

# Login/Navigation/Preferences

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## AGGIEBUY LOGIN

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

The image shows two screenshots from the Single Sign-On (SSO) system. The top screenshot is the login page titled "System Members (SSO)". It features a "UIN:" field and a "Password:" field, both highlighted with red rectangles. A blue "Submit" button is below the fields. To the right of the fields, a blue callout box with an arrow pointing to the fields contains the text: "Enter your UIN and Password for SSO." Below the login fields, there are links for "New Employees - Set up your password", "I forgot my password", and "Use your one-time (temporary) password". The bottom screenshot is the "SSO Menu" page. It displays a list of applications with a red rectangle highlighting the "Aggiebuy" option. A blue callout box with an arrow pointing to "Aggiebuy" contains the text: "Click on 'AggieBuy' to access the system and to begin Shopping." The list of applications includes: Aggiebuy, eTravel / Concur, HRConnect 2, LeaveTraq, TAMU Jobs, TrainTraq, DW Report Portal, HRConnect, iBenefits, PATH Portal Access Total HR, and TimeTraq. A "Manage Menu" button is at the bottom left of the menu.

**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... button, or...  
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.**

**SSO Menu**

**Aggiebuy**

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

**Manage Menu**

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

**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” [see page 16](#).

The screenshot shows the AggieBuy homepage interface. A green box labeled "TOP PANEL" points to the header area containing the Texas A&M University logo, user name "Cynthia Gillar", and links for "Action Items", "Notifications", and a shopping cart with "25.00 USD". A blue box labeled "WORKSPACE" points to the main content area, which includes a search bar, a "Go" button, and sections for "Showcased Suppliers", "Office Supplies / Furniture", and "Computers / Technology". A red box labeled "NAVIGATION BAR" points to the left sidebar, which contains various icons for navigation. A green box highlights a "Message Board" section on the left, containing links for "AggieBuy.tamu.edu" and "AggieBuy.tamu.edu/Training". A green callout box on the right side of the "Showcased Suppliers" section states: "Catalogs available in AggieBuy. (see Shopping Reference Guide for more details.)"

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:

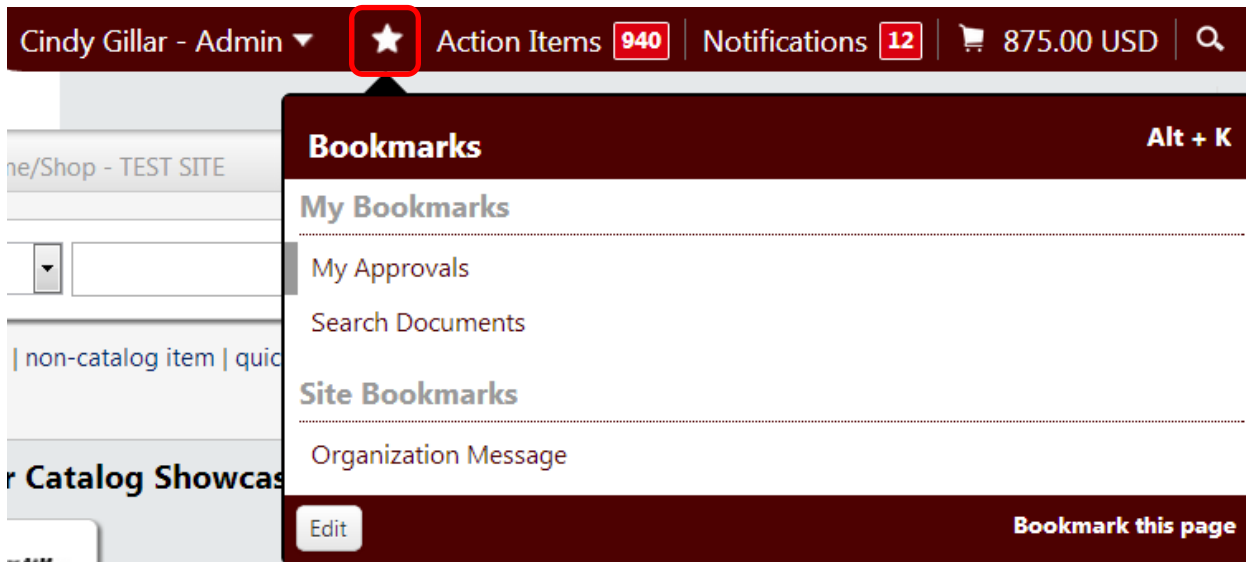
Your Name, Bookmarks, Action Items, Notifications, Your Cart and Search.



