BASIC NAVIGATION - Dashboards
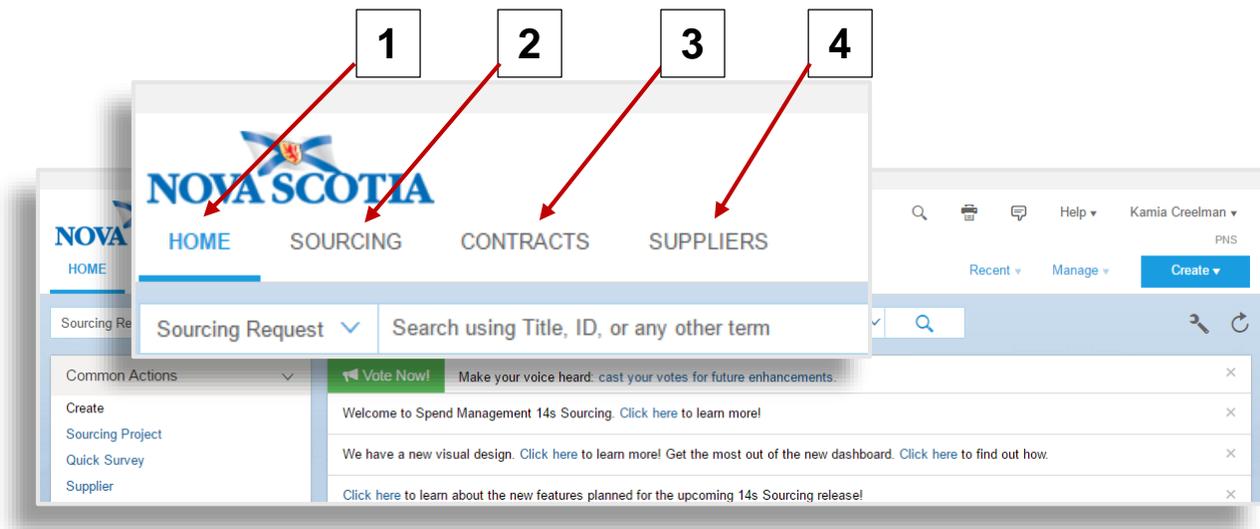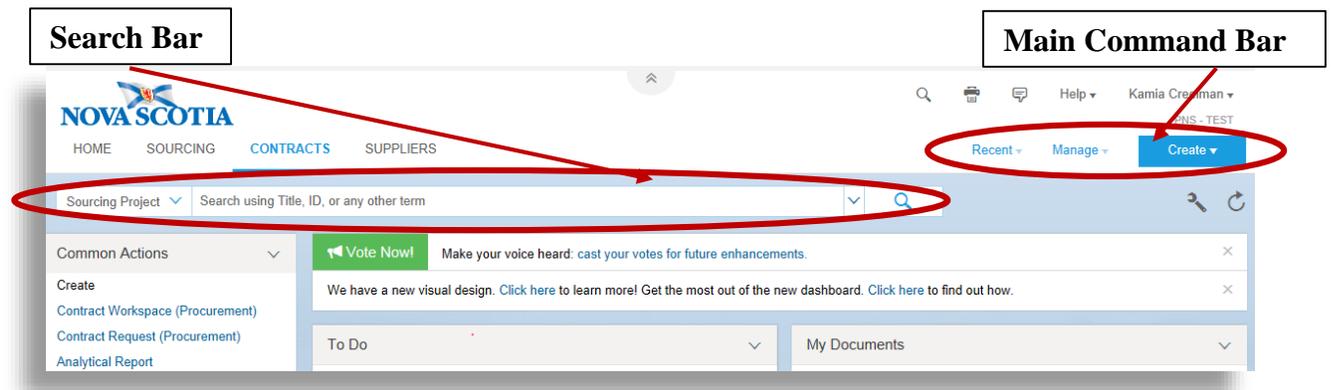
Dashboards

SAP Ariba is organized by dashboards with similar layouts. By default, new users are set up with four dashboards:

1. **HOME** - displays an overview of all your activities
2. **SOURCING** - displays sourcing-related activities
3. **CONTRACTS** - displays contract management activities
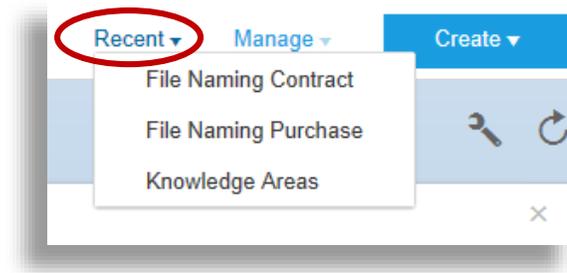4. **SUPPLIERS** - displays supplier contact information
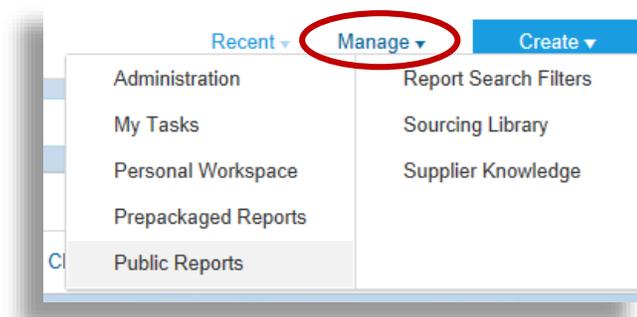

Dashboard Layouts

Similar layouts help you navigate between dashboards quickly. The main command bar is always up and to the right, and the search bar is always under the dashboard tabs.

In the command bar, click **Recent** to see a dropdown of your most recent activities.
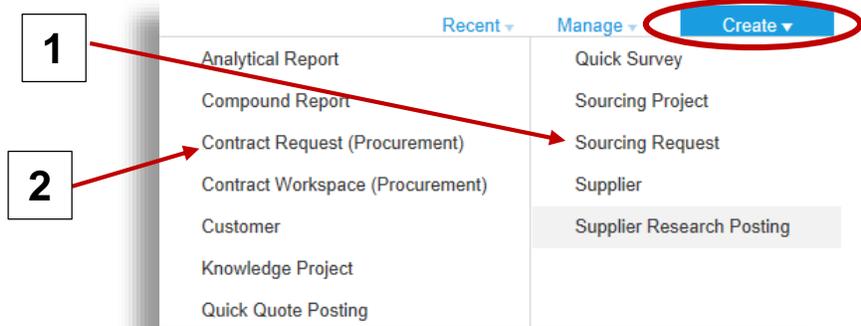

Click **Manage** to see a dropdown of your main workspaces.

And, click **Create** to see a dropdown of the main activities and project types you can launch, such as a **Sourcing Request** or **Contract Request.**
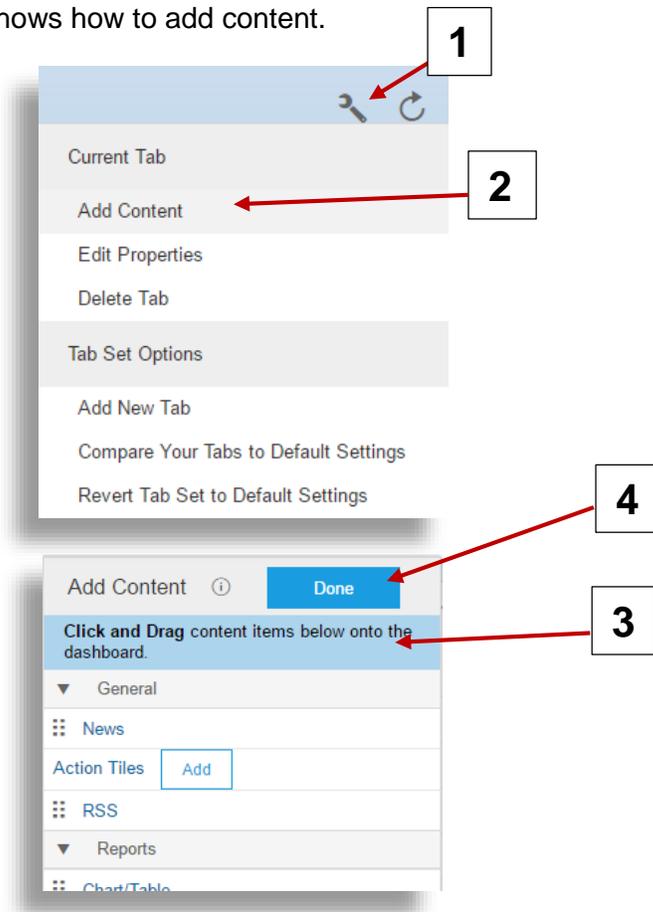
1. **Sourcing Request**
2. **Contract Request**

