

Navigation and Account Management

This document is a quick-start guide for users who need to access, navigate, and manage their accounts on the Arizona Procurement Portal (APP).

If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>

The screenshot shows the APP Administration Homepage. Callout A points to the APP logo. Callout B points to the navigation bar with tabs: Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, Config, Integration, Settings. Callout C points to the navigation icons: back, refresh, and star. Callout D points to the 'MY PENDING VALIDATIONS' table. Callout E points to the 'Add a Message...' section.

Process	Action	Object
AZ Invoice Workflow 3	Invoice Ok To Pay	60.00 USD - Goodwill Industries of Central Arizona - 623452345 - 06/05/2018
AZ Invoice Workflow 3	Standalone Credit Association	80.00 USD - Goodwill Industries of Central Arizona - Inv-300307 - 06/05/2018
Purchase Requisition Group	Requisition Approval	REQ000000791 - Req. 6/5/2018 (5700 - DERS LWD - Lambotte Cyrus)
AZ Invoice Workflow 3	Invoice Ok To Pay	20.00 USD - Goodwill Industries of Central Arizona - 5151463124 - 06/05/2018

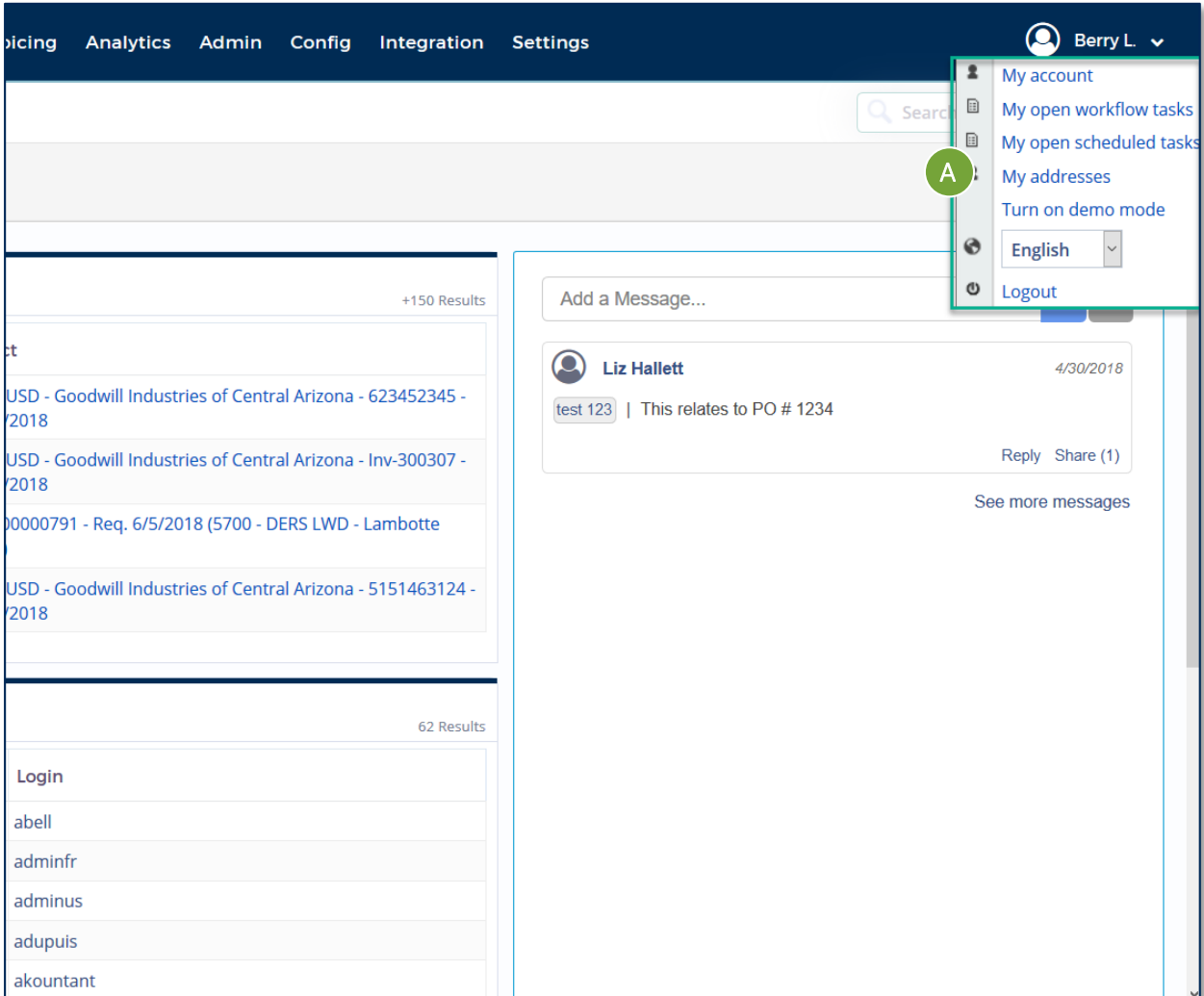
Firstname	Lastname	Login
Aaron	Bell	abell
FR	Admin	adminfr
U.S.	Admin	adminus
Alain	Dupuis	adupuis
A.K.	Kountant	akountant
Alexis	Morse	AlexisMorse@azdes.gov

