Login/Navigation/Preferences

Table of Contents

AGGIEBUY LOGIN

AggieBuy is accessed through Single Sign-On (SSO) – https://sso.tamus.edu

System Members (SSO)

UIN:

Password:

Submit

New Employees – Set up your password

I forgot my password

Use your one-time (temporary) password

Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method. After logging in, you will be presented with a list of applications for which you may be authorized.

If you are u ... tions below the Submit button, or c ... r your central HR office.

This comput ... for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

Enter your **UIN** and **Password** for SSO.

Click on "**AggieBuy**" to access the system and to begin Shopping.

SSO Menu

▶	Aggiebuy	▶	DW Report Portal
▶	eTravel / Concur	▶	HRConnect
▶	HRConnect 2	▶	iBenefits
▶	LeaveTraq	▶	PATH Portal Access Total HR
▶	TAMU Jobs	▶	TimeTraq
▶	TrainTraq		

Manage Menu

Note: The AggieBuy system will automatically log you out after 30 minutes of inactivity. When this happens you will automatically be taken back to the SSO menu where you will have to login again.

NAVIGATION

SSO delivers you to your AggieBuy homepage, which defaults to the Shop/Marketplace screen but can be changed to any AggieBuy screen you prefer. To set your "**Home Page**" .

TOP PANEL

NAVIGATION BAR

WORKSPACE

TOP PANEL

The Top Panel contains the Texas A&M University Logo at the upper left and the Banner to the right. The Banner contains several tabs/areas important to users:

Your Name, Bookmarks, Action Items, Notifications, Your Cart and Search.

Clicking your name presents a drop-down menu that contains View My Profile, Set My Home Page, Logout, a list of items that you have recently worked on, and the quantity of the various items. Refer to the **Profile Settings** Reference Guide to set up your Profile and **see page 16** To set your "**Home Page**".

NOTE: Your list might look different than what is shown here depending on your roles.

