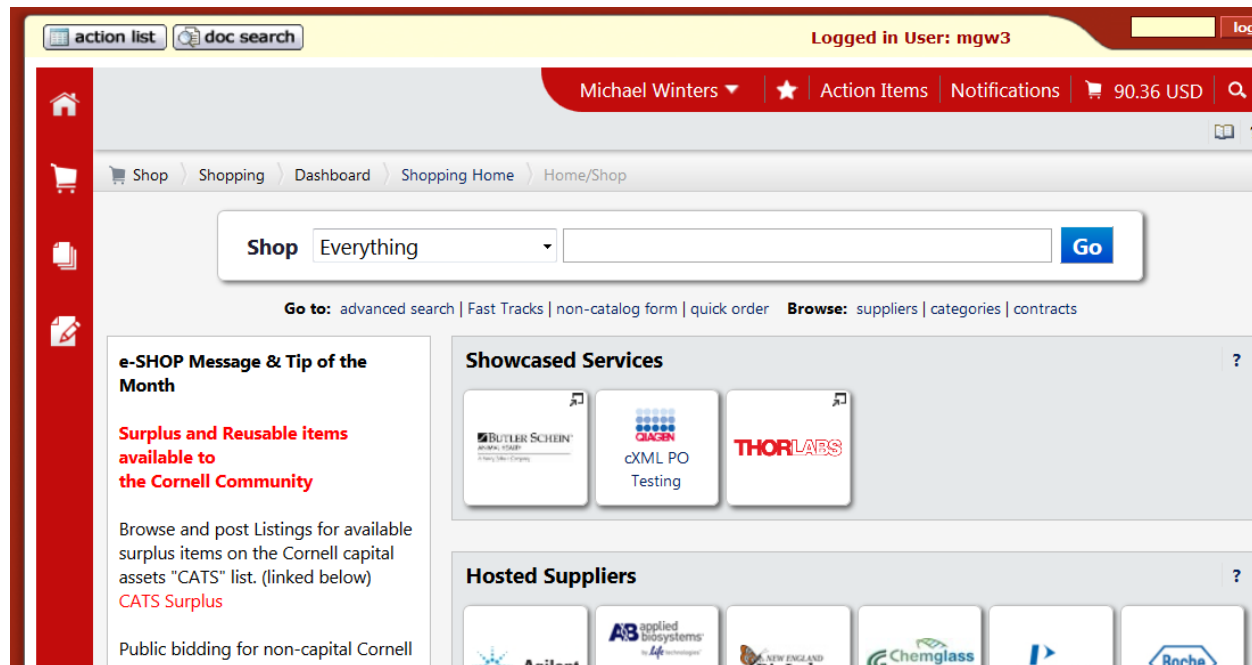# Cornell University

Navigation Guide for Users

As of March 30, 2014

SciQuest upgraded e-SHOP to a new user interface, which was designed to provide a streamlined approach to navigating . This will enhance the user experience and simplify the interaction with the application. The main navigation tabs have been replaced with icons on the left hand side of the page and the notifications and browsing capabilities have been improved upon.

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Platform	Recommended Browsers
Windows	Internet Explorer (IE) 7, 8 or 9 – not using compatibility mode IE 10 or 11 Chrome 33 or higher Firefox 27 or higher Opera 10 or higher
Macintosh	Firefox 27 or higher
iPad	Safari

Important Note: If you are using other or older browsers, such as IE7, and attempt to switch to the new interface, a message may be displayed indicating that the browser or browser setting is not supported in the New Phoenix interface. You will need to update your browser or browser settings..

Purpose

The purpose of this training guide is to provide information about enabling the new Phoenix interface in e-SHOP, as well as to provide information so that you can begin to use it.

This document will provide:

- Classic vs. Phoenix – side-by-side comparisons of the key changes between the old and new interfaces.

- New Phoenix Interface Menu Options – information about the menu options available in the interface. The menu options have been reorganized into more logical groupings based on work tasks.

- Instructions on how to set your own "Home Page" in the new interface

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What do the icons mean?