Navigation and Account Management

- A. APP Logo** – Returns you to the homepage.
- B. Navigation Bar** – Displays the different tabs within APP with drop. Clicking on the options will display a drop down menu associated with the selected tab.
- C. Navigational Icons** – Clicking these icons will allow you to quickly navigate to previously visited pages: < - back to previous screen, ↻ - view and select from a list of previously visited screens ☆ - save a screen as a favorite.
- D. My Pending Validations** – Displays tasks which are awaiting your review and approval. Clicking the hyperlinks will reroute you to the associated screen to complete your task.
- E. Messages and Alerts** – Displays any messages/attachments other users may have sent to you. You can also send and view messages/attachments you have sent to other users.

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User Options

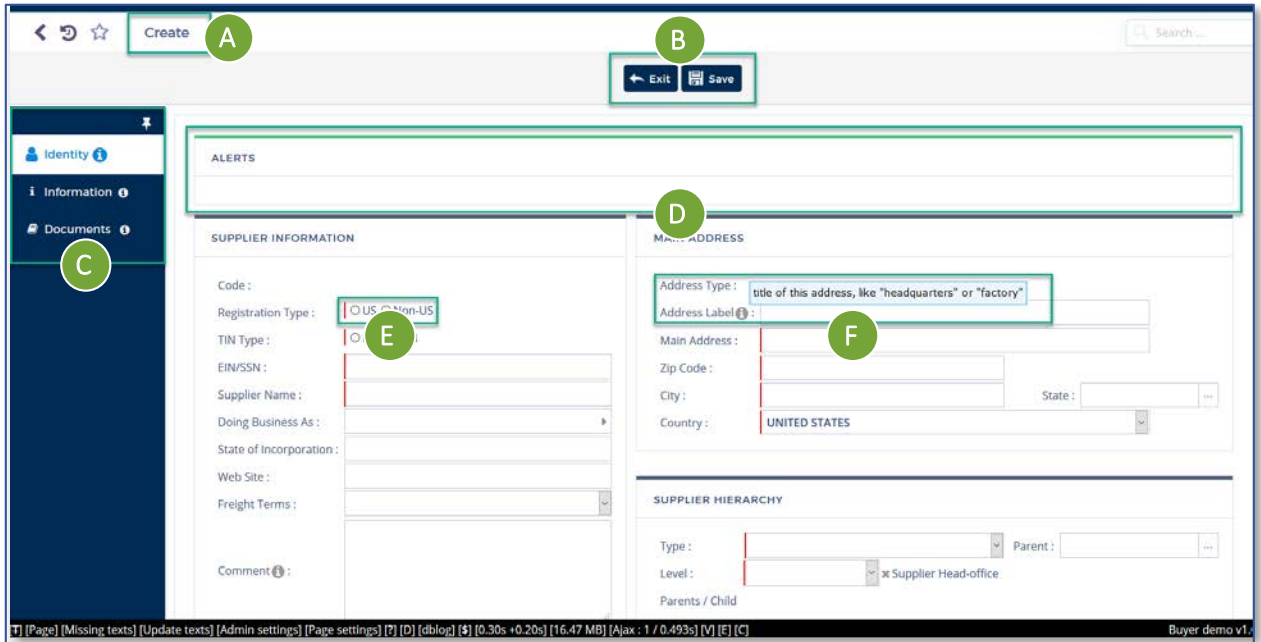


User Options

- A. User Options** – User Options can be viewed by clicking on your user name. This will display the following drop down menus:
- *My account* – Allows you to view and update your profile information
 - *My open workflow tasks* – Allows you to view and complete open workflow tasks (i.e. W8 Form Approvals)
 - *My open scheduled tasks* – Allows you to view and complete open scheduled tasks (i.e. Corrective Action Plans)
 - *My addresses* – Allows you to view and update your addresses
 - *Language* – Allows you to view and update your language preference
 - *Logout* – Logs you out of APP

