## Purpose

The purpose of this guide is to look at the major features found on the home page and compare how those feature look and work on both the Classic interface and the new Phoenix interface.

OK Corral Logo

Clicking on the OK Corral Logo will take you back to the home/shop page from anywhere in OK Corral.

In the Classic interface it is located in the upper left hand corner of the screen.
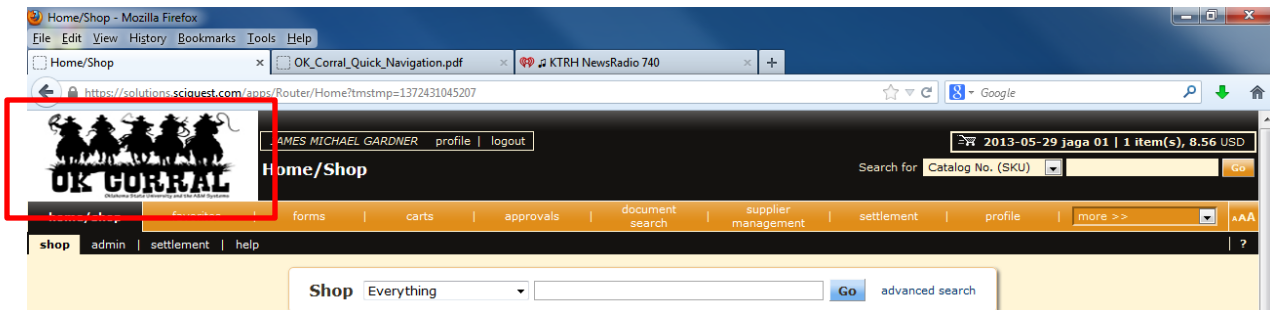
In the Phoenix interface it is also located in the upper left hand corner of the screen.

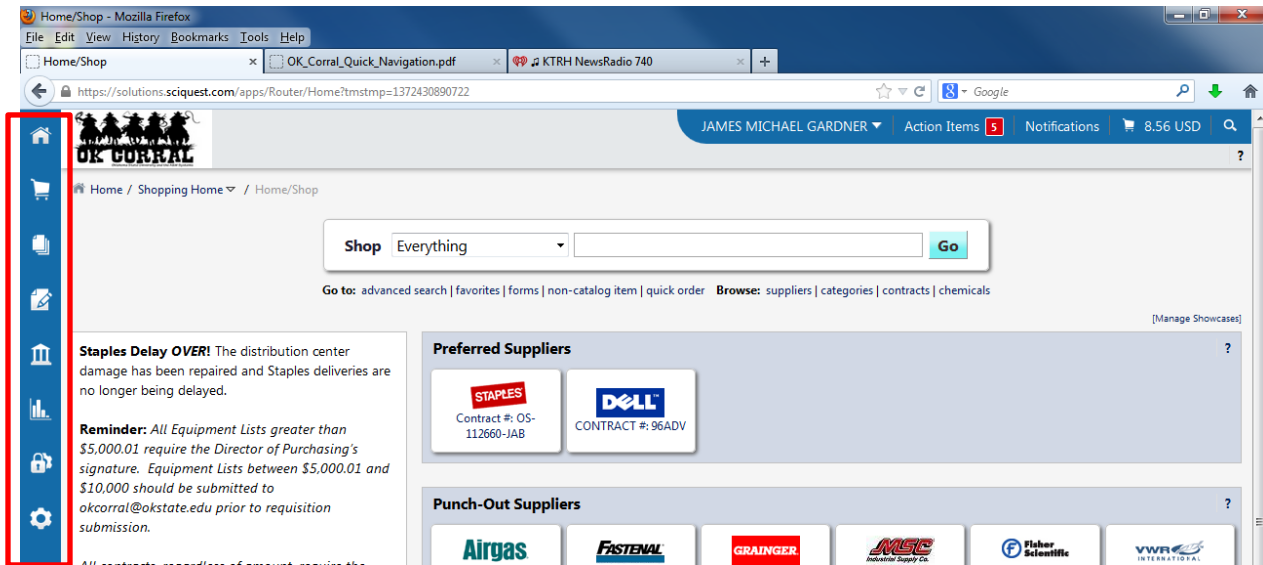## Navigation Bar and the More Navigation Menu

The Navigation Bar is the long orange line of buttons that took you to the appropriate pages for the topic or function listed. The More Navigation Menu was the drop down control at the far right side of the Navigation Bar that contained more topics or functions that you could navigate to.

All of the functions and locations found on the Navigation Bar or in the More Navigation Menu can now be accessed by using the Menu Icons located down the left hand side of the Phoenix interface.

The frequently used items from the Navigation Bar and More Navigation Menu are explored in more detail below.

Home/Shop

The Home/Shop button takes you to the Home/Shop page which allows you to shop and offers quick access to other key parts of OK Corral such as favorites and forms. It also features the bulletin board messages and an action items display on the left hand side.

On the Phoenix interface you can go to your home page by clicking on the House Icon in the Menu Icons, or by clicking on the OK Corral Logo located at the top left.

