



Navigating - Quick Reference

The screenshot shows the OK Corral website interface with the following callout boxes:


- 1. OK Corral Logo**: Points to the logo at the top left.
- 2. User Info & Profile**: Points to the user name 'Matt Wessel' in the top right.
- 3. Action Items**: Points to the 'Action Items 27' notification.
- 4. Notifications**: Points to the 'Notifications' notification.
- 5. My Cart**: Points to the '0.00 USD' cart icon.
- 6. Quick Search**: Points to the search bar.
- 7. My Bookmarks**: Points to the star icon.
- 8. Home**: Points to the home icon in the sidebar.
- 9. Shop**: Points to the shopping cart icon in the sidebar.
- 10. Orders & Documents**: Points to the document icon in the sidebar.
- 11. Catalogs & Contracts**: Points to the catalog icon in the sidebar.
- 12. Accounts Payable**: Points to the account icon in the sidebar.
- 13. Reporting**: Points to the bar chart icon in the sidebar.
- 14. Site Admin**: Points to the lock icon in the sidebar.
- 15. Menu Search**: Points to the search icon in the sidebar.
- 16. OK Corral Bulletin Board**: Points to the text area on the left.
- 17. Shop at the Top**: Points to the 'Shop' dropdown menu.
- 18. Forms**: Points to the 'Go to: advanced search | forms | forms | non-catalog item | quick order' link.
- 19. Non-Catalog Item**: Points to the 'Browse: suppliers | categories | contracts | chemicals' link.
- 20. Preferred Suppliers**: Points to the 'Preferred Suppliers' section.
- 21. Punch-Out Suppliers**: Points to the 'Punch-Out Suppliers' section.
- 22. Hosted Catalogs**: Points to the 'Hosted Catalogs' section.
- 23. My Resources**: Points to the 'My Resources' section.

Flip the page for details on each of these areas...

If you have questions or need assistance, please contact Purchasing at (405) 744-5985, review our website resources at purchasing.okstate.edu/okcorral or email us at OKCorral@okstate.edu



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1. OK Corral Logo	Takes you back to the home/shop page from anywhere in OK Corral.
2. User Info and Profile	Displays your user name, a link to your profile, the logout link and a search help link.
3. Action Items	Displays carts assigned to you and other items needing some sort of action on your part.
4. Notifications	Displays notifications regarding purchase orders, settlement, requisitions, and carts.
5. My Cart	Displays the total amount of your currently active cart. Click this shortcut to view the items in your cart, as well as buttons to view your cart (View My Cart) and proceed to checkout (Checkout).
6. Quick Search	Start a search from anyplace in OK Corral. Select a search option from the drop down menu and enter the search criteria. Click the  button to quick search. The results are shown in the appropriate search results page.
7. My Bookmarks	Click this icon to view pages you have bookmarked. You can add a new bookmark by navigating to that page and clicking "Bookmark this page" in the lower right corner of the menu.
8. Home	Takes you back to the home/shop page from anywhere in OK Corral.
9. Shop	Use this icon to search for items within the OK Corral and view your carts and orders.
10. Orders & Documents	Use this icon to search for documents and view your saved searches.
11. Catalogs & Contracts	Use this icon to search for contracts currently enabled in the OK Corral.
12. Accounts Payable	Use this icon to search for and view receipts and invoices.
13. Reporting	Generates various system wide reports.
14. Site Admin	Use this icon to search for supplier information using company name or vendor number.
15. Menu Search	Use this icon to search for specific functions and tasks within the OK Corral.
16. OK Corral Bulletin Board	Provides important OK Corral information such as upcoming dates, information about new catalogs, links to training/education materials, changes in the purchasing process, and more.
17. Shop at the Top	Conduct searches for items and products within the OK Corral.
18. Forms	Takes you to the forms section of the OK Corral.
19. Non-Catalog Item	Request goods or services not found within the Preferred, Punch-Out, and Hosted Catalog suppliers.
20. Preferred Suppliers	Suppliers that provide special pricing and incentives to the OSU and A&M systems.
21. Punch-Out Suppliers	Suppliers that provide discounted contracted pricing that you access by "punching out" to their website. You then return to OK Corral with your shopped items intact.
22. Hosted Catalogs	Suppliers whose catalogs and pricing are featured in the OK Corral.
23. My Resources	Lists available system support resources including support email and phone number contact.