the Shop at the Top search function on the Shopping Home page.
  - *Note* that users may only search for items from **hosted supplier catalogs** when using the Shopping search menu.
  - The drop down box can be used to select Catalog Number or CAS Number as alternative search types.
  - Further information on performing searches for products in Shop@UW is available in the Product Search tutorials.

In the Shopping section there are also links for:

- Shopping Home or the shop/home web page
- Advanced Search which can be used for more complex searches including exact words or phrases, suppliers, manufacturer, part numbers, and/or excluding words, etc.
- View Favorites, for users who create folders to easily identify favorite items that they shop for
- Quick Order to add a known part number directly to the active cart
- Suppliers, to view a list of all available suppliers and any hosted catalog items they sell by category
- Categories, to view categories of hosted catalog items
- Contracts, to search by name, number, summary, etc.
- Chemicals, to search specifically for chemicals available in hosted catalogs

The My Shopping Carts selection, found on the Shop fly out menu, contains three options for the user to manage shopping carts:

- Open My Active Shopping Cart
- View Carts
- View My Recently Checked Out Carts (Last 90 Days)

The different types of shopping carts are covered in more detail in the Working with Shopping Carts tutorial.
Navigation Options Part 2: Left Navigation Bar

Slide 6

**HISTORY ICON**

The History icon fly out menu option contains three options for the user to review cart and order information:
- Search Documents, to search for old carts and orders
- View Saved Searches
- Download Export Files

Further information on searching for old carts and orders can be viewed in the History tutorial at https://shopuw.wisc.edu/training/.

Slide 7

**FOR ADMINISTRATORS ONLY ICON**

The information provided in the fly out menu called “For Administrators Only” is reserved for the system site administrator and purchasing agents.

Slide 8

**SITE NAVIGATION SEARCH ICON**

The Site Navigation Search icon located at the bottom of the navigation bar allows the user to search only for navigation terms.
- Users should note that item numbers and descriptions or order numbers are not valid for this search field.
  - The Shopping search field should be used to search for items.
  - The History icon options allow users to search for past orders.
  - The Site Map link at the bottom of the Home/Shop web page provides an outline of all the available areas in the application and is a good alternative to the Site Navigation Search.
Navigation Options Part 2: Left Navigation Bar

Slide 9

NEXT STEPS
Review Part 3 of the Navigation Options tutorials for an overview of the special help and information areas within Shop@UW.
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.

A number of other tutorials for important Shop@UW functions are available to review on the tutorial index web page found at https://shopuw.wisc.edu/training/.

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