Bookmarks can be configured for quick access to your frequently used screens/pages. You may add, remove and/or reorder your Bookmarks at any time. To set up your "**Bookmarks**" **see page 14**.
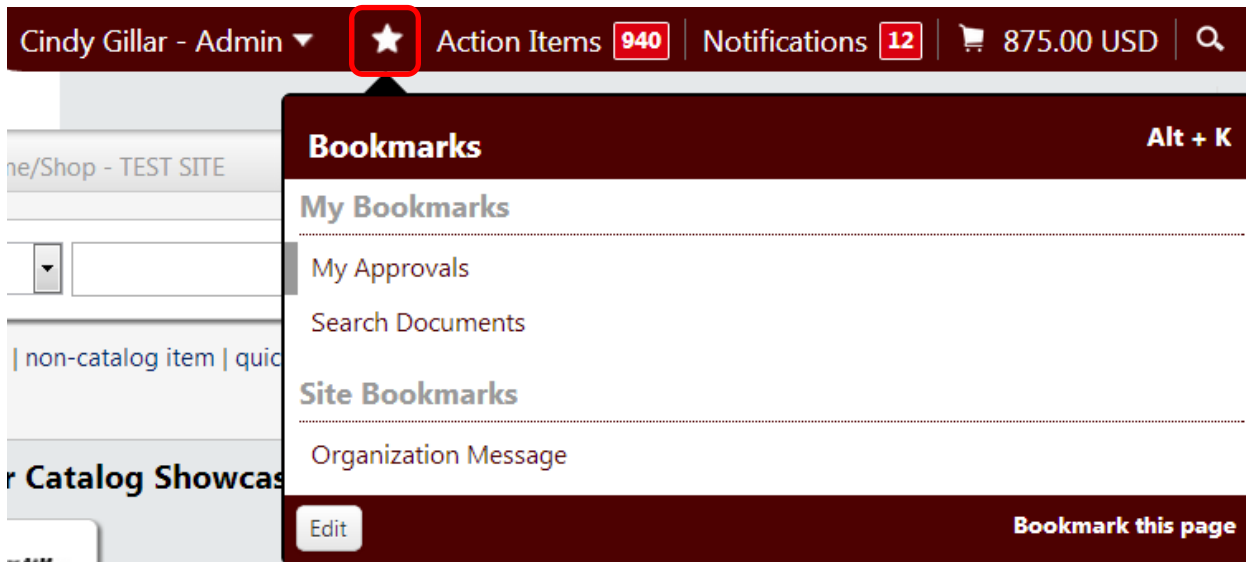
Clicking the "**Action Items**" tab will give you a list of items that require you to take action, such as Requisition Approvals or Administrative items, and the quantity of each. When you click one of the listed items it will take you straight to the folder and the actual documents.
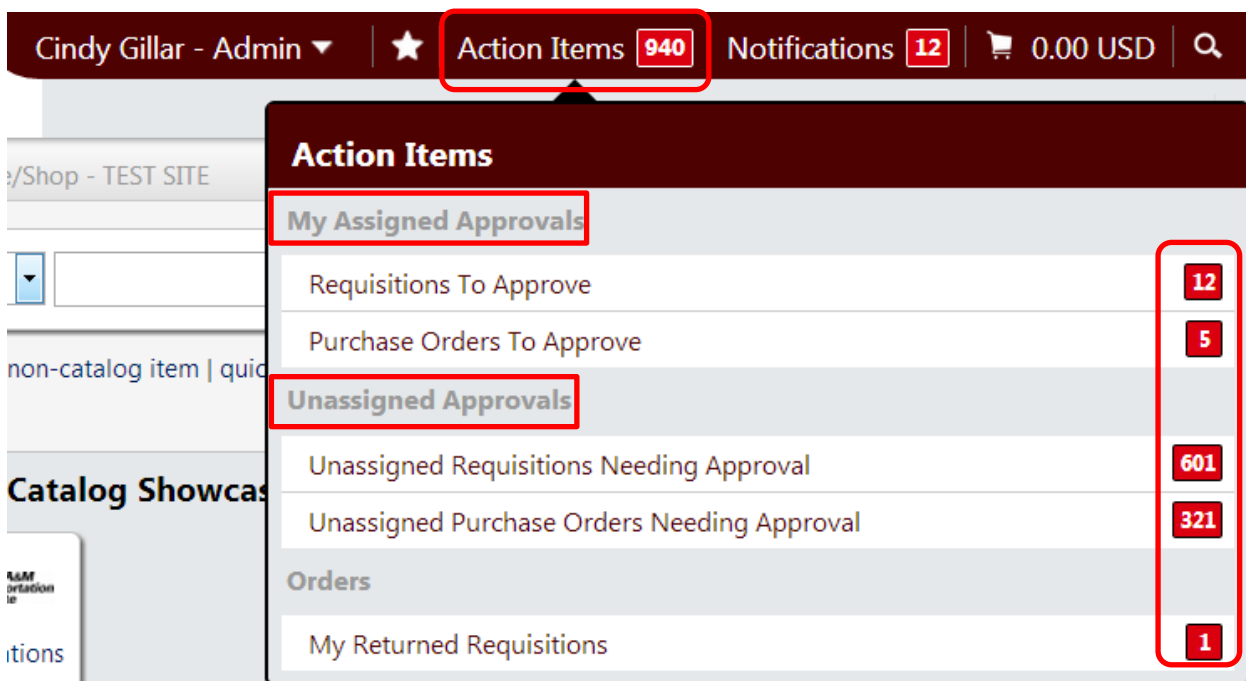
Next is Notifications. All users will see the Notifications tab but may not have actual content. To set up your Notifications see the **Profile Settings** Reference Guide.

Next is your shopping cart. Clicking on the "**Shopping Cart**" icon will bring up a list of the items in your active cart. For more information on Previewing/Going to your cart see the **Shopping** Reference Guide.

