


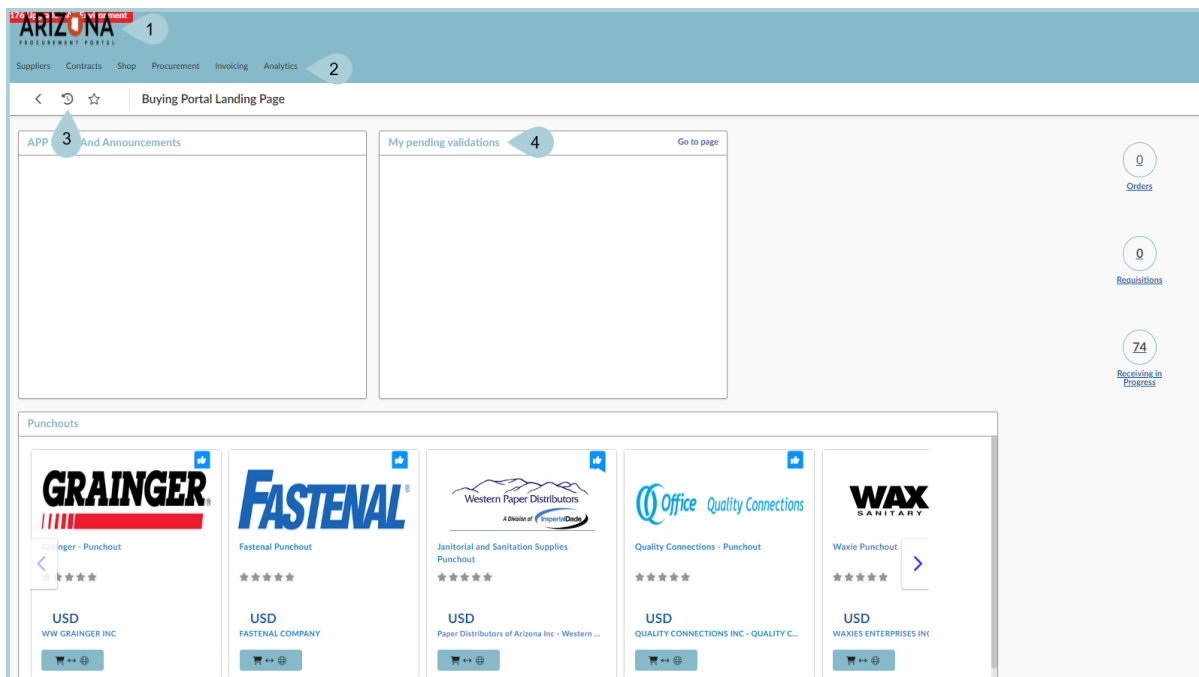


Navigation and Account Management

This document is a quick reference guide for users wishing access, navigate, and manage their accounts in 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/>.

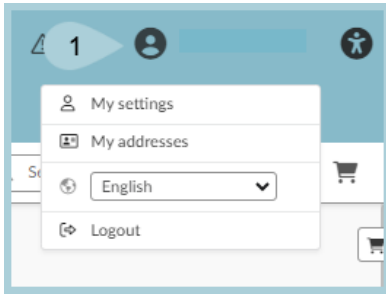
Navigation and Account Management

1. **APP Logo** - Returns you to the homepage.
2. **Navigation Bar** - Displays the different tabs within APP with a drop-down menu associated with the selected tab.
3. **Navigational Icons** - Clickin these icons allows 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.
4. **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.

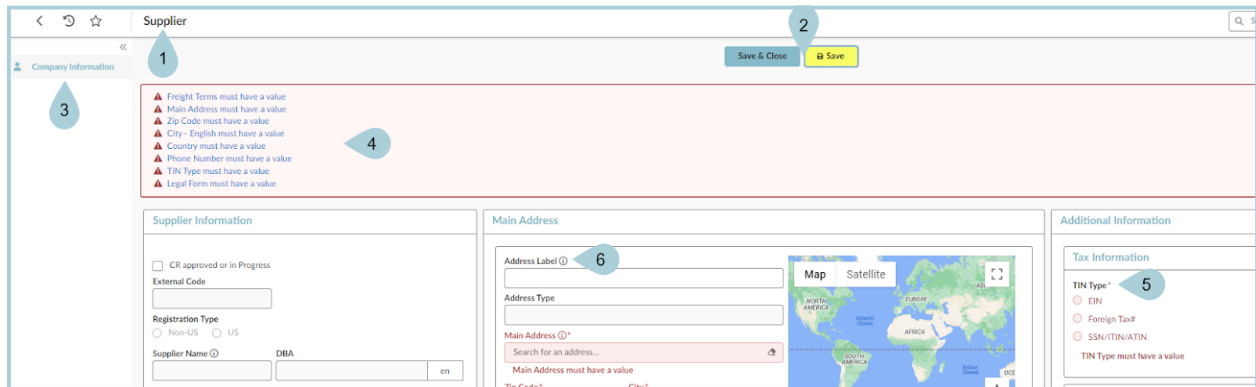


User Options

1. **User Options** - User Options can be viewed by clicking on your username. This displays:
 - a. *My Settings* - Allows you to view and update your profile information.
 - b. *My Address* - Allows you to view and update your addresses
 - c. *Language* - Allows you to view and update your language preference
 - d. *Logout* - logs you out of APP

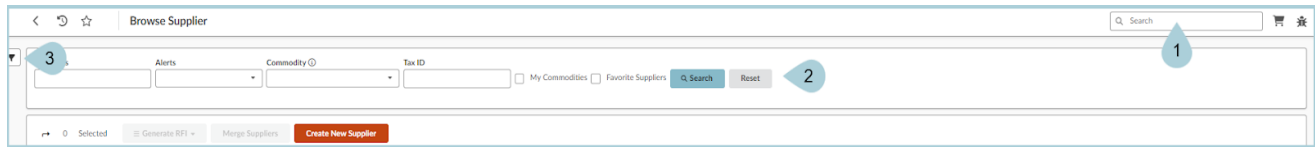


Page Elements and Tool Tips



1. **Page Name** - The Page Name is displayed on the top left corner of each screen.
2. **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
3. **Functional Tabs** –Allows you to view or update additional information related to a task.
4. **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
5. **Required Fields** –Required fields are denoted by a red Asterisk on the right side of the field.
6. **Tool Tips** - Hover over the ⓘ icon for helpful information for that field.

Searching



1. **Universal Search** –This option appears on all screens and searches the entire APP system.
2. **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).
3. **Advanced Search** –This option displays additional fields to narrow your search results. The available fields will vary based on the selected tab.

Resources

Click the link below for more information on Navigation and Account Management processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176>