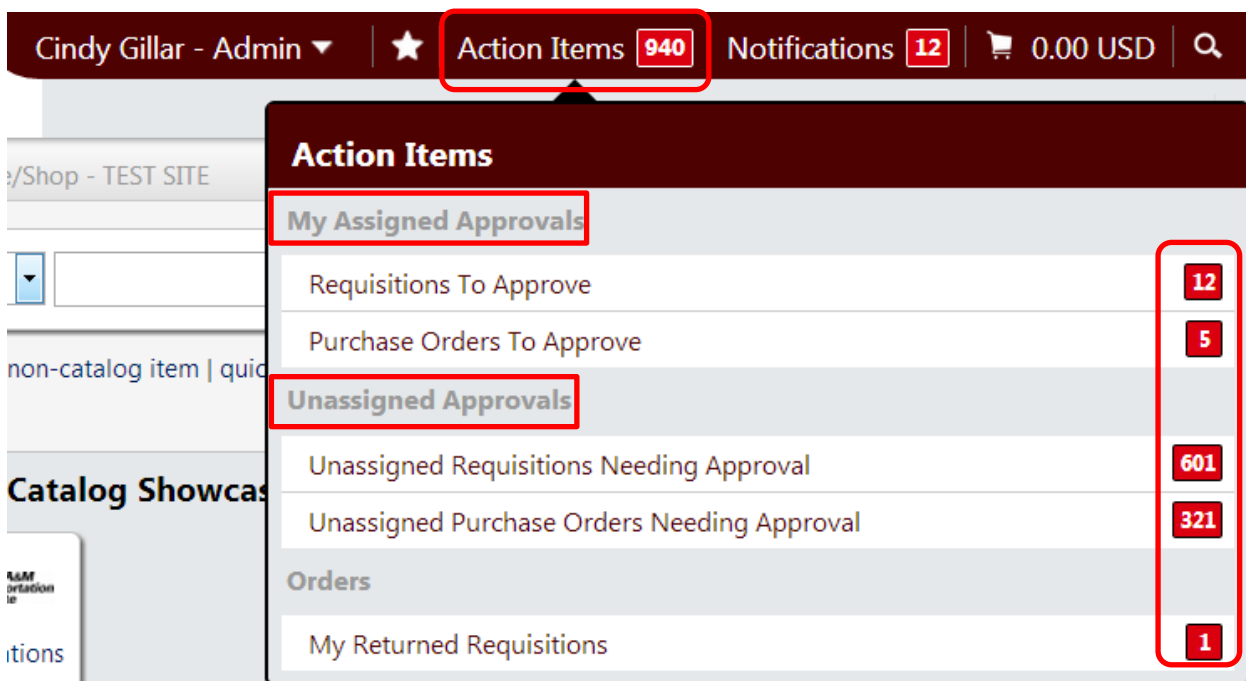
Clicking your name presents a drop-down menu that contains View My Profile, Set My Home Page, Logout, a list of items that you have recently worked on, and the quantity of the various items. Refer to the **Profile Settings** Reference Guide to set up your Profile and [see page 16](#) To set your “Home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

The screenshot shows the top navigation bar with the following items: "Cindy Gillar - Admin", a star icon, "Action Items 940", "Notifications 12" (highlighted with a red box), a shopping cart icon, and "0.00 USD". Below the navigation bar, the "Notifications" dropdown menu is open, displaying a list of notifications under the heading "Shopping, Carts & Requisitions". The notifications are as follows:

Notification Text	Date	Action
A Requisition Has Been Submitted For Your Ap... 1051142 - 1,686,080.00 USD Submitted By Randy Linder - ...	Oct 25	X
A Requisition Has Been Submitted For Your Ap... 1051077 - 1,034,640.00 USD Submitted By Randy Linder - ...	Oct 25	X
A Requisition Has Been Submitted For Your Ap... 1051032 - 11,496.00 USD Submitted By Randy Linder - Ad...	Oct	

Below the list, it says "9 more notifications...". At the bottom of the dropdown, there is a link: "Click here to see all notifications". A green callout box with an arrow pointing to the link contains the text: "You can see all the notifications by clicking here."

