Phoenix Interface User Guide

By utilizing the “Phoenix” user interface in BuyWays, you may access system functions and find Requisitions, Purchase Orders, or other documents in one of two places:

- By clicking a menu item at the top right of the page:

- By pointing your mouse to one of the icons located on the left border of the page:

The table below will indicate where to find the various functions you will need in the Phoenix interface.

<table>
<thead>
<tr>
<th>Function</th>
<th>Icon Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log out of BuyWays (upper right).</td>
<td>Your Name Logout</td>
</tr>
<tr>
<td>Return to the Home/Shop page (left side).</td>
<td>Home icon on left side of page</td>
</tr>
<tr>
<td>Update profile (upper right).</td>
<td>Your Name View My Profile</td>
</tr>
</tbody>
</table>

Last Revised: January 2014
Create a new Shopping Cart (left side).

Shopping Cart Icon on left
My Carts and Orders
Open My Active Shopping Cart

Display the active Shopping Cart (upper right).
Shopping Cart Icon at top right
View My Cart

Locate pending Requisitions, recently completed Requisitions, and Purchase Orders.

Your Name (upper right)
My Pending Requisitions
My Recently Completed Requisitions
My Pending Purchase Orders
My Recently Completed Purchase Orders

Locate an assigned Shopping Cart.
Action Items
My Assigned Approvals
Carts Assigned to Me

Locate Requisitions that you need to Approve.
Action Items
Unassigned Approvals
Unassigned Requisitions Needing Approval

Access Email Notifications.
Notifications (upper right)
Search for a Requisition, Purchase Order, Voucher, or Receipt.

Orders & Documents Icon on left

Document Search

Search Documents

Create a Favorite link to a frequently used page.

To create Favorite:
Navigate to page

(Menu at top right)

Bookmark this page

To use Favorite:

Click on link under My Bookmarks

To create Favorite:

To use Favorite: