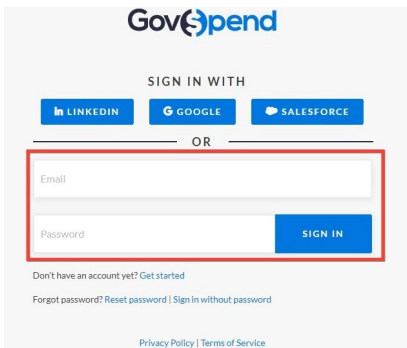


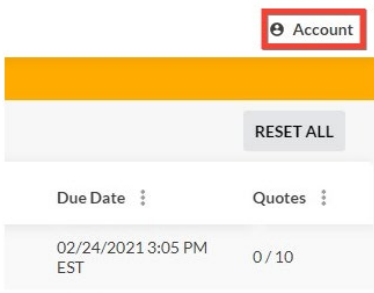
Log In

	Action
1	Type your email address in the Email field.
2	Type your password in the Password field.
3	Click Sign In .

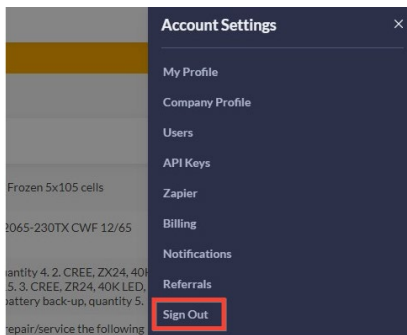


Log Out

To log out, click **Account** in the upper right corner of the application window.

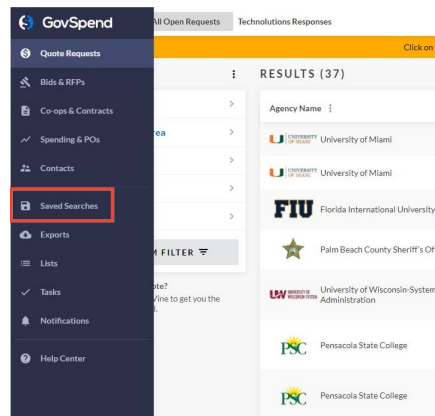


Then click **Sign Out**.



Access Saved Searches

	Action
1	To access the menu, hover over the navigation bar on the left-hand side.
2	Click Saved Searches .
3	The application opens to the Saved Searches interface.



Save POs to SharePoint

	Action
1	In Saved Searches , click the vendor whose information you wish to access.
2	Click the link under Description to access the desired Purchase Order.
3	On the PO screen, right click and select Print .
4	In the print dialog box, change the Destination to Microsoft Print to PDF .
5	Click Print .
6	Save the pdf file in the appropriate vendor folder in SharePoint under Shared > Onboarding > Competitive Intelligence > Competitor pricing.

Format the file name as follows: "Vendor Name Institution Name MM-YYYY"

