
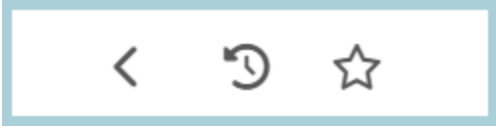
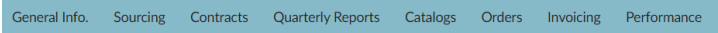
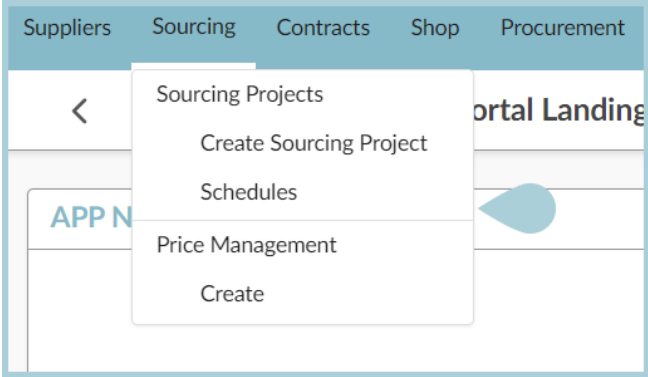


# Navigation

*This document is a quick reference guide for users wishing to navigate the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.*

Steps to Navigate APP.

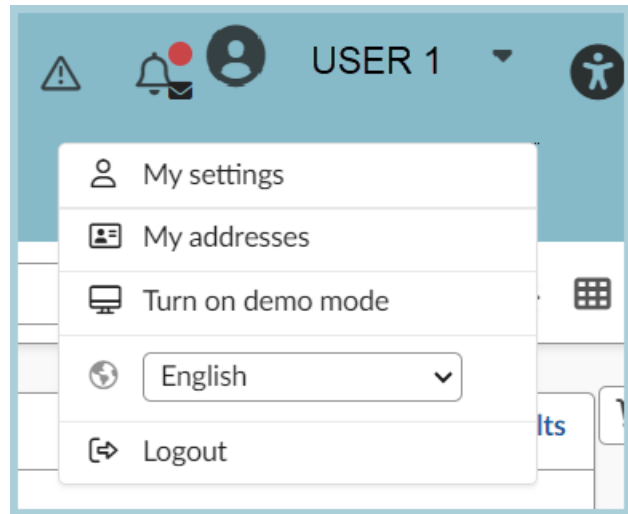
## Home Page Overview

<b>A</b>	<b>APP Logo:</b> Clicking the APP logo at any time will take you back to the homepage	
<b>B</b>	<b>Navigational Icons:</b> Use the icons to go back a page, view history, and save favorites respectively	
<b>C</b>	<b>Main Menu:</b> This section displays the Main Menu. Click on the main menu options (General Info.,Sourcing, Contracts, etc.) to display its associated drop-down menu.	
<b>D</b>	<b>Drop-Down Menus:</b> By selecting any of these options, you will be navigated to the corresponding page.	

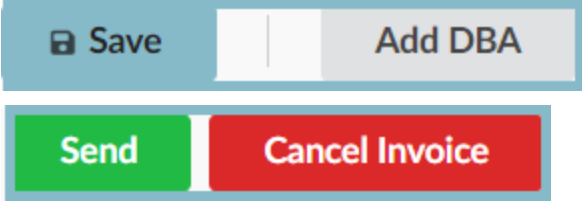

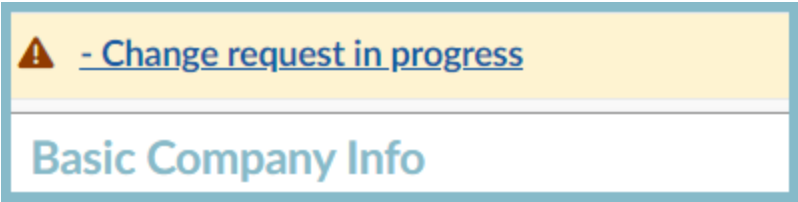
E

**User Name:** Clicking on your user name displays the following options:

- **My settings** – Displays the account profile where you can update your personal information.
- **Language** - Allows you to choose your language preference
- **Logout** - Logs you out of APP



## Understanding Page Elements

<p><b>A</b></p>	<p><b>Action Buttons:</b> These buttons vary by role and by the particular task that is being worked on. Typically, you can use these buttons to take action on a particular task or save your progress.</p> <ul style="list-style-type: none"> <li>● <b>Green Buttons:</b> Generally relate to subming an action</li> <li>● <b>Red Buttons:</b> Generally relate to canceling or rejecting an action</li> <li>● <b>Blue Buttons:</b> Generally relate to saving, closing, or copying an action</li> </ul>	
<p><b>B</b></p>	<p><b>Functional Tabs:</b> Each task is organized by functional tabs, which enable you to see additional information relating to a task.</p>	
<p><b>C</b></p>	<p><b>Alerts:</b> These notifications vary by the page that you are on and provide notifications for missing information, expiring documents, and new data that is required for the particular task you are working on. There are two types of alerts:</p> <ol style="list-style-type: none"> <li>1. <b>Blocking Alerts:</b> This type of alert will prevent you from completing a particular task, such as subming a vendor enrollment package unl</li> </ol>	

	<p>the stated action is completed. These alerts are indicated by a red icon.</p> <p>2. <b>Caution Alerts:</b> This type of alert serves as a warning and is usually a request for additional information and/or documentation. These alerts are indicated by a yellow icon.</p>	
<p><b>D</b></p>	<p><b>Application Form Fields:</b> Enter information (as required) into a particular field. Mandatory fields are indicated with a red asterisk.</p>	<div data-bbox="678 684 1344 1222" style="border: 1px solid #00a0c0; padding: 10px;"> <p><b>Main Address</b></p> <hr/> <p><b>Address Label</b>  <input type="text" value="RW&amp;C, LLC"/></p> <p><b>Main Address</b> ⓘ  <input type="text" value="PO BOX 50194"/></p> <p><b>Zip Code</b>      <b>City</b></p> <p><input type="text" value="85076"/>      <input type="text" value="Phoenix"/>      <input type="text" value="en"/></p> <p><b>State</b> *      <b>Country</b></p> <p><input type="text" value="Arizona"/>      <input type="text" value="UNITED STATES"/></p> <p><b>Phone Number</b></p> <p><input type="text" value="480 213 4156"/></p> </div>

E

**Tool Tips:** Hovering over the icon displays a field's associated tool p. Tool tips provide you with a short description or tip that is relevant to that specific field.

The screenshot shows a form titled "Main Address" with several input fields. A tooltip is visible over an information icon (i) next to the "Main Address" field. The form contains the following fields and values:

<b>Address Label</b>	
RW&C, LL Search for an address...	
<b>Main Address</b> ⓘ	
PO BOX 50194	
<b>Zip Code</b>	<b>City</b>
85076	Phoenix
<b>State *</b>	<b>Country</b>
Arizona	UNITED STATES
<b>Phone Number</b>	
480 213 4156	

## Resources

Click the link below for more information on navigation processes in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>