Home

SHOP

Orders and Documents

Catalogs and Contracts

Search (bottom of page)

Shop

Shopping → **Shopping**

My Carts and Orders → By Keyword

Orders & Documents

Document Search → **Document Search**

Search Documents
View Saved Searches

Catalogs and Contracts

View Contracts → **View Contracts**
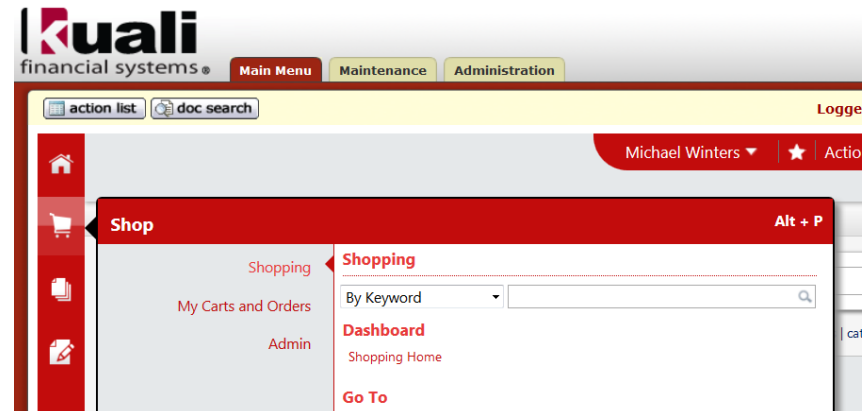
Search For Contracts

Menu Search   Alt + M

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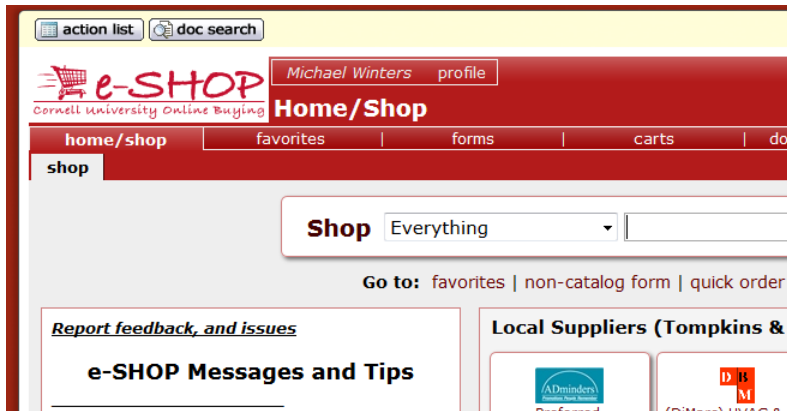
In the classic user interface, navigation was performed by clicking on tab-driven navigation menus and sub-menus that were always present on the screen. In the new Phoenix interface, tab navigation has been replaced by a clean, slide-out side menu that displays the available menu options.

Classic: The classic interface was navigated via a tab-driven menu that was always present across the top of the page. Sub-menu items were located in sub-navigation tabs.

Phoenix: The new Phoenix interface features a slide-out menu. Menu items stay out of the way until they are needed for a cleaner, less cluttered look.

In the Classic interface, related menu options were often located in separate menu tabs. In the new Phoenix interface, the menu has been reorganized in a more logical manner to make locating pages easier. A brand new feature in the new interface is the Menu Search option to help find pages that are not frequently used.
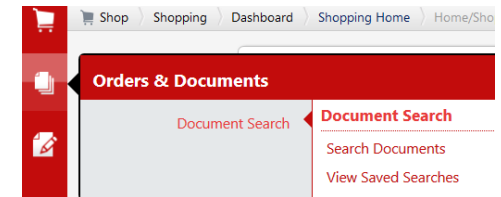
CLASSIC:

The classic interface often separated related pages onto separate tabs.

For example, the shopping page, favorites page and forms page were located in individual tabs.

PHOENIX:

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

Pages are easier to find with the Menu Search option. A keyword search returns a list of pages. Search results are linked to redirect you to the page. Breadcrumbs display to show you how to navigate to the page. *Note: You can also use the Alt + M quick-key to access the Menu Search.*

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In the Classic interface, action items were located on the shopping page. If you were in another area of the application, you had to return to that page to view them.

