User Interface Icons

The icons on the left side of the screen will help you to navigate to tasks and perform tasks throughout the system. Each icon represents several different tasks. This guide will help you find what you need and guide you to the appropriate icon.

Home

The Home icon will bring you back to the Home/Shop page, no matter where you may be in the system.

Shop

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.

Orders & Documents

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

All tasks related to approvals are available on the Approvals sub-menu.
The Catalogs and Contracts menu is permission based. You will only see menu items that are available to your buying level.

The Accounts Payable menu is permissions based. You will see only what is permissible to your buying or approving level.

Menu Search allows you to search PantherExpress System Terms. For example, if you are unable to find “Document Search”, just type it in the field and a link will be provided for you to click on.
Profile information. When selected, you will be able to add shipping addresses and view additional profile information.

You will be able to view “My Orders”, “Approvals” and other action items.

Cart preview. Active Shopping Cart information. Click “View My Cart” to review the items in your cart.

Quick Search. Allows a quick an easy search to the selected items.