You can also reach this page by using the Shopping Cart Icon in the Menu Icons and then selecting "Shopping" and "Shopping Home Page".
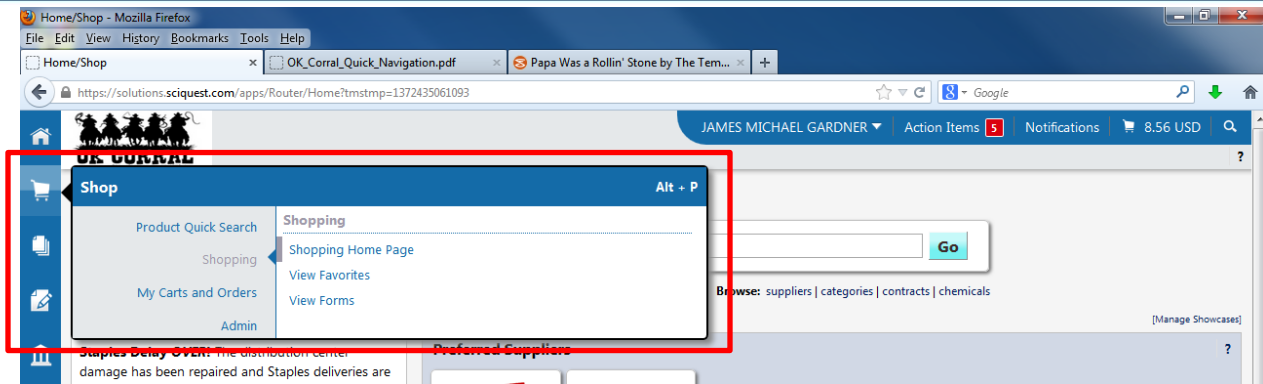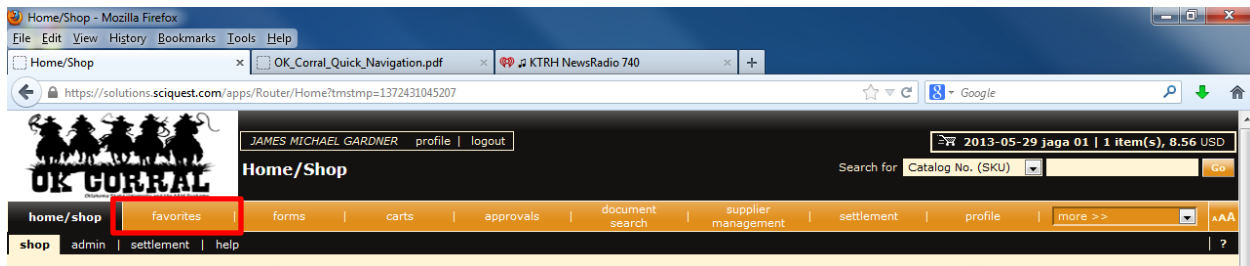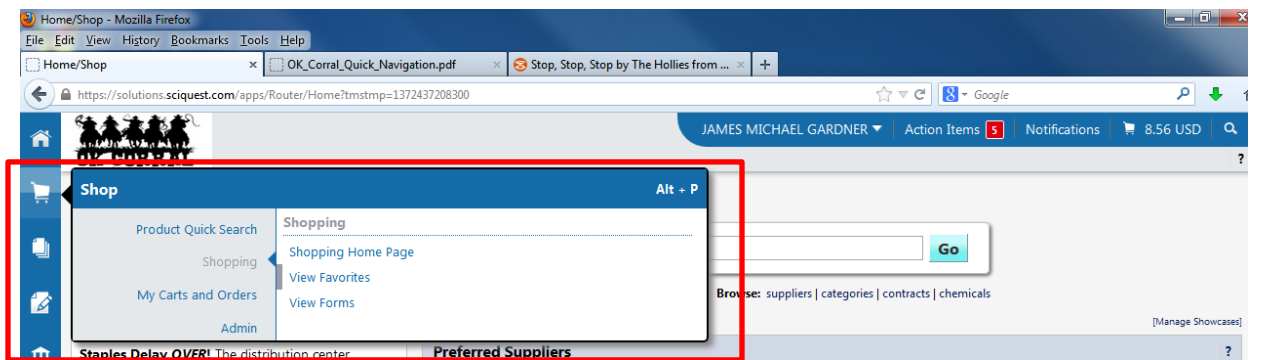
Favorites

Clicking on this button on the Navigation Bar allowed you to create and define shared and personal favorites folders and items.
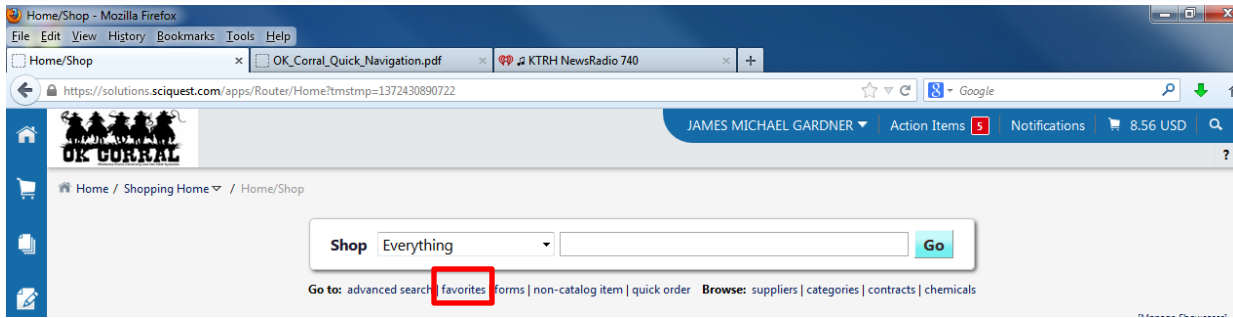

In Phoenix you can get to the Favorites functionality by choosing the Shopping Cart Icon in the Icon Menu, selecting "Shopping" and then selecting "View Favorites".

