

Navigating in the GeorgiaFIRST Marketplace

It is important to know how to know where things are located in the GeorgiaFIRST Marketplace and how to navigate the home page. You can return to the home page by clicking on the home icon or by clicking on your institution's logo in the upper left corner.

The screenshot shows the GeorgiaFIRST Marketplace interface for Georgia Perimeter College. Red callouts and arrows highlight key navigation points:

- 1:** User profile dropdown menu (Vagillia Jackson).
- 2:** Institution logo (Georgia Perimeter College) in the top left.
- 3:** Action Items link.
- 4:** Notifications link.
- 5, 6:** Home and Shopping icons in the left sidebar.
- 7:** Shop/Search bar with a dropdown menu and a 'Go' button.
- 8:** Star icon for favorites.
- 9:** Notification bell icon.
- 10:** Welcome message and supplier information in the left sidebar.
- 11:** Fisher Scientific supplier card in the 'Lab Supplies' section.
- 12:** Question mark icon in the top right corner of the main content area.

1. **User Information:** In the upper middle section of the GeorgiaFIRST Marketplace, you will find your user information. The username and a link to the user profile are in this area.
2. **Navigation Breadcrumbs and Screen Title:** The screen title indicates the title of the current page you are on.
3. **Cart Summary:** The upper right corner displays a summary of your shopping cart. The cart name, number of items in the cart and the total cart amount are included. You can click on this shortcut to go directly to the cart page to review, update and process your shopping cart.
4. **Quick Search:** The quick search feature allows for a variety of searches to be executed anywhere in the GeorgiaFIRST Marketplace.
5. **Navigation Icons:** The primary navigation icons are down the left side of the GeorgiaFIRST Marketplace. By clicking on an icon, the screen refreshes to display sub links for the topics or functions covered in that particular part of the GeorgiaFIRST Marketplace. The links that you see are dependent on your permissions.
 - a. **Home:** This icon will return you to the Home page from any other parts of the application.
 - b. **Shopping Cart:** This icon is used for shopping and provides quick access to other parts of the application.
 - c. **Orders & Documents:** This icon will allow you to search for documents you created.
 - d. **Catalogs & Contracts:** Contains a repository of various documents within the application.
6. **Navigation Sub-Links:** Once you select a link, additional sub-links may be available. If sub-links are available, they will be located just beneath the primary navigation links.
7. **Shop at the Top/Shop Quick Search:** You can access simple and advanced search from this feature. This is the primary area to perform item searches.
8. **Action Items:** Action Items are items that require some sort of action by the user logged in. The number of action items will be displayed in red to the right of the Action Item menu.
9. **Notifications:** Certain action items will trigger notification messages informing the user action is needed. Notifications are clickable and take you to the appropriate area of the application so that action can be taken. The number of notifications will be displayed in red to the right of the notifications menu.
10. **Organization Message:** this box is an important tool system administrators use to communicate with the GeorgiaFIRST Marketplace community. This message box is available to all users and is a common way to communicate important upcoming dates, information about new suppliers, links to training and more.
11. **Punch-Out:** A “punch-out” supplier is a site maintained by the actual supplier. Catalogs in punch-out sites can still be customized for an individual situation. Punch-out suppliers can be accessed from this area of the screen.
12. **Online Help:** Online Help is accessed by clicking on the question mark anywhere in the application or by clicking on hyperlink text. Text with associated Help is indicated by text that changes colors when mousing-over the text. Much of the text in the application can be selected and a secondary Help window displays.