A) Dashboard Tabs: They each have specific functionality commonly used in Ariba.
B) Blue Command Bar:
  - Create: This option allows you to create a document like a requisition or reimbursement.
  - Search: This option allows you to Search for documents like invoices or purchase orders.
  - Manage: This option is where you will go to run a report in Ariba or manage business processes.
  - Recent: This option shows your most recently viewed documents.
  - Preferences: This option is where you can personalize settings of Ariba functionality*
C) Search Box: This is another way you can search for items in the Ariba system.
D) The To-Do Box: Contains items that require you to take action. Check this regularly for items needing approval.
E) My Documents Box: will show you the most recent documents you have created.
F) Common Actions Box: Contains shortcuts to accessing popular tasks like creating Contract Requests.
G) Recently Viewed Box: Will show you the last few items you reviewed.
* Tutorial on Preferences can be found at http://ff2.washington.edu/fm/ps/resources/training/tutorials