You can also reach this destination by selecting "favorites" from the links beneath the Shop bar at the top center of the screen.
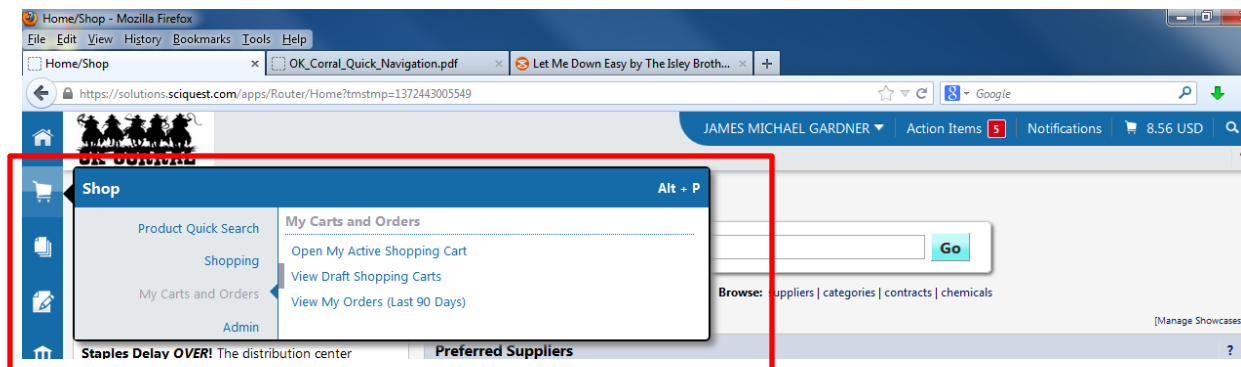
Forms

This button on the Classic Navigation Bar allows the user access to OK Corral Forms to order non-catalog goods and services and for some internal functions like new vendor requests and Interagency Payments.
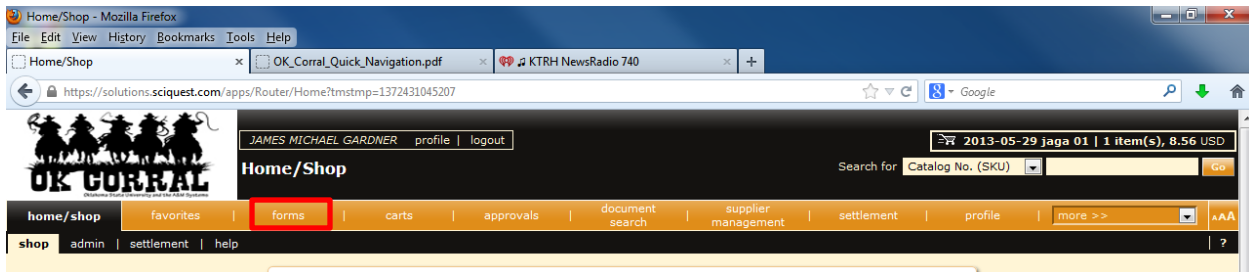
On the Phoenix interface you can get to the Forms by using the Shopping Cart Icon, selecting "Shopping" and then selecting "View Forms".
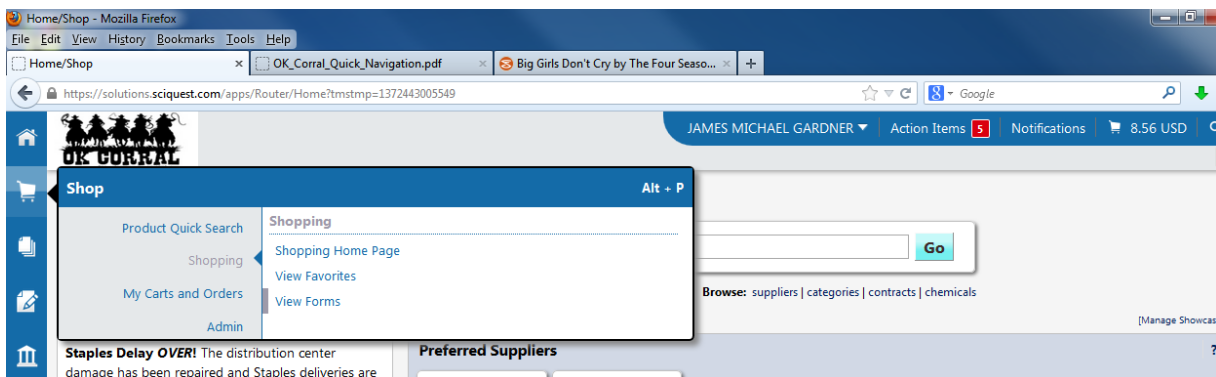
You can also reach this destination by selecting "forms" from the links beneath the Shop bar at the top center of the screen.
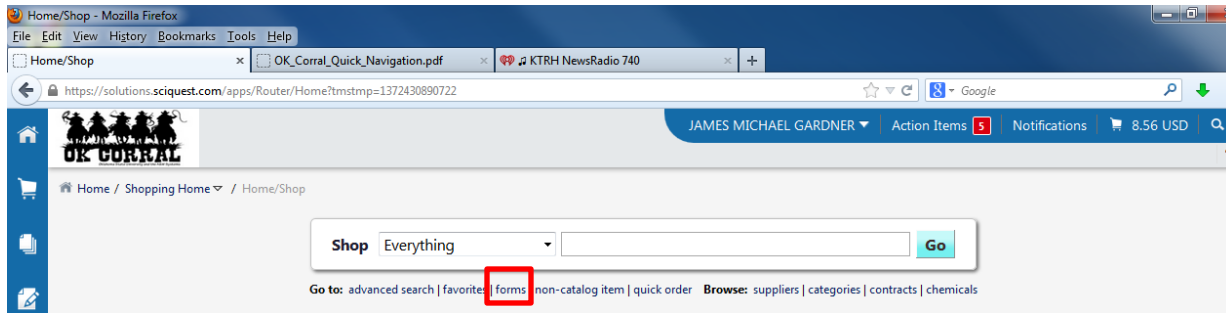
Carts