A "bread crumb trail" shows the page currently being viewed in the workspace.

NOTE:
The down arrow indicates that there are sub-links under the link.

Examples of sub-links:
View Draft Shopping Carts
View My Orders (Last 90 Days)

NOTE:
The cart/draft requisition number now appears in the bread crumb trail.

The final tab on the Top Panel is a magnifying glass icon, which designates "Quick Search". Quick Search allows you to search for documents (Requisitions, Purchase Orders, Receipts, and Invoices) by their number or by a person's or supplier's name. The search defaults to "**All**" but you may narrow your search results by selecting one of the specific search categories from the drop down menu.

Cindy Gillar - Admin ▼ | ★ | Action Items **940** | Notifications **12** | 🛒 96.37 USD | 🔍

Quick Search   Alt + Q

| All ▼ | Cindy | 🔍 |

Document

166191 - Invoice

XT0003041 - Purchase Order

995487 - Requisition

996806 - Requisition

152852 - Invoice

XT0003003 - Purchase Order

966278 - Requisition

444384 - Requisition

945645 - Requisition

700393 - Requisition

Users

Cindy Stewart (902003303)

Cindy Richmond (crichmond)

Cindy Glover (920000792)

Cindy Gillar - Admin (cgillar)

Additional results found. Go to advanced search...

Supplier Profile

CINDY'S PAINT AND BODY

NOTE:
Quick Search has a quick-key that you can use instead of clicking on the magnifying glass. The Quick Search quick-key is **ALT+Q**.

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NAVIGATION BAR

When you hover over any of the icons a fly-out menu will appear. The only icon on this bar that does not have a fly-out menu is the Home icon.

HOME
Clicking on this icon takes you to the Home Page you have set.

To set your "**Home Page**"

Shop Icon

NOTE:
This is the equivalent to "Shop Everything" search on the default homepage.

NOTE:
Shop has a quick-key that you can use instead of clicking on the shopping cart. The Shop quick-key is **ALT+P**.

Shop   Alt + P

| Shopping |
| My Carts and Orders |
| Admin |

Shopping

By Keyword ▼

Dashboard
Shopping Home

Go To
Advanced Search | View Favorites | View Forms | Non-Catalog Item
Quick Order

Browse By
Suppliers | Categories | Contracts | Chemicals

Shop   Alt + P

| Shopping |
| My Carts and Orders |
| Admin |

My Carts and Orders

Open My Active Shopping Cart

View Draft Shopping Carts

View My Orders (Last 90 Days)

Shop   Alt + P

| Shopping |
| My Carts and Orders |
| Admin |

Admin

View Draft Carts From Other Users

Manage Groups For Shared Carts

Only Department Allocators will see this link.