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.

The screenshot shows the "My Cart" page. The top navigation bar is the same as in the previous image, but the "Shopping Cart" icon now shows "96.37 USD" and is highlighted with a red box. A green callout box labeled "Cart Name" points to this icon. Below the navigation bar, the "My Cart" section is displayed. It contains a table of items in the cart:

Item	Quantity	Price	Action
TODAY'S FRWX 5 ASST COLORS 24# REAM	3	59.01 USD	Trash icon
TODAY'S MP COLOR 8X11,24#,LIME	2	11.14 USD	Trash icon
TODAY'S MP COLOR 8X11,24#,BLUE	2	26.22 USD	Trash icon

A red box highlights the entire table of items. A green callout box at the bottom left contains the text: "NOTE: This gives you a quick view of your active cart's contents." To the right of the table, there are two buttons: "View My Cart" and "Checkout". A blue callout box points to the "View My Cart" button with the text: "View My Cart will go to the first shopping cart screen." Another blue callout box points to the "Checkout" button with the text: "Checkout will go to the Final Review shopping cart screen." At the bottom right of the cart section, the total price "96.37 USD" is displayed.

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

The screenshot displays the AggieBuy TEST Site interface. At the top, a dark red header bar contains the site logo, user information (Cindy Gillar - Admin), and counts for Action Items (940) and Notifications (12). Below this, a light gray breadcrumb trail is highlighted with a red rectangle, showing the path: Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1051489 - Draft Requisition. A red arrow points from the 'Open My Active Shopping Cart' link to a green note box on the left. Another red arrow points from the 'Cart - 1051489 - Draft Requisition' link to a green note box on the right. The main content area features a yellow warning box stating 'Almost ready to go! The list below needs to be addressed before the cart can be submitted.' with a required field 'Order Category'. Below this, a 'Shopping Cart' section shows 7 items for a total of 96.37 USD, with buttons for 'Save' and 'Proceed to Checkout'. A 'Continue Shopping' link is also visible.

**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.

The screenshot shows the top navigation bar with the user 'Cindy Gillar - Admin', a star icon, 'Action Items 940', 'Notifications 12', a shopping cart icon, and a balance of '96.37 USD'. A magnifying glass icon in the top right corner is highlighted with a red box and an arrow pointing to the 'Quick Search' panel. The 'Quick Search' panel has a dark red header with the text 'Quick Search' and a keyboard shortcut 'Alt + Q' in a red box. Below the header, there is a dropdown menu set to 'All' and a search input field containing 'Cindy'. A red box highlights the 'Document' category tab. Below this tab, a list of search results is displayed, including '166191 - Invoice', 'XT0003041 - Purchase Order', '995487 - Requisition', '996806 - Requisition', '152852 - Invoice', 'XT0003003 - Purchase Order', '966278 - Requisition', '444384 - Requisition', '945645 - Requisition', and '700393 - Requisition'. A red box highlights the 'Users' category tab. Below this tab, a list of users is displayed: 'Cindy Stewart (902003303)', 'Cindy Richmond (crichmond)', 'Cindy Glover (920000792)', and 'Cindy Gillar - Admin (cgillar)', followed by the text 'Additional results found. Go to advanced search...'. A red box highlights the 'Supplier Profile' category tab. Below this tab, the text 'CINDY'S PAINT AND BODY' is displayed. A green callout box on the right side of the panel contains the following text: **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**.

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**.