This button allows the user to view and modify their current shopping cart, create new carts, and delete existing carts. It also allows you to prepare your cart for processing by adding in shipping and other vital information.
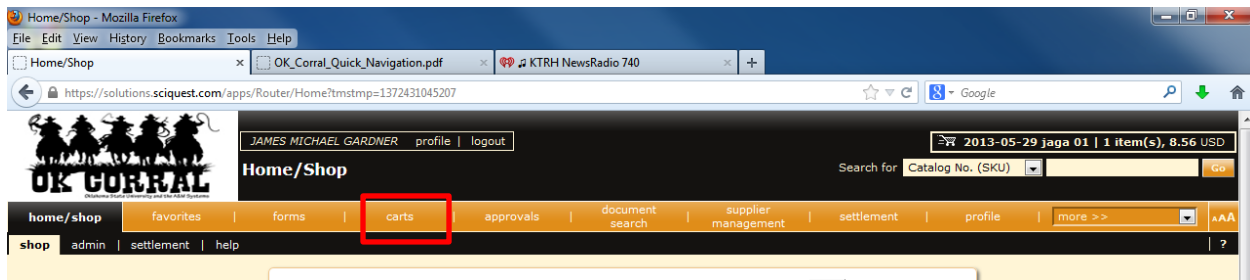
In the Phoenix interface you can manage your shopping carts by using the Shopping Cart Icon on the Icon Menu and selecting "My Carts and Orders". You can then select "Open My Active Shopping Cart" or "View Draft Shopping Carts".

Document Search

This button allows you to access a repository of transactions such as requisitions, purchase orders, invoices, and receipts, depending upon the permissions granted.
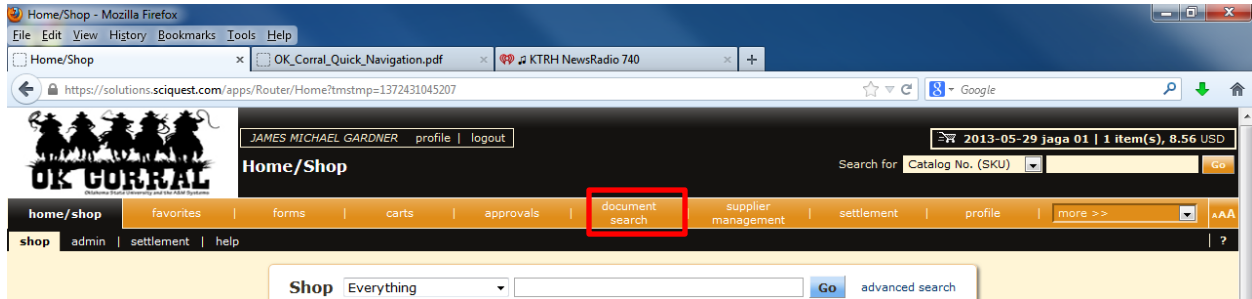
In the Phoenix interface you can conduct a document search by using the Orders & Documents Icon on the Icon Menu and then selecting "Document Search" and "Search Documents". This icon also allows you to revisit saved searches.
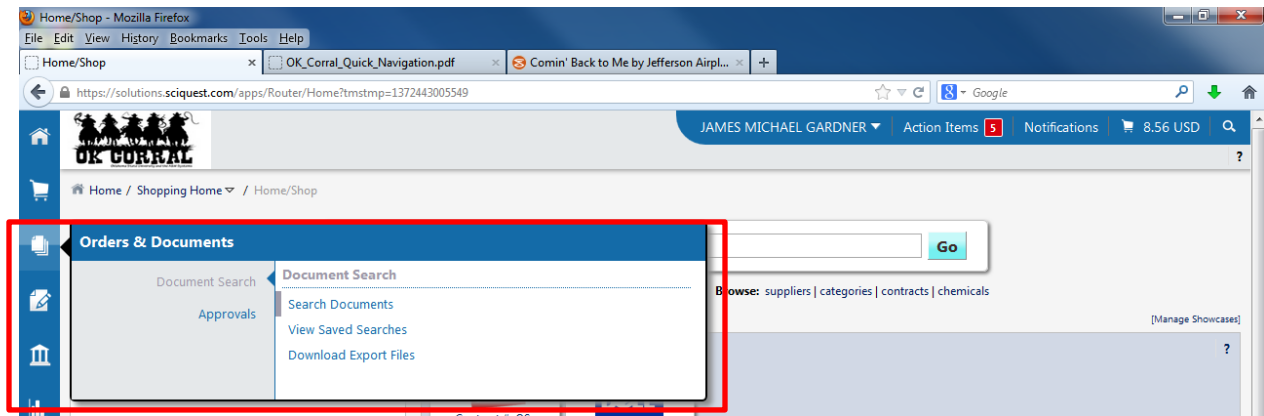
Settlement