Orders & Documents Icon
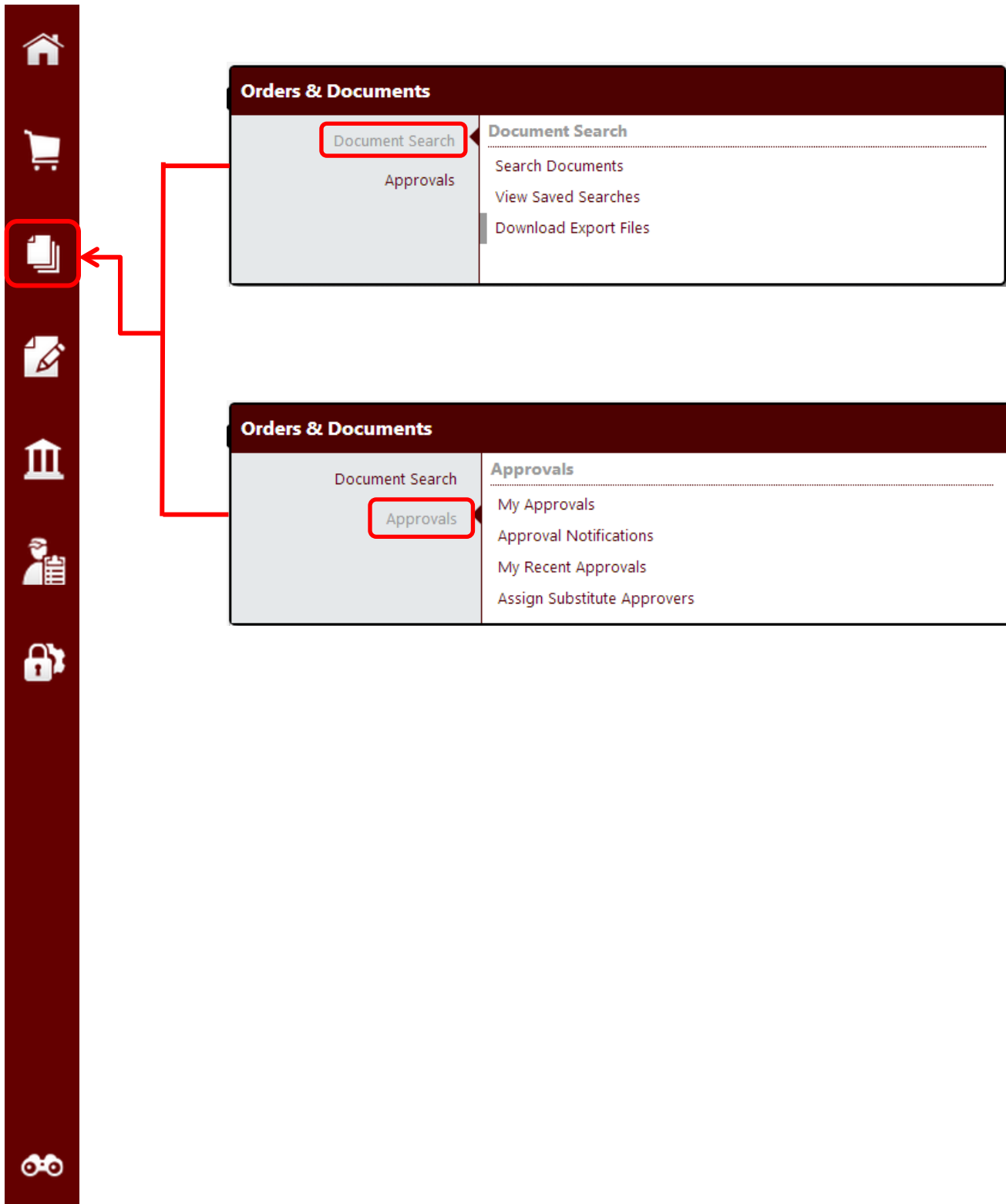
Catalogs and Contracts Icon & Accounts Payable Icon
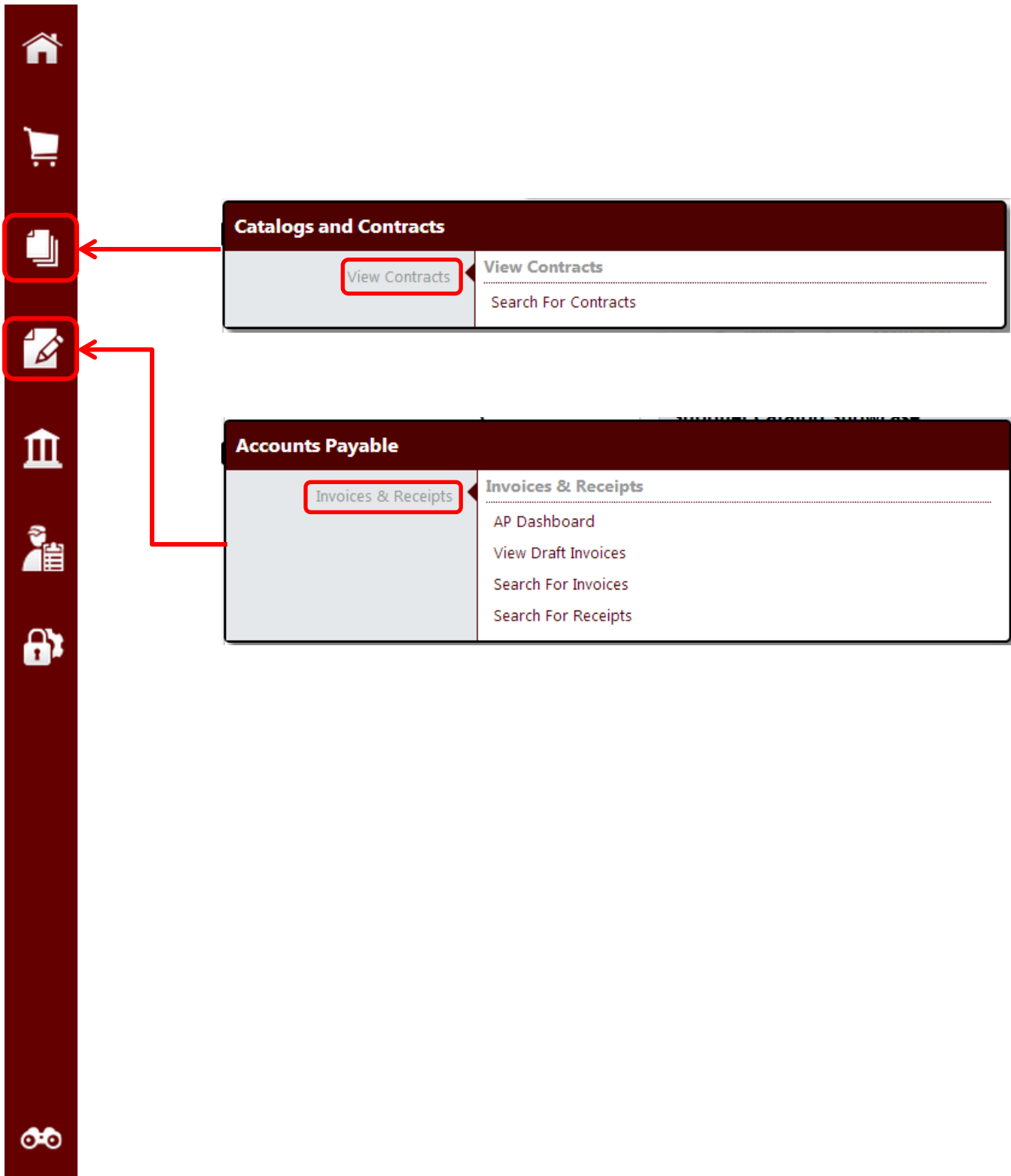
Supplier Management Icon