## 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.



## Shop Icon

The diagram illustrates the navigation structure of the Shop application. A vertical sidebar on the left contains several icons, with the shopping cart icon highlighted by a red box and a red arrow pointing to the first screenshot. The first screenshot shows the 'Shop' dashboard with a 'Shopping' menu item highlighted. The second screenshot shows the 'My Carts and Orders' menu item highlighted. The third screenshot shows the 'Admin' menu item highlighted. Red arrows connect these menu items to their respective sections in the screenshots. A red box highlights the 'Shop' icon in the sidebar, and a red arrow points from it to the first screenshot. A red box highlights the 'Shopping' menu item in the first screenshot, and a red arrow points from it to the second screenshot. A red box highlights the 'My Carts and Orders' menu item in the second screenshot, and a red arrow points from it to the third screenshot. A red box highlights the 'Admin' menu item in the third screenshot, and a red arrow points from it to the 'Manage Groups For Shared Carts' link. A green note box at the top left states: 'NOTE: This is the equivalent to "Shop Everything" search on the default homepage.' A green note box at the top right states: 'NOTE: Shop has a quick-key that you can use instead of clicking on the shopping cart. The Shop quick-key is ALT+P.' A green note box at the bottom right states: 'Only Department Allocators will see this link.'

**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

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

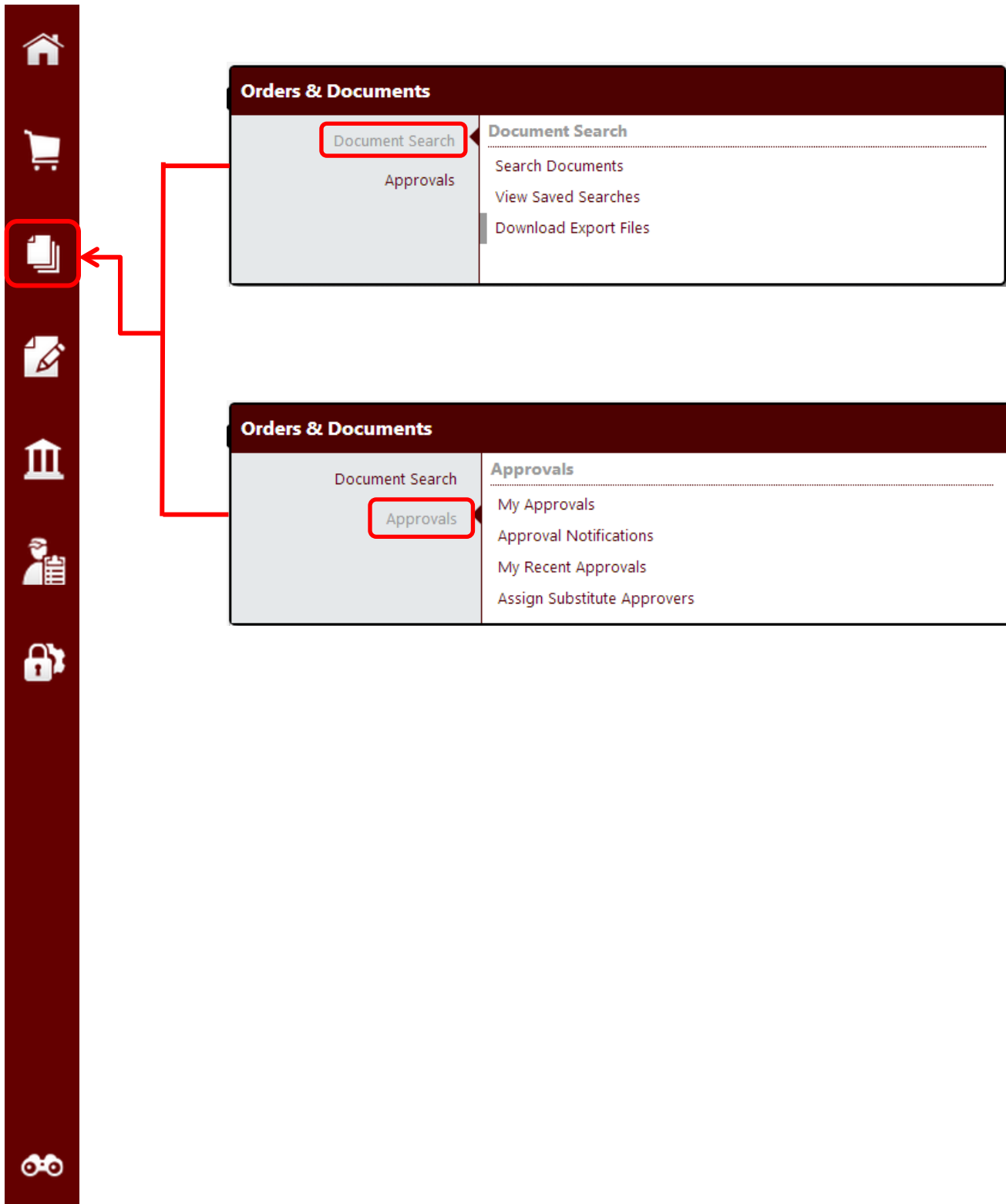
Admin

View Draft Carts From Other Users

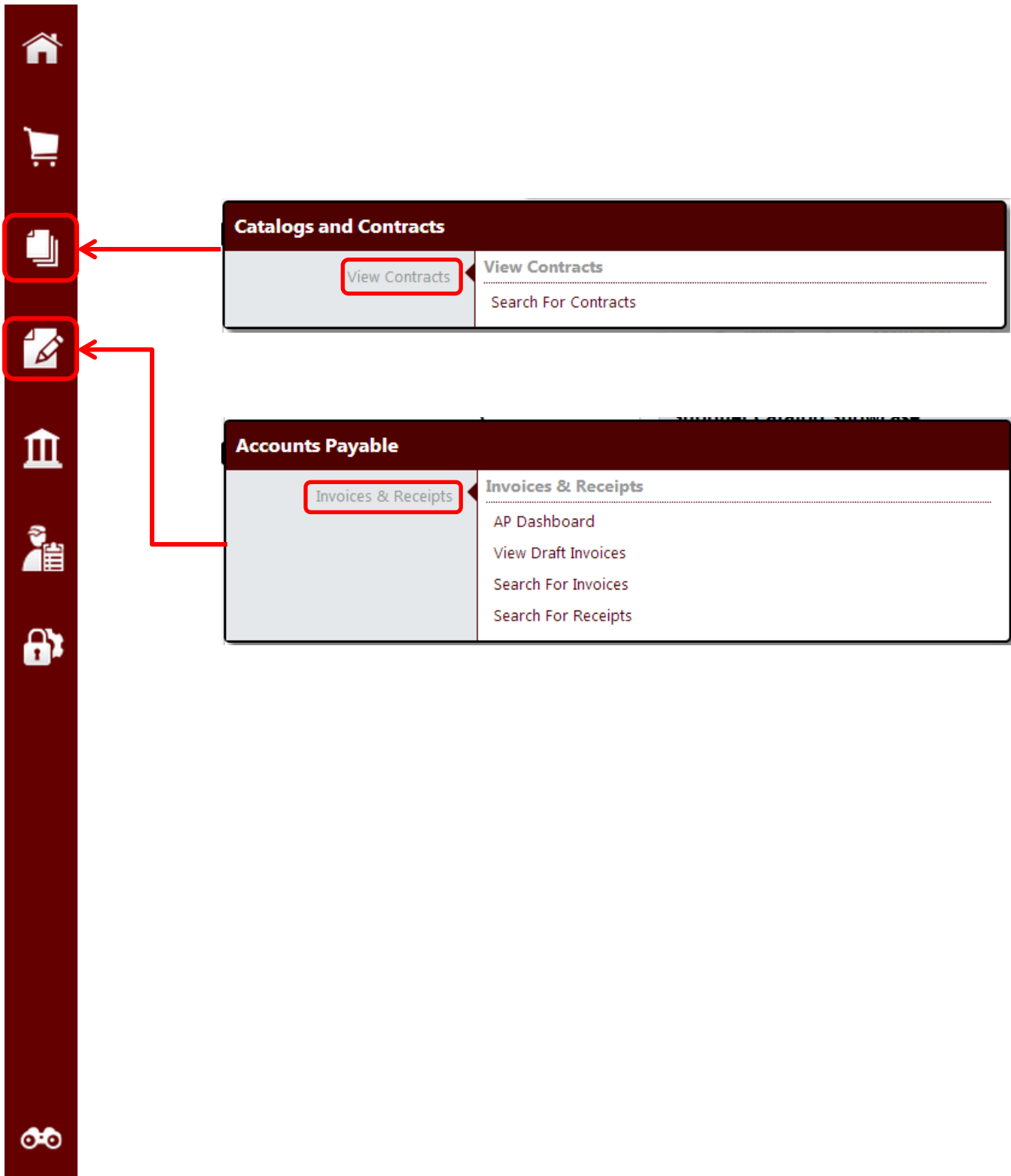
Manage Groups For Shared Carts

Only Department Allocators will see this link.









