

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

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.

The **HOME** Dashboard is the most commonly used and is the default page initially presented after logging in to SAP Ariba. Access the other Dashboards by clicking the relevant tab (*SOURCING, CONTRACTS, SUPPLIERS*). This Quick Reference will provide a walk-through of Action Tiles, Add/Edit Content and the Search Bar on the **HOME** Dashboard.

Action Tiles

Action Tiles highlight the tasks that need your attention. They display the most important information about your daily activities. The **HOME** Dashboard can be customized by adding and/or removing tiles; however, some tiles are default, such as **Common Actions** and **Recently Viewed** and they appear on all the Dashboards.

Common Actions & Recently Viewed

- **Common Actions** highlights frequent actions you use such as *Create Sourcing* or *Contract Request*, *Manage Sourcing Library*, *My Tasks*, and so on (Figure 1).
- The **Recently Viewed** tile tracks the five most recent workspaces or documents accessed (Figure 1).

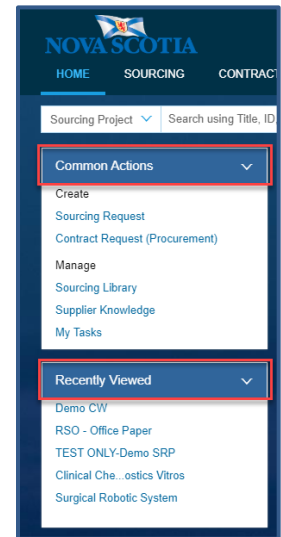


Figure 1

Event Status, My Tasks, & Expiring Contracts

The **Event Status**, **My Tasks**, and **Expiring Contracts** (Figure 2) are graphical interface tiles that are placed at the top of the Dashboard. The tabs can be removed, and settings can be changed (e.g., to show *Events created in the last 30 days*).

1. **Event Status** shows in an easy-to-read chart, the number of *Draft*, *Pending*, *Open*, and *Completed Events*.
2. **My Tasks** shows *Overdue* and *This Month's Tasks* (and sometimes *This Week's Tasks*).
3. **Expiring Contracts** shows expired contracts – those expiring in the next 7 days, and 30 days (*these settings can be changed – see Tile Settings below*).

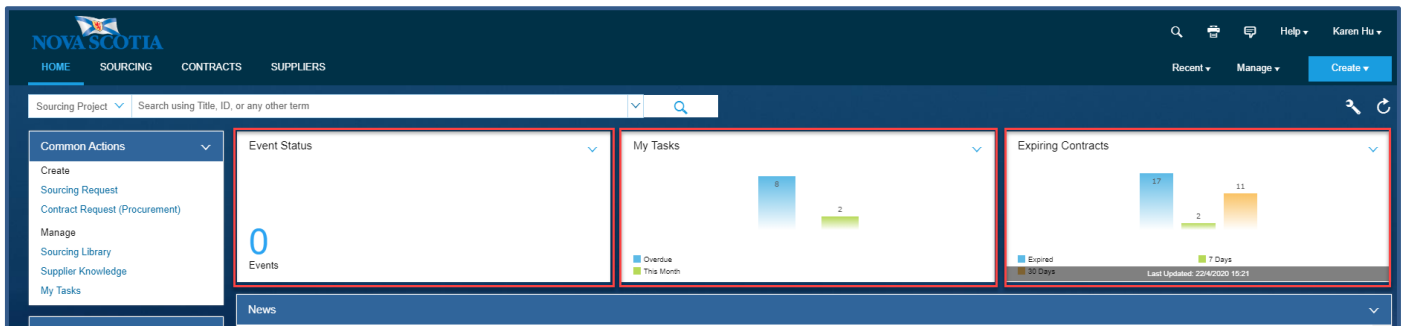


Figure 2

Add Tiles

If you don't have any Action Tiles showing:

1. Click the **Wrench** icon at the top right of the Dashboard (Figure 3).
2. Under **Current Tab** select **Add Content**.
3. Under **General** select **Action Tiles > Add** (Figure 4).

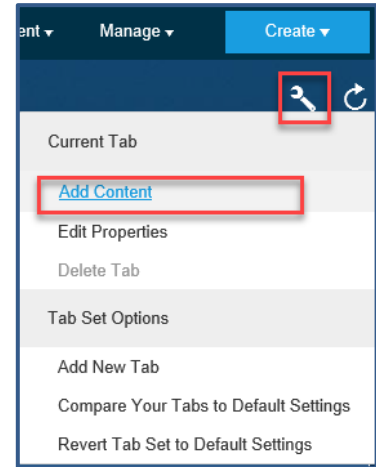


Figure 3

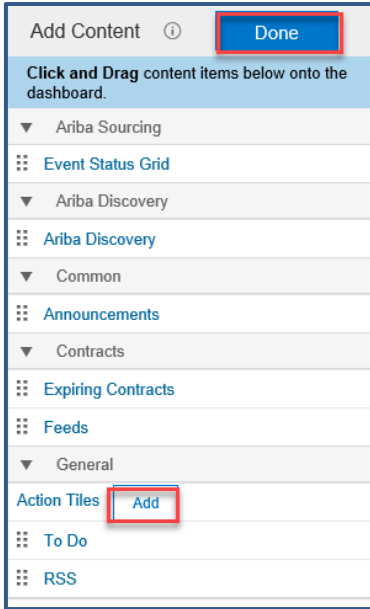


Figure 4

4. Click **Done**.

Manage Tiles

To change which Tiles are displayed, use the **Manage Tiles** option.

1. Choose the Action Tile to manage (e.g. *Event Tile*) and click the down-arrow on the top-right.
2. Select **Manage All Tiles** (Figure 5).

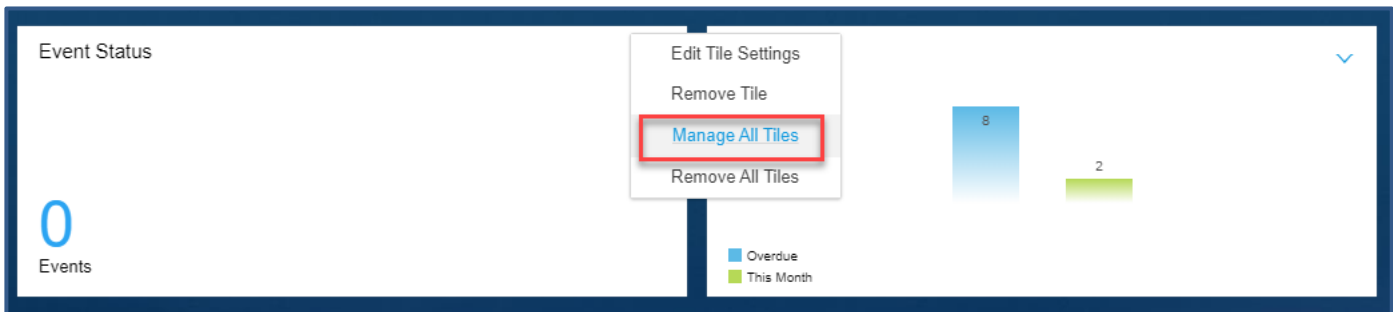


Figure 5

3. From the **Manage Tiles** screen you can choose which tiles to display (Figure 6):
  - a. Select from Available Tiles – click **Select**
  - b. Remove from Selected Tiles – click **Remove**