This button allows the user to gain access to OK Corral receipts and supplier invoices.
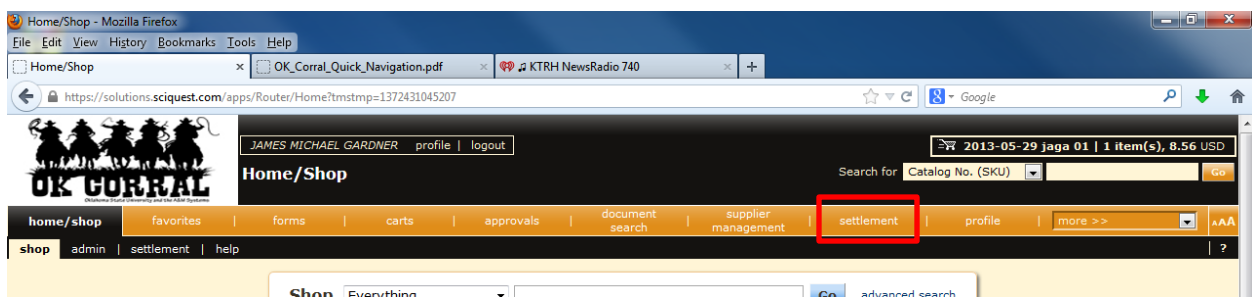
In the Phoenix interface you can access receipts and supplier invoices by using the Accounts Payable Icon on the Icon Menu. Select "Invoices & Receipts" and then choose to view receipts or invoices from the offered choices.
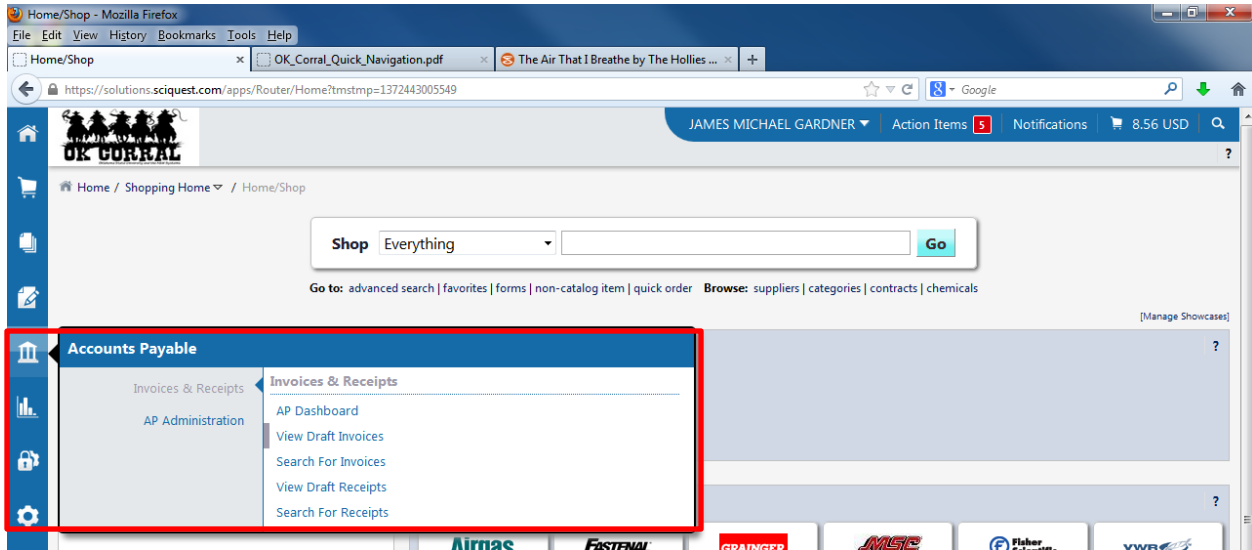
User Information and Profile

This area displays your user name, a link to your profile and the logout link. On the Classic interface it is located at the top of the screen just to the left of center.

