

# BennyBuy Quick Reference Guide

The screenshot shows the BennyBuy Shopper Dashboard for Oregon State University. The interface includes a top navigation bar with the university logo, user name 'Amy Grainger', and a search bar. A left sidebar contains a 'Menu Search' and a list of navigation options. The main dashboard area is titled 'Shopper Dashboard' and contains several sections: 'Quick Links' with various utility links, a 'Shop' section with a search bar and shortcuts, an 'Organization Message' box, and a 'Showcases' section with expandable categories. Orange callout numbers 1 through 12 are placed over the interface to identify key features.

1. **Side Navigation Bar** – a clean, slide-out menu that displays additional menu options for the topic or function listed.
2. **Menu Search** – a keyword search that returns a list of pages containing the keyword.
3. **Forms** – frequently accessed BennyBuy forms appear here.
4. **Supplier Catalogs** – links to supplier catalogs.

5. **Non-Catalog Request Form** – form used for purchases where hosted or punch-out catalogs are not available. Use this form to enter order information.
6. **Profile** - displays your user name, a link to your profile, and the logout link.
7. **Bookmarks** – configure bookmarks for quick access to commonly used pages.
8. **Action Items** – items that require a type of action, such as requisition approval.

9. **Notifications** – certain action items, such as submitted requisition or approvals, will trigger notifications.
10. **Cart Preview** – provides a quick view of your active shopping cart.
11. **Quick Search** – provides access to a variety of searches, such as POs, requisitions, and receipts.
12. **Organization Message** - provides important BennyBuy information and news.