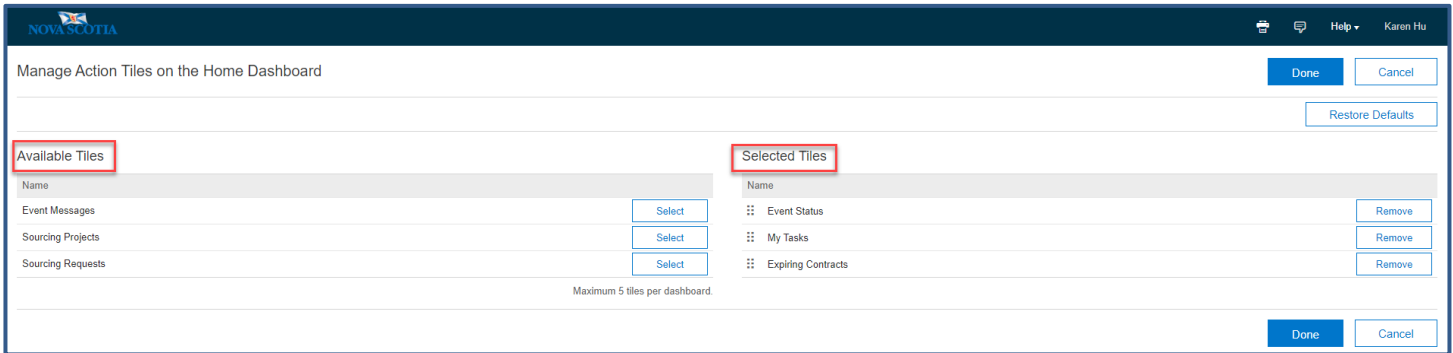


Figure 6

4. Click **Done**.

### Tile Settings

#### To change the settings for an Action Tile:

1. Choose the Action Tile to manage (e.g. *Sourcing Request*) and click the down-arrow on the top-right.
2. Select **Edit Tile Setting**. **NOTE:** Not all tiles will have the Edit option. However, *Remove Tile*, *Manage All Tiles*, and *Remove All Tiles* is available with all.
3. From the **Sourcing Request Tile Settings** (Figure 7) choose:
  - a. The SRs created in the past number of days (*choose number of days*)
  - b. Include/exclude Approved Sourcing Requests
  - c. Permissions – Choose from the following: *Requests I can view*; *Requests I own or can manage*; *Requests I am a Team Member of*; and *Requests I directly own*.

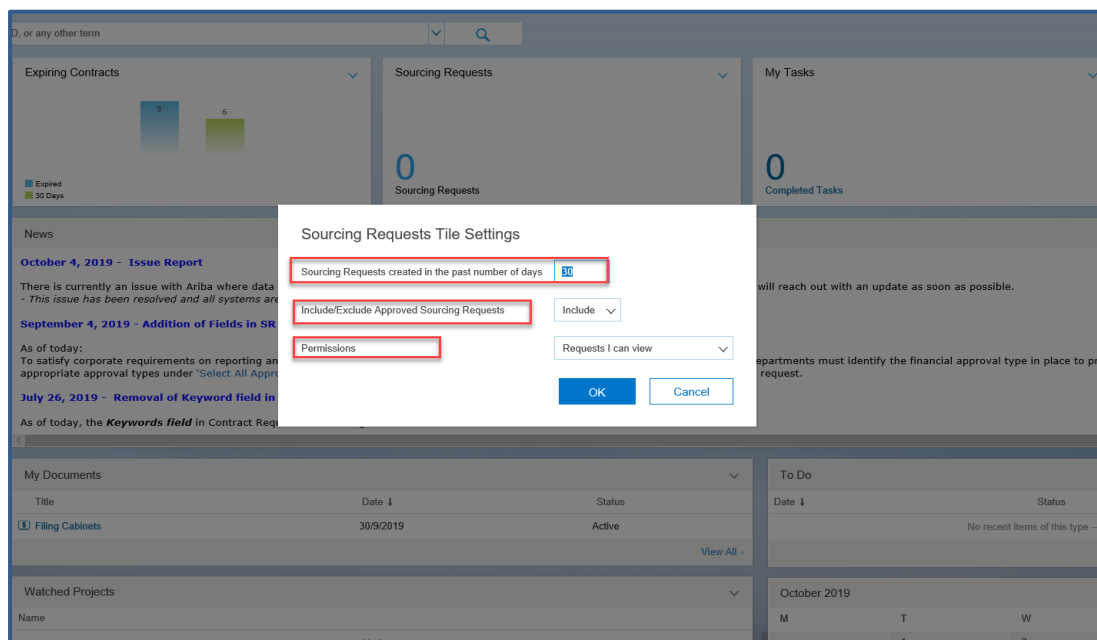


Figure 7

4. Click **OK** when done.

## Add/Edit Content

Once you are comfortable navigating the Dashboard, you may want to do some customizing. SAP Ariba allows you to add, edit, drag and drop (*not all browsers support this feature*), minimize and delete content from the Dashboards. One useful feature is Watched Projects, which is used to regularly access a project you are working on. All items are added in the same way.

