Florida State University

New eMarket User Interface Upgrade/Training Guide

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New eMarket User Interface

Classic Interface Vs. New Interface
The new eMarket User Interface (UI), referred to as the Phoenix interface, will replace the original, referred to as the Classic interface. The Phoenix UI offers a streamlined approach to navigating and using eMarket to enhance the user experience and make interacting in eMarket easy.

A View of Phoenix Interface

Important Note: Phoenix interface is not available for IE7 or for IE8 and IE9 in compatibility mode. If you are using one of these browsers and attempt to switch to the Phoenix interface, you will be reverted to the Classic UI and receive a message stating that your browser is not supported. You will need to update your IE browser.
In the Classic user interface, navigation is performed by clicking on tab-driven navigation menus and sub-menus that are always present on the screen. In the Phoenix interface, tab navigation has been replaced by a clean, slide-out side menu that displays the available menu options.

**Classic**

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

**Phoenix**

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

Note: You can also use the Alt + P quick-key to access Shop Menu.
In the Classic interface, related menu options are often located in separate menu tabs. In the Phoenix interface, the menu has been reorganized in a more logical manner to make locating pages easier. A brand new feature in the Phoenix interface is a Menu Search option to help find pages that are not frequently used.

### Classic

Classic interface often separates related pages on to separate tabs. For example, the shopping page, favorites page and forms page are located in individual tabs.

### Phoenix

Menu options are grouped by related tasks, making them easier to locate. Examples of grouped menu options include shopping tasks (shown below) such as, access to the Dashboard, Searches, View Favorites, and more. Note: You can also use the Alt + P quick-key to access Shop Menu.

Pages are easier to find with a Menu Search option. A keyword search returns a list of pages containing that keyword. Search results are clickable to take you directly to the page. Breadcrumbs display that tell you how to navigate to the page. Note: You can also use the Alt + M quick-key to access Menu Search.
In the Classic interface, action items are located on the shopping page. If you are in another area of eMarket, you are required 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 eMarket.

**Classic**

Action items are located on the shopping page.

**Phoenix**

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

As with Classic interface, clicking on the action item takes you to the appropriate area of eMarket to complete the action.
Certain action items and/or tasks in eMarket, such as a submitted eMarket Cart will trigger notifications to specified users. These notifications are not viewable in the Classic interface and are 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 eMarket.

Note: Not all notification types are available in the current Phoenix interface.

**Classic**

Notifications are not viewable in eMarket. You are notified by email only.

Subject: Purchase Order #: 0000907193 has been sent to the following supplier: Fastenal

Re: PURCHASE ORDER#: 0000907193
Cart name: 2013-05-17 GAMILLER 01
Requisition number: 43351092
Supplier: Fastenal
Sent Via: CXML
Date/Time: 9/17/2013 1:07:55 PM

Dear Geneva Miller,

The purchase order listed above has been created for your requisition "2013-05-17 GAMILLER 01 (43351092)" and has been sent to the supplier. You can update and track the status of this purchase order on line by using "document search ", or by selecting the URL below.


**Phoenix**

Notifications are located in the top banner making them accessible from all areas of eMarket.

- Notifications are clickable, thus when clicked on, it will take you directly to the appropriate area of eMarket.
- Newer notifications are highlighted.
- You will continue to receive email notifications.
In the Classic interface, user profile information and options are located in a series of navigation tabs and sub-tabs. In the Phoenix interface, the user profile contains simpler navigation. A main user profile menu groups similar tasks in a logical manner and Quick Links contain most commonly used tasks.

**Classic**

Users access their own profiles through the profile link.

User profile tasks are accessed from a series of navigation tabs and sub-tabs. Also, additional task buttons display in the main page of the user profile.

**Phoenix**

Users access their own profiles by selecting the drop-down menu beside the user’s name and selecting View My Profile.

All options are in a single user profile menu. Options are grouped by similar tasks.
In the Classic interface, cart preview is based on tab selection. A series of navigation tabs and sub-tabs is used. In the Phoenix interface, cart preview can be accessed from any page in eMarket.

**Classic**

In order to view your current cart in the Classic interface, it is necessary to leave the page you are on and go to the active cart tab.

**Phoenix**

The Phoenix interface features a Cart Preview. By clicking on the shopping cart icon, you can get a quick view of the active cart from anywhere in eMarket.

Click on the “View My Cart” button to go to your active cart.
In the Classic interface, Quick Search is located at the top of the screen. In the Phoenix interface, Quick Search can still be accessed from all pages with an interactive feature.

**Classic**

Quick Search is located at the top-right of the screen.

**Phoenix**

Quick Search is still accessible from all pages, but is hidden until you select the icon to display it.