In the Phoenix interface, action items are located in the top banner area, making them accessible from anywhere in the application.
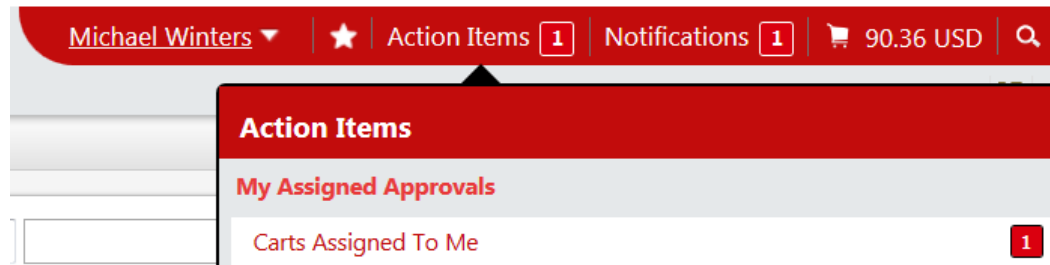
CLASSIC
Action items were located only on the shopping page.

PHOENIX:
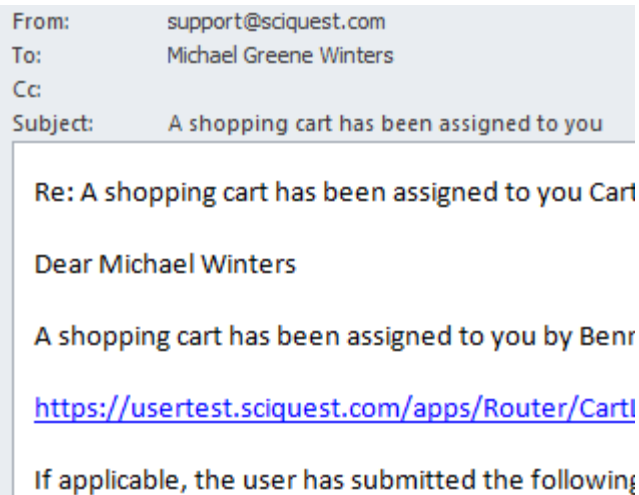Action items are located in the top banner making them accessible from all areas of the site.

As with the Classic interface, clicking on the action item takes you to the appropriate area of the application to complete the action.
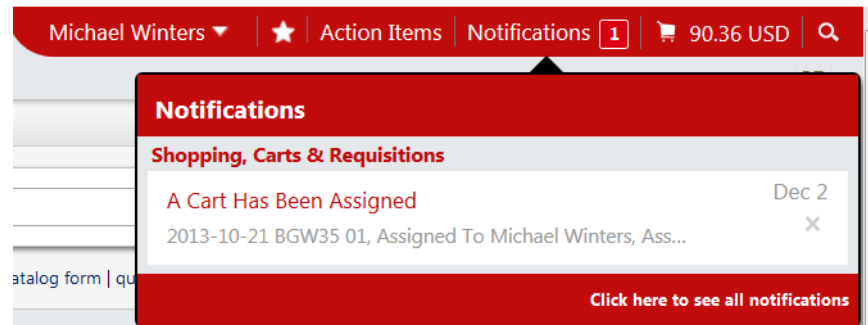
Certain action items and/or tasks in e-SHOP trigger notifications to specified users. These notifications were not viewable in the Classic interface and were available only by email.

In the Phoenix interface, you can view these notifications in the top banner. As with action items, notifications can be accessed from anywhere in the application. *Note: Not all notification types are available in the current Phoenix interface.*

Classic Interface

From:	support@sciquest.com
To:	Michael Greene Winters
Cc:	
Subject:	A shopping cart has been assigned to you

Re: A shopping cart has been assigned to you Cart

Dear Michael Winters

A shopping cart has been assigned to you by Benr

https://usertest.sciquest.com/apps/Router/Cartl

If applicable, the user has submitted the following

Phoenix Interface

Michael Winters ▼ | ★ | Action Items | Notifications 1 | 🛒 90.36 USD | Q

Notifications

Shopping, Carts & Requisitions

A Cart Has Been Assigned — Dec 2
2013-10-21 BGW35 01, Assigned To Michael Winters, Ass... ×

Click here to see all notifications

Notifications are linked to take you to the appropriate area of the application (i.e., requisition). Newer notifications are highlighted. You will continue to receive email notifications.