In the Phoenix interface this information is located at the top of the screen just to the right of center. If you click on your name the options to "View My Profile", "Logout", and "Search Help For A Solution" are available.
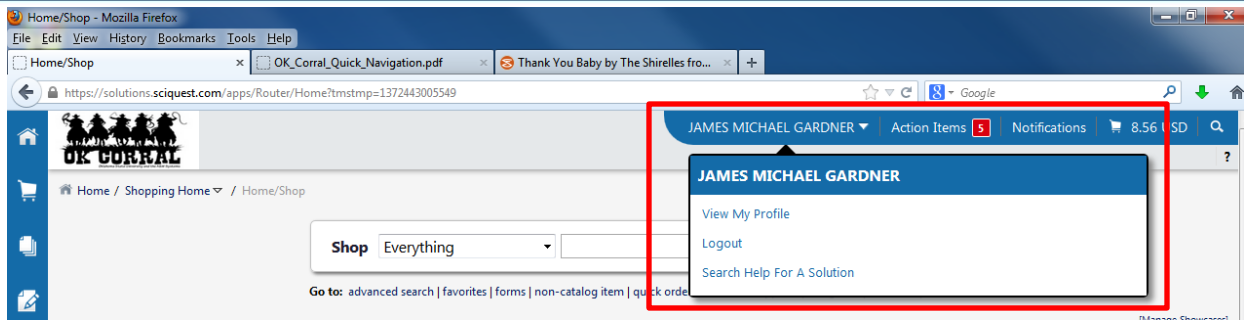
Shopping Cart Summary

This area displays your current cart name, the number of items in the cart, and the total cart amount. If you click this shortcut it takes you directly to the cart page where the cart details can be updated. This display is located on the upper right hand corner in the Classic interface.
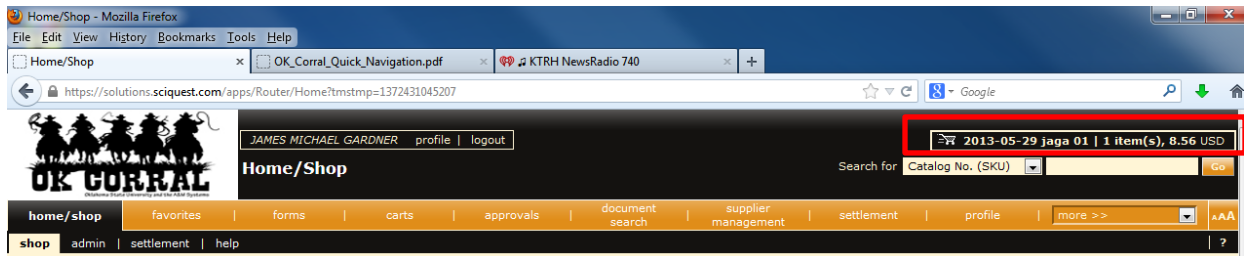
This display in the Phoenix interface is also located at the top right corner but it looks a little different. It only displays a Shopping Cart Icon and the total amount of your cart. If you click on the area it shows a synopsis of the items that your cart contains and even allows you some simple ability to edit your carts contents. A link is also provided in the form of a button labeled "View My Cart" that takes you directly to your cart page.
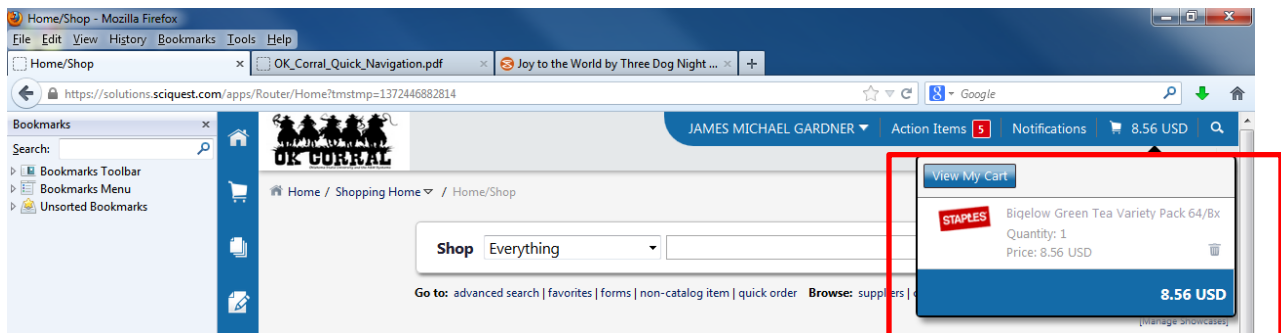
Quick Search

This allows the user to start a search from anyplace in OK Corral. Select a search option from the drop down menu and enter the search criteria. Click the "Go" button to quick search. The results are shown in the appropriate search results page. The Quick Search control in the Classic interface is located in the upper right corner directly beneath the Shopping Cart Summary.
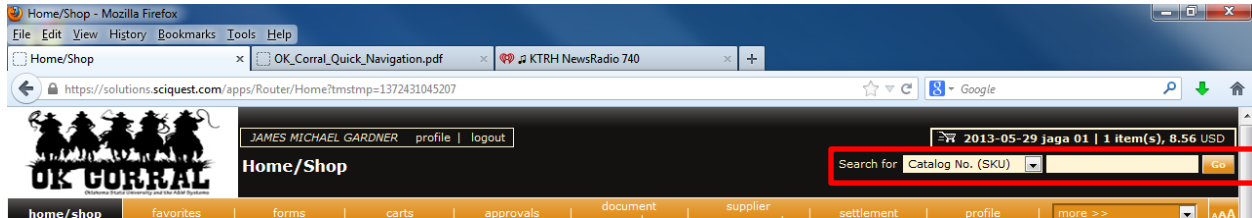
In the Phoenix interface this control is represented by a Magnifying Glass Icon in the upper right corner to the immediate right of the Shopping Cart Summary. Clicking upon the Magnifying Glass icon will display the familiar Quick Search control.
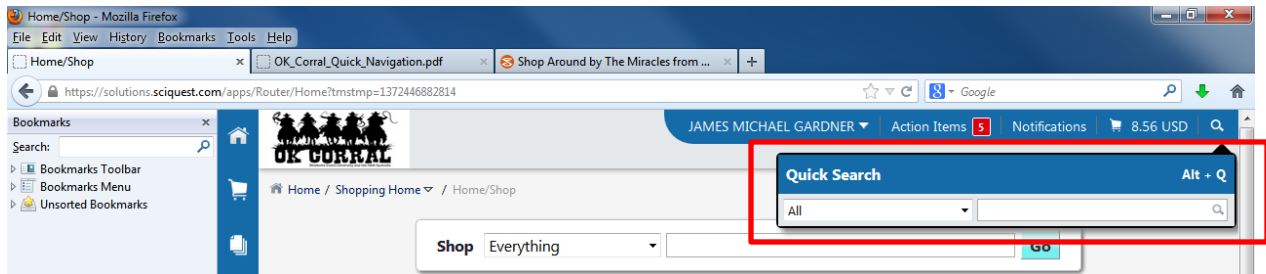
Shop at the Top