You can also use the quick-key Alt + Q to access the Quick Search menu.
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New eMarket User Interface

Site Navigation

There are three main areas of the new eMarket user interface:

• The Main Workspace
• The Side Navigation Menu
• The Top Banner

This document contains a section for each main area. Each section provides an overview of the area as well as additional details about its navigation and functionality.
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Site Navigation

The Main Workspace
The main workspace is where you will view and manage the eMarket active feature. For instance, if you are working in your main shopping page the page will display in the main workspace as shown below. As you access other areas of eMarket, only the main workspace changes. The side navigation menu and top banner remain in place. At all times, the main workspace will display breadcrumbs that tell you what page you are on and the navigation path to the page. A drop-down icon beside a page name indicates that you can select it to access another page.
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New eMarket User Interface

Site Navigation

The Side Navigation Menu
Most areas of eMarket are accessed from the side navigation bar. The side navigation bar contains the top-level menu items. When you roll over the main menu icons, slide-out sub-menus display. In general, menus are grouped by related tasks. For instance, shopping tasks are grouped in the Shop menu, document search tasks are grouped in the Orders & Documents menu, etc. Clicking on the ⌍ icon will return you to the homepage from anywhere in eMarket.
The Shop menu contains the menu options related to shopping tasks, including product quick search, access to the shopping page, favorites and access to carts and orders.

Accessed directly from the Shop menu, Product Quick Search allows you to do a simple item search by keyword, catalog number or CAS number.

Note: The quick-key Alt + P also allows access to the product search.

The My Carts and Orders sub-menu contains options for viewing your active cart, draft shopping carts and your most recent orders.

Note: The quick-key Alt + P also allows access to the same search.
Menu items related to Document Search is located in the Orders & Documents menu.

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

Related searches can also be initiated from the breadcrumbs by clicking on the drop-down icon.
If you are unsure of the location of a specific menu, you can use the Menu Search feature to perform the search. Menu Search is a keyword search that returns a list of pages containing that keyword. Search results are clickable, thus when clicked on, it will take you directly to the page. For instance, type “s” in the search field to obtain a list of “s” related options to select.
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New eMarket User Interface

Site Navigation

The Top Banner
The top banner contains access points to your user profile, your site bookmarks, your assigned action items and available notifications. In addition, you can access a quick view of your active shopping cart and perform a quick search of the site.
The user profile contains key information about your eMarket user ID, Set My Home Page, Cancel Punchout (return to OMNI), view My Recently Completed Carts and view My Recently Completed Purchase Orders action.

Click the drop-down to the right of your name to access the user menu. Various options will be displayed to allow you to select an action to proceed.
Similar to internet browser Bookmarks, eMarket user Bookmarks contains links or pages within eMarket that users saved.

To add an eMarket Bookmark, simply click on the “Bookmark this page” Hyperlink which is located on the bottom right of the Bookmarks menu.

Note: In addition to accessing Bookmarks menu from the top banner, you can also use the quick-access key combination Alt + K anywhere in eMarket to access the Bookmarks menu.
Certain action items and/or tasks in eMarket, such as a shopper assigned an eMarket Cart to a requestor, will trigger notification action to that requestor. Users can view these actions from the Action Items menu option in the top banner.

Note: Not all notification types are currently available to display in the menu. For any notification types that are not available in eMarket, you will receive email notifications only.

Click on the Action Item drop-down text located in the top of the banner to access the list of Action Items. Various options will be displayed allowing you to select a task.

The action items are sorted by action type and they are clickable. Hence, when clicking on the item it will take you to the appropriate area in eMarket to review and complete the action.
Like Action Items, certain processes in eMarket trigger notifications to specified users. One example would be after an eMarket PO has successfully sent to the vendor, a new notification message will be indicated in the Notifications menu. You can view the notifications from the Notifications menu option in the top banner and select the appropriate notification to review.

Note: Not all notification types are currently available to display in the menu. For any notification types that are not available in eMarket, you will receive email notifications only. Notifications available in eMarket will also be sent to you via email.

Click on the Notifications drop-down text located in the top of the banner to access the list of Notifications. If you have pending notifications, a number indicating the number of pending items displays in red to the right of the Notifications menu option.

Notifications are sorted by notification type and newer notifications are highlighted. They are also clickable.
Cart Preview allows you to get a quick view of the active shopping cart without having to actually access your active cart in eMarket. Cart Preview is in the top banner, which makes it accessible from anywhere in eMarket. From the Cart Preview, you can review the item list, delete an item from the cart and/or access the active cart.

Click on the shopping cart icon located in the top of the banner to access “My Cart” to preview your shopping cart. Image (if available), product name, quantity and price will be displayed for each item in the cart.

You can remove an item from the active cart by clicking on the icon

Clicking the View My Cart button will take you to the active cart.
The Quick Search feature allows a variety of searches, such as supplier profile, document, user profile, etc., to be performed from anywhere in eMarket.

Click on the Quick Search icon to display the Quick Search options. You can also access Quick Search using the quick-access key combination Alt + Q from anywhere in eMarket.

An “All” option is available in Quick Search that allows you to search for the keywords among all users, tasks, suppliers and other items available for search.
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Express Checkout
Express Checkout provides a cleaner and more organized view. The Advanced Checkout page is still accessible from the Express Checkout page.
For questions or help with eMarket related tasks, please call (850) 644-6850 or open a support case from the FSU Service Center at https://crm.omni.fsu.edu