

The screenshot shows the Ariba Spend Management Home Dashboard. At the top, the 'Ariba' logo and 'SPEND MANAGEMENT' are visible. A navigation bar (A) contains 'Home', 'Contracts', 'Procurement', 'T & E', 'Invoicing', 'Reimbursement', and 'P2I'. Below this is a blue command bar (B) with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences' options. The main dashboard area (C) includes a search box, a 'To Do' list, and a 'My Documents' list. On the left, there are two sidebars: 'Common Actions' (F) and 'Recently Viewed' (G).

Common Actions (F):

- Create**
 - Card Application
 - Reimbursement
 - Payment to Individual
 - Contract Request
 - More...
- Manage**
 - Reports
 - Strategic Sourcing
 - My To Do
 - More...

Recently Viewed (G):

- S1786246 Bye...8220, 65-5386
- E1589233 Bye...8220, 65-5386
- S1991076 10/...Gasdermin abs
- E1698919 10/...Gasdermin abs
- S1878566 62-...lernal system
- More...

Search (C):

Keywords:

To Do (D):

ID	Date ↓	From	Status	Title	Required Action
No items					

My Documents (E):

ID	Title	Date ↓	Status
S2032151		12/21/2016	Composing
S2030874		12/19/2016	Composing
INV1197086	INV1197086	12/9/2016	Composing
INVInvoice-1179076	INVInvoice-1179076	11/10/2016	Composing

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.