## Orders & Documents Icon



## Catalogs and Contracts Icon & Accounts Payable Icon



# Supplier Management Icon



Supplier Management



Manage Suppliers

Manage Suppliers

Search for a Supplier

View Saved Searches

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



## Site Administration Icon & Menu Search Icon

The diagram illustrates the location and functionality of the Site Administration and Menu Search icons in the AggieBuy interface. A vertical sidebar on the left contains various icons, with the Site Administration (lock and key) and Menu Search (binoculars) icons highlighted with red boxes. Red arrows point from these icons to their respective menu panels.

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

**Site Administration Menu Structure:**

Site Administration	
Manage Users	Manage Users
Manage Imports And Exports	Search For Users

**Site Administration Menu Structure (Alternative View):**

Site Administration	
Manage Users	Manage Users
Manage Imports And Exports	Search For Users

**Menu Search Feature:**

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 Panel:**

Menu Search	
[Search Input Field]	

## 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.

Navigate to the page you want to Bookmark. Click on the "Star" icon.

Click on "Bookmark this page"

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”

**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.

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

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

Site Bookmarks (Read-only)

Organization Message

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.



## 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)

The screenshot shows the AggieBuy TEST Site interface. The top navigation bar includes the ATM logo, the site name "AggieBuy TEST Site", and user information "Cindy Gillar - Admin". The main content area displays a list of requisitions under the "Approvals" section. The left sidebar contains navigation icons and filters. A green callout box with a white border contains the text: "Navigate to the page/screen you want your home page to be. Here I have navigated to the Approvals page."

AggieBuy TEST Site

Cindy Gillar - Admin | Action Items 934 | Notifications 4 | 972.08 USD

Orders & Documents / Approvals / My Approvals / My Approvals - Requisition

Group Results By: Folders

Total Results Found: 943

All Dates

Assign

Go

Sort by: Submit date newest first

Hide requisition details expand all collapse all

Results per folder: 20

Filtered By

Type: Requisition

Date Range: All Dates

View Approvals For: Cindy Gillar - Admin

Refine Search Results

Type: Requisition

Date Range: All Dates

View Approvals For: My Approvals

Folders

- 02-PURS Allocator (315)
- 02 - Commodity Code Assigner-NCIBR (Non catalog blank) (211)
- 02 - Commodity Code Assigner-

My PR Approvals [12 results]

02 - Commodity Code Assigner-CM (catalog user modified) [14 results]

02 - Commodity Code Assigner-CB (catalog blank) [5 results]

02 - Commodity Code Assigner-NCIBR (Non catalog blank) [21 results]

02 - Commodity Code Assigner-NCIMR (Non catalog user modified) [1 result]

02 - IT Team [1 result]

02 - New Supplier Catch [1 result]

02 - Proxy Approvals [4 results]