NOTE:
All AggieBuy users will see the Manage Suppliers link.

Supplier Management

Manage Suppliers

Manage Suppliers

Search for a Supplier

View Saved Searches

Site Administration Icon & Menu Search Icon

NOTE:
Only Department Allocators, Approvers and Admins will see the Site Administration icon.

Site Administration

| Manage Users | **Manage Users** |
| Manage Imports And Exports | Search For Users |

Site Administration

| Manage Users | **Manage Users** |
| Manage Imports And Exports | Search For Users |

The Menu Search feature will help you learn your way around AggieBuy by returning a list of screens containing your search word. Clicking a search results will take you directly to the screen, which will include a bread crumb to further help you navigate.

NOTE:
Menu Search has a quick-key that you can use instead of clicking on the binoculars. The Menu Search quick-key is **ALT+M**.

Menu Search   Alt + M

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Creating Bookmarks for Commonly Used Pages

Bookmarks can be configured for quick access to your frequently-used pages. You may add, remove and/or reorder your Bookmarks at any time.

The Bookmarks menu is located in the Top Banner and can be accessed by clicking on the star icon to the right of your name or by pressing Alt-K.

Quick-Steps

To bookmark a page

1. Navigate to the page you would like to Bookmark (*pg. 14*)
2. Open the Bookmarks menu by clicking on the Star (*pg. 14*)
3. Click "**Bookmark**" this page (*pg. 14*)

Only menu items are available to be added as bookmarks. If a user attempts to add a lower level page as a bookmark (such as a specific requisition), the system will automatically locate the menu item associated with that page (such as Document Search) to create the bookmark.

Cindy Gillar - Admin ▼ | ★ | Action Items 934 | Notifications 4 | 🛒 972.08 USD | 🔍

My Bookmarks Alt + K

Search Documents

Edit

NOTE: Now when you click on the "**Star**" you will see your bookmark(s).
"My Bookmarks" has a quick-key that you can use instead of clicking on the Star. The My Bookmarks quick-key is **ALT+K**.

Once you get more than one page bookmarked you can change the order they are in or delete them from your bookmarks.

Cindy Gillar - Admin ▼ | ★ | Action Items 934 | Notifications 4 | 🛒 972.08 USD | 🔍

My Bookmarks Alt + K

Search Documents

My Approvals

AP Dashboard

Edit

Click "**Edit**"

Search

Go Advanced Search

Bookmarks Alt + K

My Bookmarks

≡ Search Documents ✏ 🗑

≡ Purchase Order Distribution Errors ✏ 🗑

≡ View Draft Shopping Carts ✏ 🗑

Site Bookmarks (Read-only)

Organization Message

Done

To delete a bookmark click on the trash can.

You can also rename your Bookmark. Click the pen icon.

To move a bookmark click and hold the three bars and drag them up or down. Release when bookmark is in your preferred place.

Bookmarks Alt + K

My Bookmarks

≡ Cindy's Search Documents ✔ ⊘ 🗑

≡ Purchase Order Distribution Errors 🗑

≡ View Draft Shopping Carts 🗑

Type in how you want it to read and click the checkmark to save.

Bookmarks Alt + K

My Bookmarks

≡ Cindy's Search Documents ✏ ⟳ 🗑

≡ Purchase Order Distribution Errors ✏ 🗑

≡ View Draft Shopping Carts ✏ 🗑

Site Bookmarks (

Organization Mess

Done

Bookmark this page

If it is correct then click "**Done**". If you ever need to revert back to the original name click on the reset icon.

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How to Set My Home Page

The home page is the page displayed to a user after logging in to the application. This feature will allow users to set their own home page.

Quick-Steps

Set your Home Page

1. Navigate to the page you would like as your Home Page (*pg. 16*)
2. Click on the drop down arrow next to your name (*pg. 17*)
3. Click "**Set My Home Page**" (*pg. 17*)
4. Select "**Current Page**" (*pg. 17*)
5. Click "**Save**" (*pg. 17*)

Change you Home Page back to the Default

1. Click on the drop down next to your name (*pg. 17*)
2. Click "**Set My Home Page**" (*pg. 17*)
3. Select "**Default Home Page**" (*pg. 17*)
4. Click "**Save**" (*pg. 17*)

Navigate to the page/screen you want your home page to be.

Here I have navigated to the Approvals page.

Cindy Gillar - Admin ▼ | ★ | Action Items **934** | Notifications **4** | 🛒 972.08 USD | 🔍

Cindy Gillar - Admin

View My Profile

Set My Home Page

Logout

My Pending Requisitions

My Recently Completed Requisitions

My Pending Purchase Orders

My Recently Completed Purchase Orders

Click on the drop down arrow next to your Name.