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e-SHOP provides users with convenient shortcuts for faster results. In the new interface, the Quick Search feature is on the page but is less obtrusive.
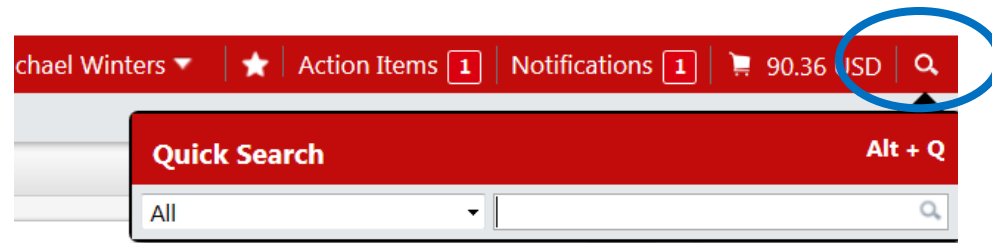
Classic:
In the Classic version, the quick search was viewable in the top right hand section.

Phoenix:
In the Phoenix interface, access the quick search by clicking the Search icon or by using the quick keys – Alt + Q.
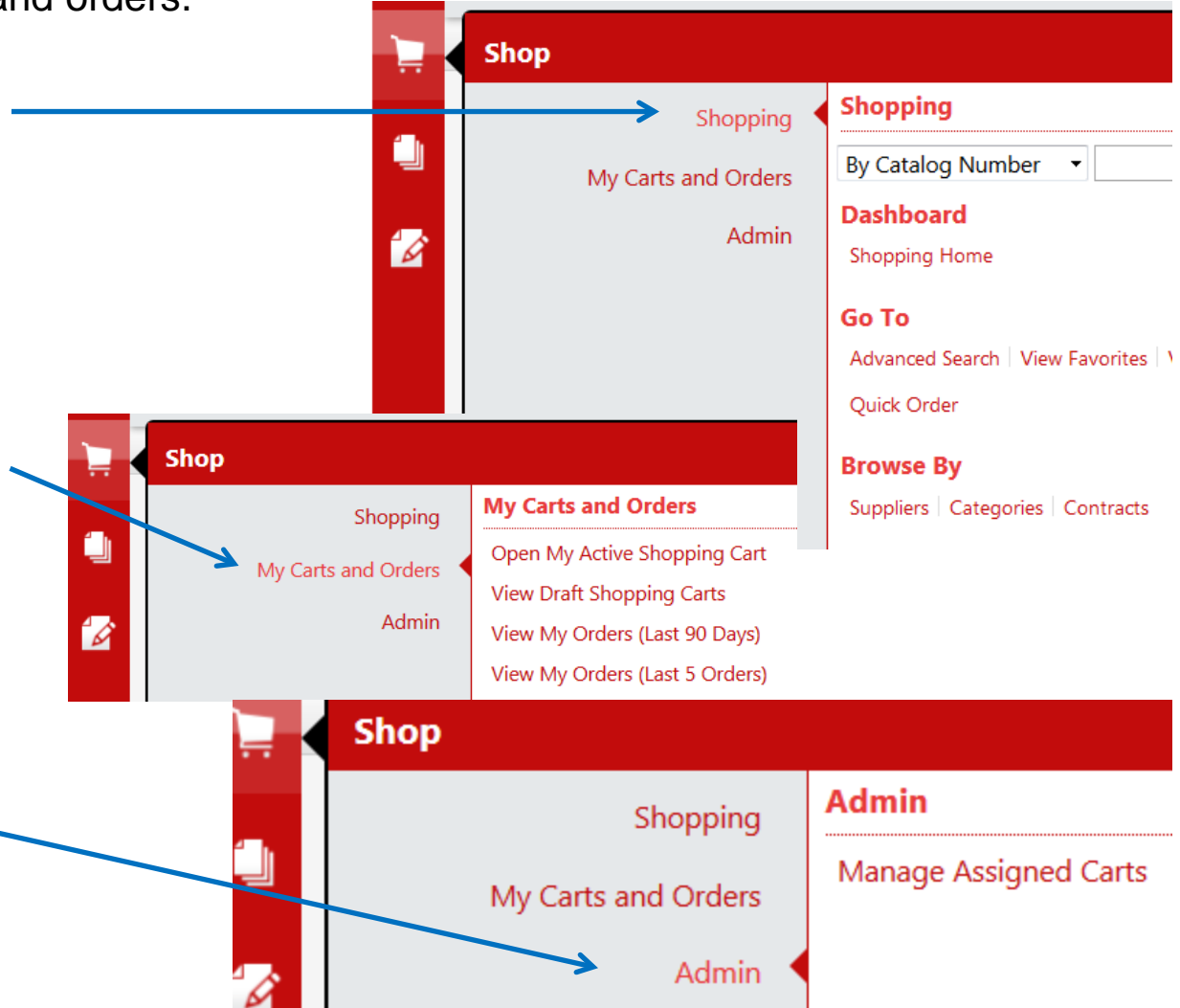
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The **Shop** menu contains the options related to shopping tasks including product quick search, access to the shopping page, forms, favorites, and access to carts and orders.

