NEW USER INTERFACE (UI)

General Navigation

Currently, navigation is performed by clicking on tab-driven menus and sub-menus that are always present on the screen. In the new UI, tab navigation has been replaced by a clean, slide-out menu. Menu items stay out of the way until they are needed for a cleaner, less cluttered site.

Current

The interface is navigated via tab-driven menu that is always present across the top of the page that are needed for a cleaner, less cluttered site.

New UI

The new interface features a slide-out menu. Menu items stay out of the way until they are needed for a cleaner, less cluttered site.
The interface often separates related pages on to separate tabs. For example, the shopping page, favorite’s page and forms page are located in individual tabs.

Menu options are grouped by related tasks, making them easier to locate. Examples of grouped menu options include shopping tasks (shown below), administrator tasks, task related to documents and approvals and more.

Pages are easier to find with a Menu Search options. A keyword search returns a list of pages containing that keyword. Search results are clickable to take you directly to the page. Breadcrumbs display that tell you how to navigate to the page. Note: You can also us the Alt + M quick-key to access Menu Search.
**Action Items**

Currently action items are located on the shopping page. If you are in another area of the application, you are required to return to that page to view them. In the new interface, action items are located in the top banner area, making them accessible from anywhere in the application.

**Current**

Action items are located on the shopping page.

**New UI**

Action items are located in the top banner making them accessible from all areas of the site. Clicking on the Action items takes you to the appropriate area of the applications to complete the action.
Notifications

Certain action items and/or tasks in our current site, such as a submitted requisition or a document awaiting approval, will trigger notifications to specified users. These notifications are not viewable in the current interface and are available only by email. In the new interface, you can view these notifications in the top banner. In the way that action items can be accessed from anywhere in the application, notifications can be accessed from anywhere in the application.

Note: Not all notification types are available in the new interface.

Current

Notifications are not viewable in the application. You are notified by email only.

New UI

Notifications are located in the top banner making them accessible from all areas of the site.

- Notifications are clickable and take you to the appropriate area of the application (i.e. the requisition)
- Newer notifications are highlighted
- You will continue to receive email notifications unless you turn them off
User Profile

In the Classic interface, user profile information and options are located in a series of navigation tabs and sub-tabs. In the new interface, the user profile contains simpler navigation. A main profile menu groups similar tasks in a logical manner and Quick Links contain most commonly used tasks.

Current

User profile tasks are accessed from a series of Navigation tabs and sub-tabs

New UI

All options are in a single user profile menu. Options are grouped by similar tasks.
User Profile-cont.

Current

Users access their own profiles through the profile link.

New UI

Users access their own profiles by selecting the drop-down menu beside the user’s name and selecting View My Profile.

Cart Preview

Current

In order to view your cart in the current view, it is necessary to leave the page you are on and go to the active shopping cart tab.

New UI

The new UI features a Cart Preview. By clicking on the shopping cart icon, you can get a quick view of the active cart from anywhere in the application.

Clicking the View My Cart button takes you to the active cart.
Quick Search

Current

Quick Search is located at the top right of the screen.

New UI

Quick Search is still accessible from all pages, but is hidden until you select the icon to display it.

You can also use the quick-key Alt + Q to access the Quick Search menu.
New UI Menu Options – Shop Menu

The Shop menu contains the menu options related to shopping tasks including product quick search, access to the shopping page, forms and favorites and access to carts and orders.

Accessed directly from the Shop menu, **Product Quick Search** allows you to do a simple item search by keyword, catalog number or CAS number. Note: You can also use the quick-key **Alt + P** to access the product search.

From the **Shopping** sub-menu, users can access Advanced Search, Favorites and Forms. These options were located on separate navigation tabs in the Classic interface.

The **My Carts and Orders** sub-menu contains options for viewing your active cart, draft shopping carts and your most recent orders.
Menu Options – Orders & Documents Menu

In the New Interface, orders related to Document Search and Approvals are located in the Orders & Documents menu.

Document search tasks are accessed from the **Document Search** sub-menu.

All tasks related to approvals are available on the **Approvals** sub-menu.
Menu Options – Reporting

Reports are accessed from the Reporting menu. The sub-menues are organized by report type and there is a separate sub-menu for downloading report extract and exports.

Access cycle time, invoice, site usage and catalog summary reports from the **Operational and Site Usage Reports** submenu.

Access spend summary, purchasing and spend analysis reports from the **Purchasing and Spending Reports** submenu.

Access your exports and extracts from the **Report Exports & Extracts** sub-menu.