Click "**Set My Home Page**"

[Manage Showcases]

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1

Set My Home Page   ?   X

⚪ **Default Home Page**
Shopping Home

🔘 **Current Page**
My Approvals

You can also access your home page by pressing **Alt + 1**

Save   Cancel

Select either Default Home Page, which will change/keep your Shopping home page, or Current Page. Then click "**Save**".

NOTE: Set My Home Page has a quick-key that can be used. The Home Page quick-key is **ALT+1**.

NOTE: After you changed your home page preference the Set My Home Page will give you three choices. You will always have the choice to go back to the default page.

Set My Home Page   ?   X

⚪ **Existing Home Page**
Search Documents

⚪ **Default Home Page**
Shopping Home

🔘 **Current Page**
Search Documents

You can also access your home page by pressing **Alt + 1**

Save   Cancel
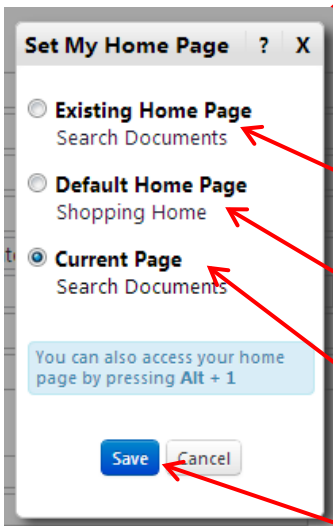
Select either:

Existing Home Page (the home page you selected and saved),

Default Home Page (the Shopping home page), or

Current Page (the page you are on now).

Then click "**Save**".

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Menu Search

Menu Search is used to find the function you need in AggieBuy. Like some of the other searches it will show you suggestions as you type.

When the word "search" is partially typed in the Menu Search it will show everything with the letters "sear". You can keep typing to narrow the list down or if you see what you are looking for you can click on it.