This control allows the user to conduct simple and advance searches for items and products in OK Corral. In both the Classic interface and the Phoenix interface this control is located in the upper center of the screen.
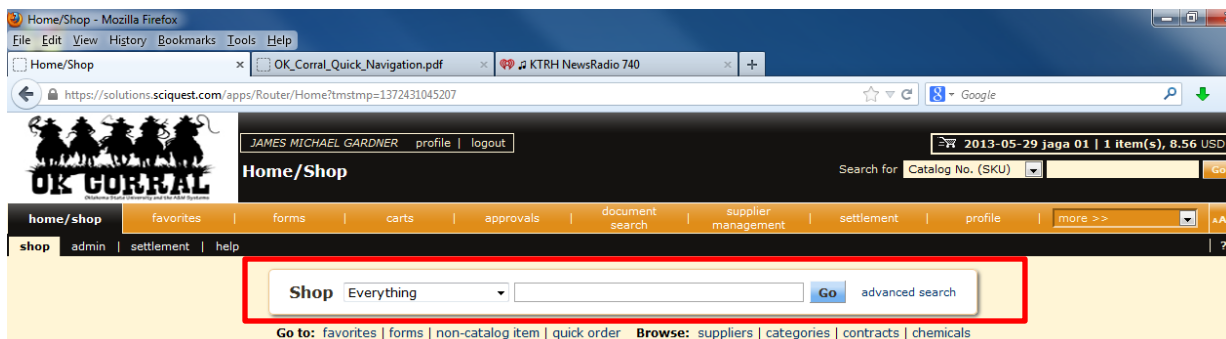
Here is Shop at the Top in the Phoenix interface.

Non-Catalog Item or Service

This common form can be accessed from the links beneath the Shop at the Top control in both the Classic and Phoenix interfaces.
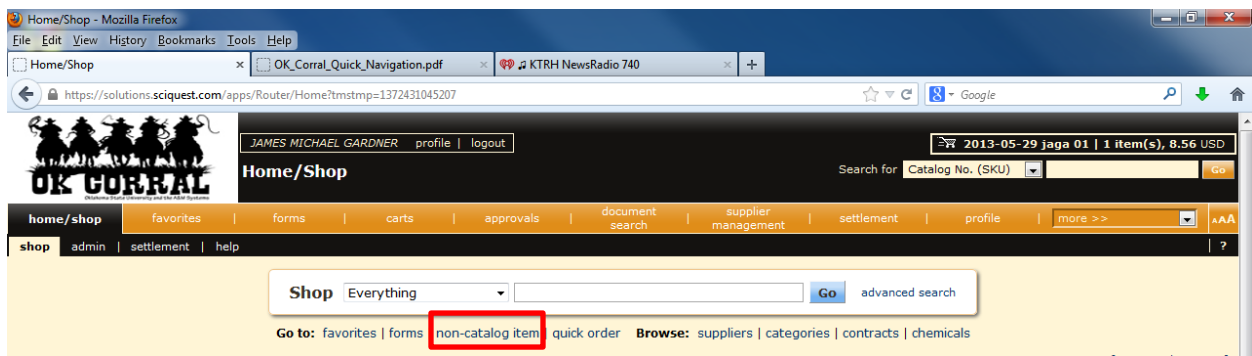
Here is the Non-Catalog link in the Phoenix interface
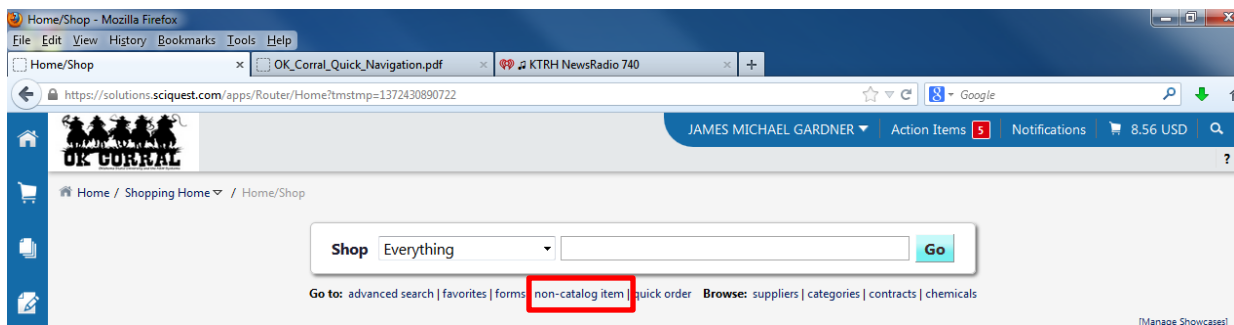
OK Corral Bulletin Board

This area provides important OK Corral information such as upcoming dates, information about catalogs, links to training/education materials, changes in the purchasing process, and more. It's an important area to visit whenever you are using OK Corral. In both the Classic and the Phoenix interfaces this area is located on the lower left hand side of the screen.

