Classic vs. Phoenix
In the Classic user interface, navigation is performed by clicking on tab-driven navigation menus and sub-menus that are always present on the screen. In the Phoenix interface, tab navigation has been replaced by a clean, slide-out side menu that displays the available menu options.

**Classic**
- The Classic interface is navigated via a tab-driven menu that is always present across the top of the page. Sub-menu items located in sub-navigation tabs.

**Phoenix**
- The Phoenix interface features a slide-out menu. Menu items stay out of the way until they are needed for a cleaner, less cluttered site.
CLASSIC VS. PHOENIX
MENU ITEM GROUPINGS

In the Classic interface, related menu options are often located in separate menu tabs. In the Phoenix interface, the menu has been reorganized in a more logical manner to make locating pages easier. A brand new feature in the Phoenix interface is a Menu Search option to help find pages that are not frequently used.

Classic
- Classic interface often separates related pages on to separate tabs. For example, the shopping page, favorites page and forms page are located in individual tabs.

Phoenix
- Menu options are grouped by related tasks, making them easier to locate. Examples of grouped menu options include shopping tasks (shown below), administrator tasks, tasks related to documents and approvals, and more.

- Pages are easier to find with a Menu Search option. A keyword search returns a list of pages containing that keyword. Search results are clickable to take you directly to the page. Breadcrumbs display that tell you how to navigate to the page. Note: You can also use the Alt + M quick-key to access Menu Search.
In the Classic interface, action items are located on the shopping page. If you are in another area of the application, you are required to return to that page to view them. In the Phoenix interface, action items are located in the top banner area, making them accessible from anywhere in the application.

**Classic**

- Action items are located on the shopping page.

**Phoenix**

- Action items are located in the top banner making them accessible from all areas of the site.

- As with Classic interface, clicking on the action item takes you to the appropriate area of the application to complete the action.
Certain action items and/or tasks in SelectSite, such as a submitted requisition or a document awaiting approval, will trigger notifications to specified users. These notifications are not viewable in the Classic interface and are available only by email. In the Phoenix interface, you can view these notifications in the top banner. As with action items, notifications can be accessed from anywhere in the application.

**Note:** Not all notification types are available in the current Phoenix interface.

### Classic
- Notifications are not viewable in the application. You are notified by email only.

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**From:** [Shop@sciquest.com](mailto:Shop@sciquest.com)
**Sent:** Thursday, March 07, 2013 10:01 AM
**To:** Paul Northrup
**Subject:** Your Requisition has Been Submitted for Approval: R934993

Re: REQUISITION SUBMITTED FOR APPROVAL: R934993

Dearest Paul Northrup,

Your requisition has been submitted to your organization's workflow process for review. Please use 'My Requisitions' to track the status of your requisition through the workflow process. You can access this requisition directly by selecting the URL below.

[https://example.sciquest.com/area/Requisition/ReqSummary/html](https://example.sciquest.com/area/Requisition/ReqSummary/html)

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### Phoenix
- Notifications are located in the top banner making them accessible from all areas of the site.

- Notifications are clickable and take you to the appropriate area of the application (i.e. the requisition)
- Newer notifications are highlighted.
- You will continue to receive email notifications.
In the Classic interface, user profile information and options are located in a series of navigation tabs and sub-tabs. In the Phoenix interface, the user profile contains simpler navigation. A main user profile menu groups similar tasks in a logical manner and Quick Links contain most commonly used tasks.

**Classic**
- User profile tasks are accessed from a series of navigation tabs and sub-tabs.

- Additional task buttons display in the main page of the user profile.

**Phoenix**
- All options are in a single user profile menu. Options are grouped by similar tasks.

**My Profile**
- User Information and Settings
  - User's Name, Phone Number, email, etc.
  - Country/Region and Accounting Code Defaults
  - Default Addresses
  - Language, Time Zone and Display Settings
  - Email Preferences
  - Change Password

- User Access and Security
  - Assigned Roles
  - Access
  - User Purchasing and Approval Limit Values
  - Purchase Access
  - Product Views

- Permission Settings
  - Shopping and Cart/Requisition Permissions
  - Orders Permissions
  - Approvals Permissions
  - Administrator Permissions
  - Accounts Payable Permissions

- User Administration and History
  - View User's History
  - Add Profile Comment
  - Export User Information
**Classic**

- Users access their own profiles through the profile link.

**Home/Shop**

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**Phoenix**

- Users access their own profiles by selecting the drop-down menu beside the user’s name and selecting *View My Profile*.
Classic

- In order to view your current cart in the Classic interface, it is necessary to leave the page you are on and go to the active shopping cart tab.

Phoenix

- The Phoenix interface features a Cart Preview. By clicking on the shopping cart icon, you can get a quick view of the active cart from anywhere in the application.

- Clicking the View My Cart button takes you to the active cart.
Classic

- Quick Search is located at the top-right of the screen.

Phoenix

- Quick Search is still accessible from all pages, but is hidden until you select the icon to display it.

- You can also use the quick-key Alt + Q to access the Quick Search menu.
Phoenix Interface Menu Options
The Shop menu contains the menu options related to shopping tasks including product quick search, access to the shopping page, forms and favorites and access to carts and orders.

- Accessed directly from the Shop menu, Product Quick Search allows you to do a simple item search by keyword, catalog number or CAS number. Note: You can also use the quick-key Alt + P to access the product search.

- From the Shopping sub-menu, users can access the shopping page, forms and favorites. These options were located on separate navigation tabs in the Classic interface.

- The My Carts and Orders sub-menu contains options for viewing your active cart, draft shopping carts and your most recent orders.
In the Phoenix interface, orders related to Document Search and Approvals are located in the Orders & Documents menu.

- Document search tasks are accessed from the Document Search sub-menu.

- All tasks related to approvals are available on the Approvals sub-menu.
Tasks related to the setup and management of hosted catalog content and contracts are located in the **Catalogs and Contracts** menu.

- The **View Contracts** sub-menu contains all options for contract management.

- Hosted catalog content, pricing and configuration tasks are accessed from the **Hosted Catalog Item and Price** menu.
The Accounts Payable menu contains all tasks related to AP Director and Settlement Manager.

- From the Invoices & Receipts sub-menu you can access the AP Dashboard and other tasks related to invoices and receipts.

- Users with AP administration permissions will be able to access the AP Administration menu. From this menu, you can configure the AP Settings and matching rules and tolerances.
Reports are accessed from the **Reporting** menu. The sub-menus are organized by report type and there is a separate sub-menu for downloading report extracts and exports.

- Access cycle time, invoice, site usage and catalog summary reports from the **Operational and Site Usage Reports** sub-menu.

- Access spend summary, purchasing and spend analysis reports from the **Purchasing and Spending Reports** sub-menu.

- Access your exports and extracts from the **Report Exports & Extracts** sub-menu.
Most administrative functions have been grouped together in two menu options: Site Administration and Site Configuration. From these menus you will access administrator tasks that were previously accessed from separate navigation tabs throughout the application.

- **Site Administration Menu**

  The most commonly used Site Administration options are user management and supplier management. Other submenu options including shopping settings, find and fix errors, managing imports and accessing self-help tools.

- **Site Configuration Menu**

  The Site Configuration menu contains all tasks related to configuring the site. This includes workflow setup, document configuration, field management, organization setup, hosted catalog configuration, general site settings, site appearance and behavior and user communication.