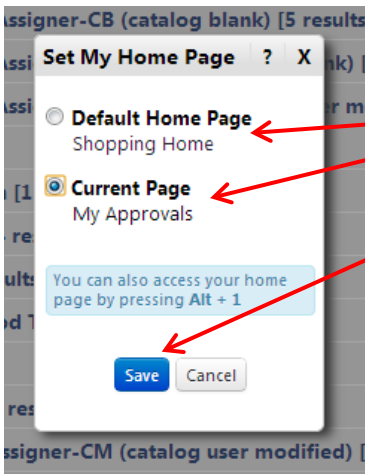
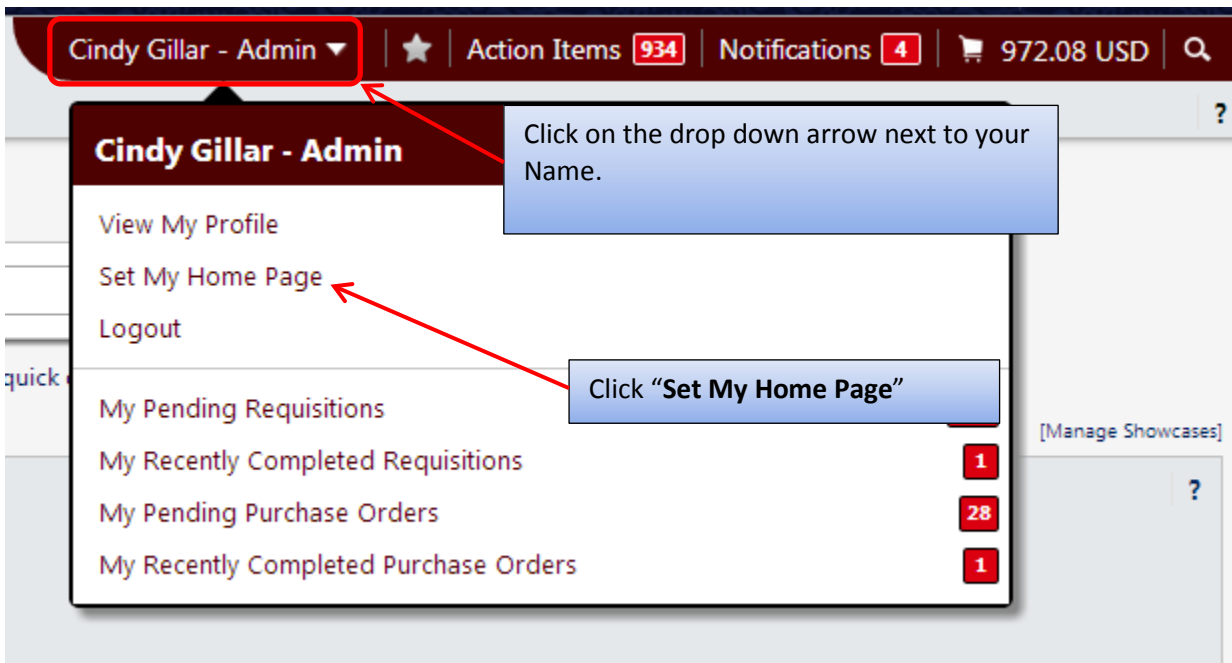
02 New Supplier [36 results]

02 SSPS Scientific & Food Team 1st Queue [1 result]

02-ENTO [7 results]

02-PURS Allocator [315 results]

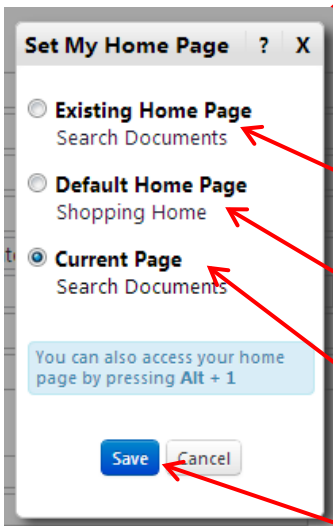
10 - Commodity Code Assigner-CM (catalog user modified) [1 result]



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.