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

Shop

Shopping

My Carts and Orders

Admin

Shopping

By Catalog Number ▼

Dashboard

Shopping Home

Go To

Advanced Search | View Favorites | V

Quick Order

Browse By

Suppliers | Categories | Contracts

From the **My Carts** sub-menu, you can access your active cart or any draft carts, and you can view recent orders.

Shop

Shopping

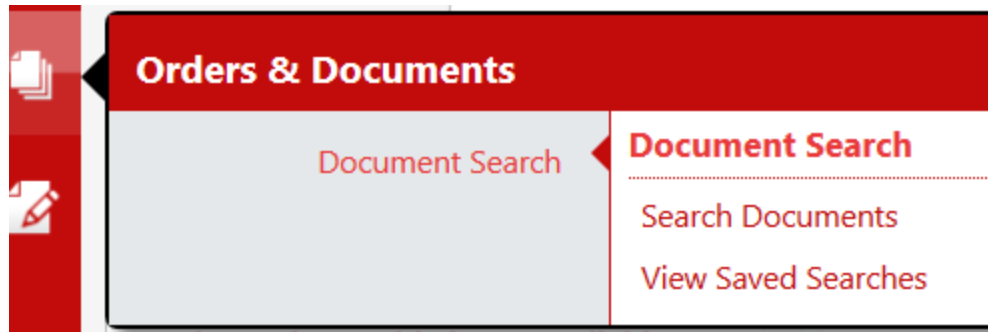My Carts and Orders

Admin

My Carts and Orders

Open My Active Shopping Cart

View Draft Shopping Carts

View My Orders (Last 90 Days)

View My Orders (Last 5 Orders)

The **Admin** sub-menu contains options to manage carts assigned to you or that you have assigned to others

Shop

Shopping

My Carts and Orders

Admin

Admin

Manage Assigned Carts

In the new Phoenix interface, orders related to Document Search and Approvals are located in Orders and Documents.

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

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You can select which page in the application is your home page, allowing you to quickly access your primary task or most frequent used area such as Fast Tracks .

To change your home page setting:

- Click the drop down icon next to your name and then click inside the area next to your name.

- Select an option from "Set My Home Page"

- Make your selection and "Save"

Now when you enter e-SHOP from the KFS Main Menu, you will see your selected home page.

Maintenance   **Administration**

Logged in User:

Michael Winters ▼

Set My Home Page   ×

○ **Default Home Page**
  Shopping Home

● **Current Page**
  View Favorites

You can also access your home page by pressing **Alt + 1**

Save   Close

v3 **Impersonating User: mgw3**   login

★ | Action Items 1 | Notifications 1 | 🛒 90.36 USD | 🔍

pages - for Color LaserJet 4600, 4610, 4650   ?

🛒 | 🏠 Shop | Shopping | Go To | View Favorites ▼ | Fast Tracks

📋 New | 📝 Edit | 📄 Move/Copy | 🗑 Delete | 📁 **HP-C Series**   Folder Admin

(+) expand all (-) collapse all

📄 | Results per page 20 ▼ | **Total Favorites : 8** | ◀ Page 1 of 1 ▶

copy | add to cart

📝 | ⊟ **Personal Fast Track Items**
  Fast Track Computers
  HP Toners

HP 641A - C9720A - toner cartridge - 1 x black - 9000 pages - for Color LaserJet 4600, 4610, 4650   **113.55** USD   EA
from The Computing Center

⊟ **Cornell Fast Tracks**
  ⊞ Fast Track Computers
  ⊞ Fast Track Office Supplies

Part Number   C9720A   1 | **Add to Cart**
Manufacturer Info   C9720A - (Hewlett-Packard)   copy