Menu Search   Alt + M

sear

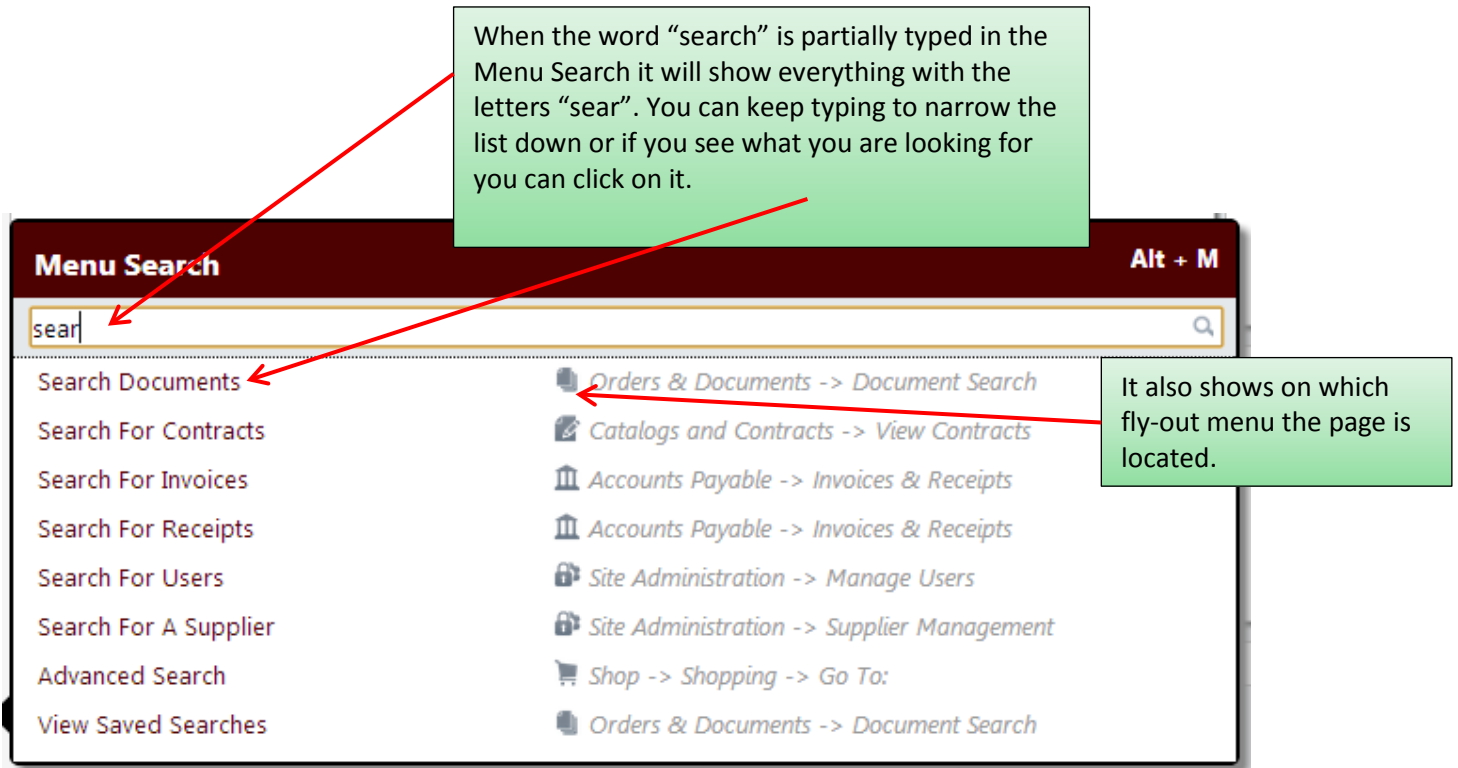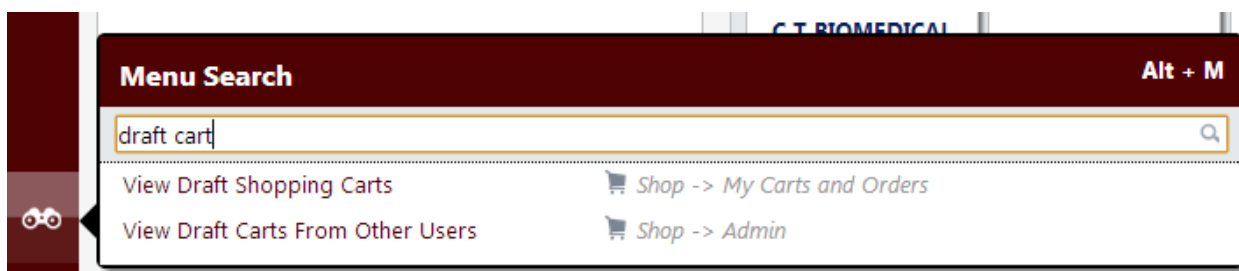| Search Documents | Orders & Documents -> Document Search |
Search For Contracts	Catalogs and Contracts -> View Contracts
Search For Invoices	Accounts Payable -> Invoices & Receipts
Search For Receipts	Accounts Payable -> Invoices & Receipts
Search For Users	Site Administration -> Manage Users
Search For A Supplier	Site Administration -> Supplier Management
Advanced Search	Shop -> Shopping -> Go To:
View Saved Searches	Orders & Documents -> Document Search

It also shows on which fly-out menu the page is located.

Keywords can be set-up by AggieBuy Administration. If you have a keyword you would like associated with an AggieBuy page to make it easier for you to look up send your request to aggiebuy@tamu.edu

C T BIOMEDICAL

Menu Search   Alt + M

draft cart

| View Draft Shopping Carts | Shop -> My Carts and Orders |
| View Draft Carts From Other Users | Shop -> Admin |

AggieBuy Quick-Key Legend

Alt + 1   Home Page

Alt + K   My Bookmarks

Alt + M   Menu Search

Alt + P   Shop

Alt + Q   Quick Search