



1. Home Tab	Current tab referenced with this Job Aid.
2. Profile Tab	Profile Tab allows user to manage profile including setting Favorites for Accounting, Deliver To, and Organization Attributes. This tab is detailed further in the <i>Profile Tab Navigation Job Aid</i> .

3. Order History Tab	<p>Order History Tab allows the user to view their Spartan Marketplace orders including:</p> <ul style="list-style-type: none"> • Statuses • Transaction Number • Requisition Number • Purchase Order Number • Supplier • Total Amount • Create Date <p>This tab is detailed further in the <i>Order History Tab Job Aid</i>.</p>
4. Dashboard	Within the Dashboard, users can run a variety of reports based on the orders they have placed. Only orders specific to that user are visible.
5. SM People Search	SM People Search allows users to search by Org Name or Org Code to see who has access to Spartan Marketplace.
6. Helpful Links	<p>Provides user with useful links including:</p> <ul style="list-style-type: none"> • Kuali Links: Action List, KFS, University Stores • University Services Link: University Services Home
7. User Name	Displays the Spartan Marketplace User Name.
8. Notifications	Displays any Spartan Marketplace notifications associated with user —number of pending or outstanding orders. Hover over icon to view.
9. Logout	Logs user out of Spartan Marketplace.
10. Shop	Tab that provides user access to search and order from Supplier Catalogs in Spartan Marketplace. This is the default view upon entering Spartan Marketplace.
11. Search	Search results are displayed based on the keywords used. Note: not all Supplier Catalogs will be searchable with the Search functionality. User may need to punch out to Supplier Catalogs to search for items.
12. Supplier Catalogs	Access Supplier Catalogs via the icons. User will access or “punch out” to the Supplier’s website to shop for items. Users then return to Spartan Marketplace with your items in the Cart.
13. Cart	Tab that shows all item(s) user currently has selected from Supplier Catalogs. It also displays the current number of items in the cart.
14. Total	Total U.S. dollar value of the order.
15. Announcements	Provides important information such as upcoming dates, information about new catalogs, updates to processes, and more.