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Page Elements and Tool Tips

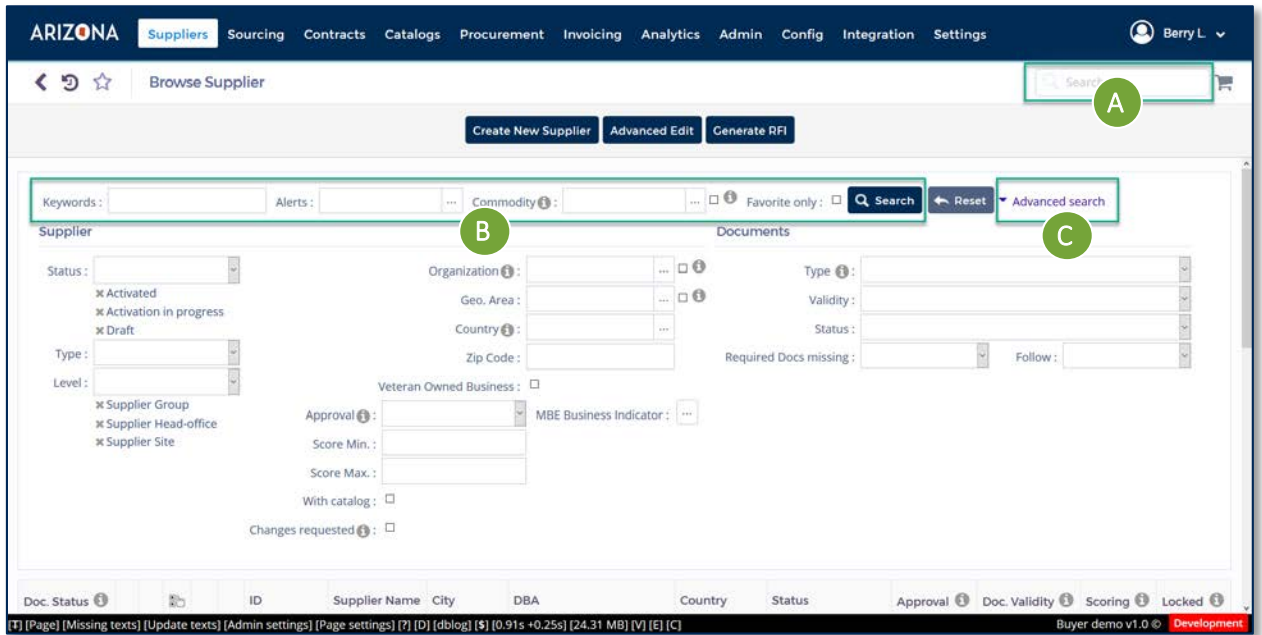


Page Elements and Tool Tips

- A. Page Name** – The Page Name is displayed on the top left corner of each screen.
- B. Action Buttons**– These buttons allow you to take an action, such as submitting an update or saving progress. These buttons will vary by role and by the task and may not be available to some users on specific pages.
 - **Green:** Relates to submitting an action
 - **Red:** Relates to canceling or rejecting an action
 - **Blue:** Relates to saving, closing, or copying an action
- C. Functional Tabs** – Allows you to view or update additional information related to a task.
- D. Alerts** – Informs you of potentially erroneous or missing information.
 - **Green borders:** Green borders indicate no alerts
 - **Yellow borders:** Non-blocking alerts are often a warning or an indication of missing information or documentation. These alerts have a yellow border and are indicated with an icon.
 - **Red borders:** Blocking alerts are denoted by an icon and a red border. You cannot proceed until the alert is resolved
- E. Required Fields** – Required fields are denoted by a red border on the left side of the field
- F. Tool Tips** – Hovering over the icon provides helpful information for that field.

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Searching



Searching

- A. Universal Search** – This option appears on all screens and searches the entire APP system.
- B. Browse Search** – This option is available in the “Browse” options in the drop down menus (i.e. Browse Supplier, Browse Invoices). Using this option will only search that specific tab (Ex: Searching in Browse Suppliers will only provide results from the Supplier tab).
- C. Advanced Search** – This option displays additional fields to narrow your search results. The available fields will vary based on the selected tab.