Here is what the OK Corral Bulletin Board looks like in the Phoenix interface.

Action Items

Depending upon your roll (shopper, requester, approver), items requiring your action will be displayed in this area. Shoppers and requesters will see a link to recent and completed carts, requisitions, and purchase orders, and a notification if requisitions have been returned for updates/review. Approvers will also have links to the approvals tab and other approver tasks. This control in the Classic interface is located on the lower left hand side of the screen directly below the OK Corral Bulletin Board.

This control has changed dramatically in the Phoenix interface. Action items and notifications are now located at the top of the screen directly to the right of your name. Here you will see an Action Items display reminiscent of controls you might commonly see on social media sites. The Action Items will display a red box icon with a number next to the title to indicate current action items. The Notifications control will similarly

display a red box icon with a number to indicate current Notifications. Clicking on these titles will display the Action Items/Notifications that are current for you and allow you to navigate directly to those items.
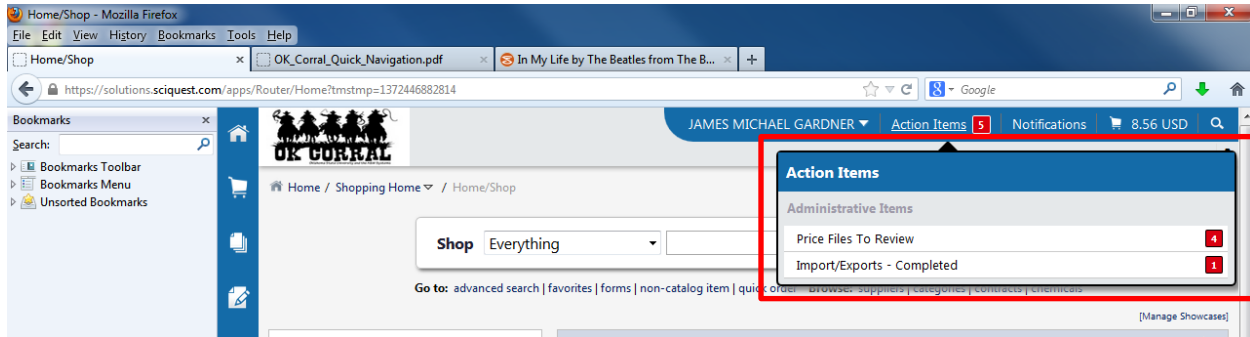
Here is a view of the Notifications control.
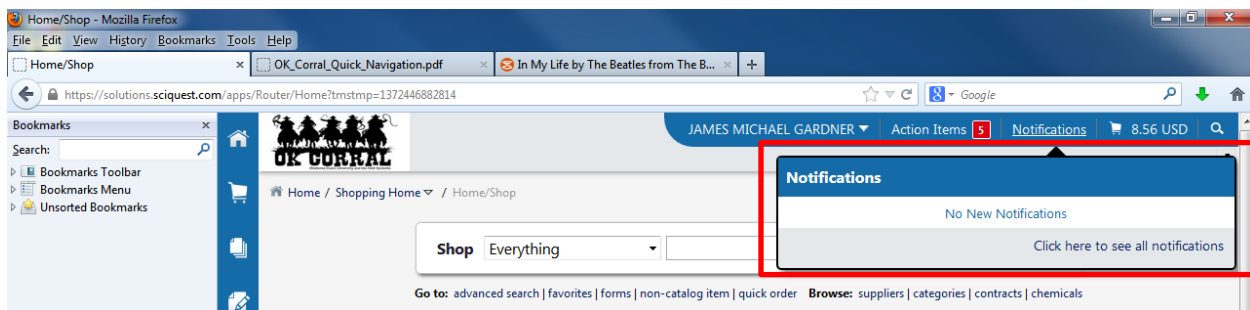
Preferred Suppliers, Punch-out Suppliers, and Hosted Catalogs

These areas allow you shop our various suppliers which often offer premium discounts and contracts. Both the Classic and Phoenix interfaces have similar displays of this information which dominates the page directly below the Shop at the Top control and it's accompanying links.

As you can see by looking at the Phoenix interface, this display hasn't changed much.

My Resources

This area for both the Classic and Phoenix interfaces is located at the bottom center of the page and provides links to the Product Release Library, Email link and phone

number for the help desk, and a link to access How-To-Guides like the one you are reading.

Here is the My Resources area in the Phoenix interface.

Although you will notice many changes while using the Phoenix interface you will notice many things have remained the same as well. Most of the actions you take will look and behave exactly like they did before. If you run into a problem be sure to make use of the My Resources area and see if your question is answered in the How-To-Guides or contact our help personnel by sending an Email or giving us a call.