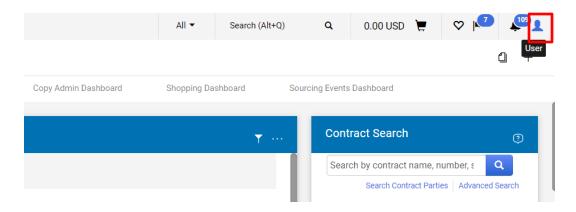
Setting Your Home Page

The home/shop page is the default home page in SpartanMart. You now can set a home page in SpartanMart that will be displayed each time you login.

Navigate to the page that you want to set as your home page. (In this example I want the Contract Dashboard page to be my home page.)

A Home	SPARTANMART				All - Search	n (Alt+Q) Q	0.00 USD 📜	♡ 🟴 💭
Shop	Dashboards • Cor	ntract Management Das	shboard				User	
••• Orders	AP Home Page C	Contract Management Dashboard	Contract Requestor Dashboard	Copy Admin Dashboard	Shopping Dashboard	Sourcing Even	s Dashboard	
Contracts	Quick Links	0	Approvals			┭ Cor	tract Search	Ø
Accounts Payable	Create New Contract Requests Ready for Contract Creation		Showing Results 1 - 4 of 4		Sear		ch by contract name, number, s	
	Request Contract							

Once you're at the page that you want to set as your home page, click the Profile Icon next to your name.



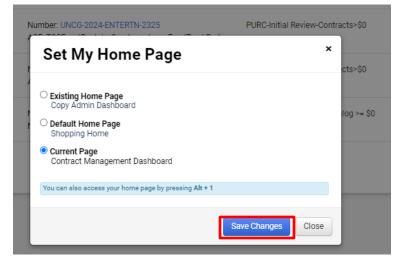
Select 'Set My Home Page'.

A Home	SPARTANMART		All 🔻	Search (Alt+Q) Q 0.00 USD 📜 🛇 🟴 📲		
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	AP Home Page Contract Management Dashboard	Contract Requestor Dashboard Copy Admin Dashboard	Shopping Da	View My Profile		
C Orders		-		Dashboards		
	Quick Links 📀	Approvals		Manage Searches		
👷 Contracts	Ф			Manage Search Exports		
	Create New Contract	Showing Results 1 - 4 of 4		Set My Home Page		
Accounts Payable	Requests Ready for Contract Creation	·		Search Help For A Solution		
	Request Contract			Mu Decently Completed Dequisitions		
🤽 Suppliers	My Contract Requests	TYPE DETAILS FO	FOLDER NAME	My Recently Completed Requisitions 3		
	Search Contract Parties			My Recently Completed Purchase Orders 3		
Sourcing	Add Contract Party		Restricted Item- Dell Orders from Other Vendors	Logout		
	View Saved Searches					
Li Reporting	Obligations Across Contracts		uner vendors	Links to Purchasing website for TCM user guides and contract templates		
	Cycle Time Report: Contract Creation to Exec	Contracts Number: UNCG-2024-ENTERTN-2325 PU	URC-Initial 0			
Administer	Shopping Home		Review- Contracts>\$0	Contract Forms & Templates		
🖨 Setup		Co		Z Jaggaer Site Basics Handbook		
				Contract Management Handbook		
			URC-Initial 0 eview-	Shopping Handbook		

You will be presented with a choice to either make the Shopping Home or the Current Page your home page. Select which page you want to be your home page. (Notice the information letting you know that you can access your home page from anywhere in the application by pressing Alt + 1.)

Contract Management Dashb	oard				
Contract Management Dashboard	Contract Reque	estor Dashboard	Copy Admin Dashboard Shopping Dashboard	Sourcing Events Dashboard	
	Ø	Approvals			
:t Contract Creation		Showing Resu	ilts 1 - 3 of 3		
sts		TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER 1
rties 		Contracts	Number: UNCG-2024-ENTERTN-2325	PURC-Initial Review-Contracts>\$0	0
es Contracts		Contracts	Set My Home Page	× cts>\$0	0
Contract Creation to Execution		Requisitions	OExisting Home Page Copy Admin Dashboard O Default Home Page Shopping Home	log ≻= \$0	6
			Current Page Contract Management Dashboard You can also access your home page by pressing Alt + 1		
			Tou can also access your nome page by pressing Ait + 1	Save Changes Close	

Click 'Save'.



Now the Contracts Dashboard will be my home page each time I log in. I will also be taken to the Contracts Dashboard any time I click the home icon or by clicking on the SpartanMart logo.