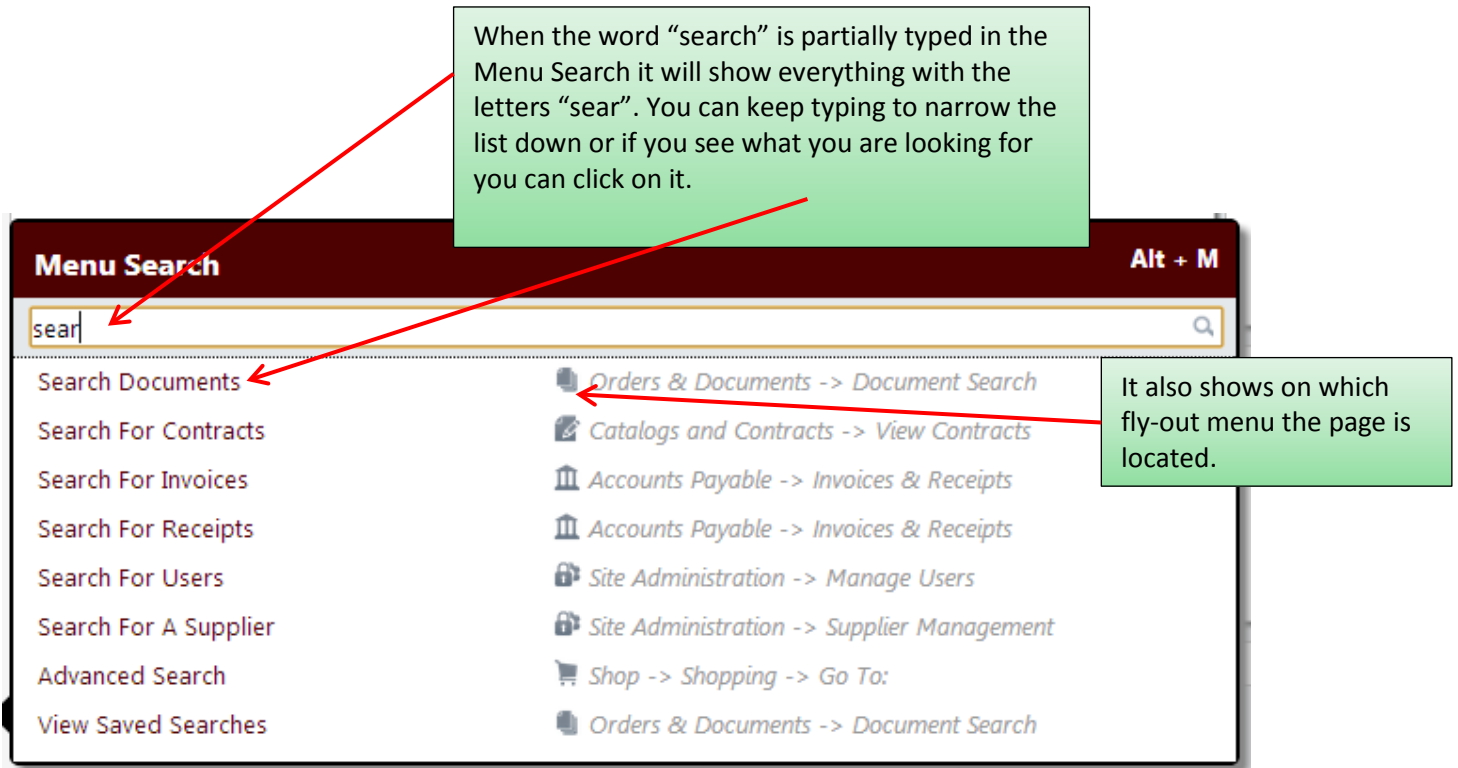
Select either:

- 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).

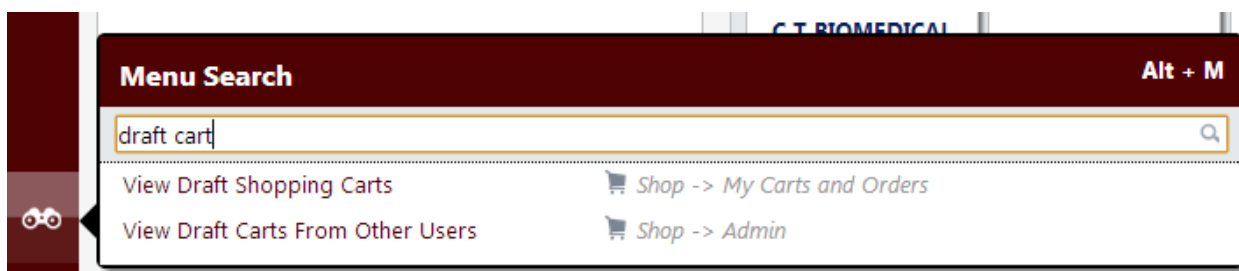
Then click "Save".

## 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.



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](mailto:aggiebuy@tamu.edu)



## AggieBuy Quick-Key Legend

Alt + 1	Home Page
Alt + K	My Bookmarks
Alt + M	Menu Search
Alt + P	Shop
Alt + Q	Quick Search