Clicking on the **State of Ohio’s eProcurement Logo** at any time will take back you to the homepage.

Using the **Navigational Icons** will take you back a page (←), let you view your history (⟳), or save the current page as a favorite (★).

The **Main Menu Navigation Bar** at the top of the page includes options available and applicable to you. Click on a main menu option (e.g., General Info., Contracts, Catalogs, Orders) to display its associated drop-down menu.

Selecting any option within a **Drop-Down Menu** will navigate you to the corresponding page.

Clicking on your **User Name** displays the following options:

- **My account**: Displays your account profile and enables you to update your personal information.
- **My open workflow tasks**: Contains anything assigned to you for action (e.g., acknowledging Pcard orders).
- **My open scheduled tasks**: Displays open scheduled tasks assigned to you. However, this option will not be utilized for the initial release of Ohio eProcurement.
- **Language**: Allows you to choose your language preference.
- **Logout**: Logs you out of Ohio’s eProcurement solution.
The wording of **Action Buttons** will vary by user role and the task being complete and are sometimes unavailable to certain users on specific pages. Use these buttons to take action on a particular task:

- **Green Buttons**: Submitting an action.
- **Red Buttons**: Canceling or rejecting an action.
- **Blue Buttons**: Saving, closing, or copying an action.

Every major task is organized by **Functional Tabs** and clicking on these enable you to see additional information related to a specific item.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via e-mail (ohiosharedservices@ohio.gov) or phone (877-644-6771).