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.