Customizing Content Items

Once you are comfortable navigating between dashboards and using the command bar, you may want to do some customizing. SAP Ariba allows you to add, edit, drag and drop, minimize, and delete content.
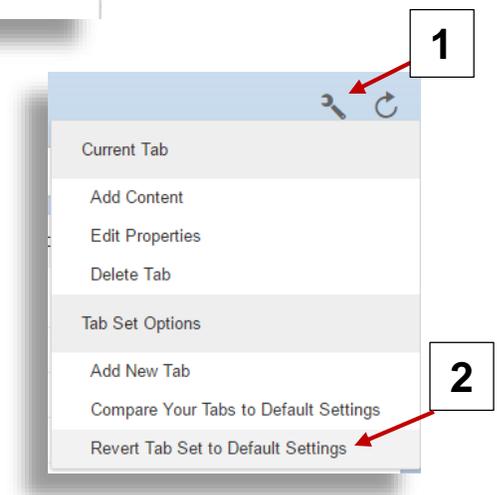
Edit Dashboard Tabs and Content

Click the ![tools icon] (tools) to see a dropdown of options to add, edit, and delete dashboard tabs and content items. The example below shows how to add content.

1. Click **Tools**
2. Select **Add Content**

3. Click and **drag content items** onto the dashboard
4. Click **Done**

Feel free to play around with the tools. Changes are not set in stone, and you can always choose to reset the default settings.
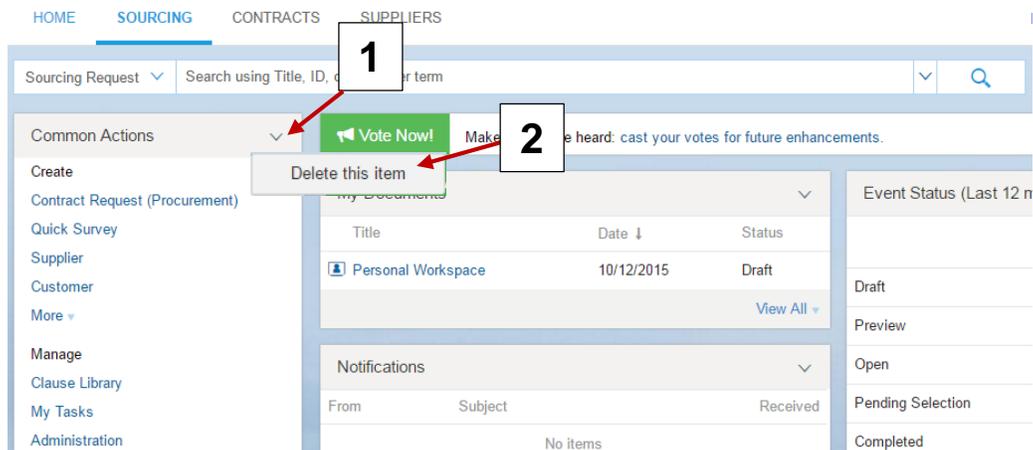
1. Click **Tools**
2. Select **Revert Tab Set to Default Settings**.

Minimize, Delete

You can minimize or delete items using the [arrow] (arrow) dropdown in the upper corner. For a less cluttered interface, you may want to delete **Common Actions** and **Recently Viewed items** as they are also available from the Main Command Bar.

1. Click the **arrow** dropdown
2. Click **Delete this item**

Drag and Drop

You can also click and drag items to different locations.