### Watched Projects

If you do not see the Watched Projects tile on the Dashboard, you will need to add it.

1. Click the **Wrench** icon (Figure 3).
2. Select **Add Content**.
3. Under the **Common**, select **Watched Projects** (Figure 8).
4. Click **Done**.
5. The tile can also be dragged and dropped on to the Dashboard. (*Tip: This works better in Microsoft Edge/Internet Explorer than in Google Chrome*).

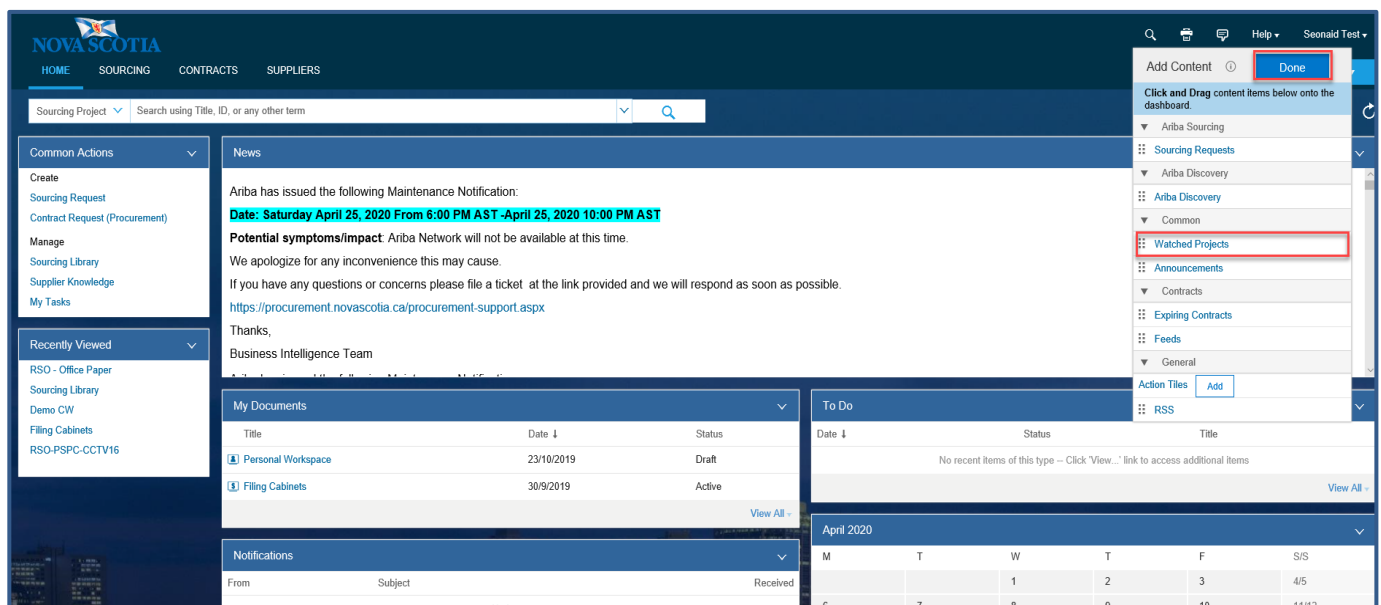


Figure 8

### Add to Watched Projects

To access a project quickly from the **HOME** Dashboard, add it to Watched Projects.

1. Locate the project in Ariba and open it.
2. Navigate to the **Overview** tab.
3. Select **Actions > Add to Watched Projects** (Figure 9).

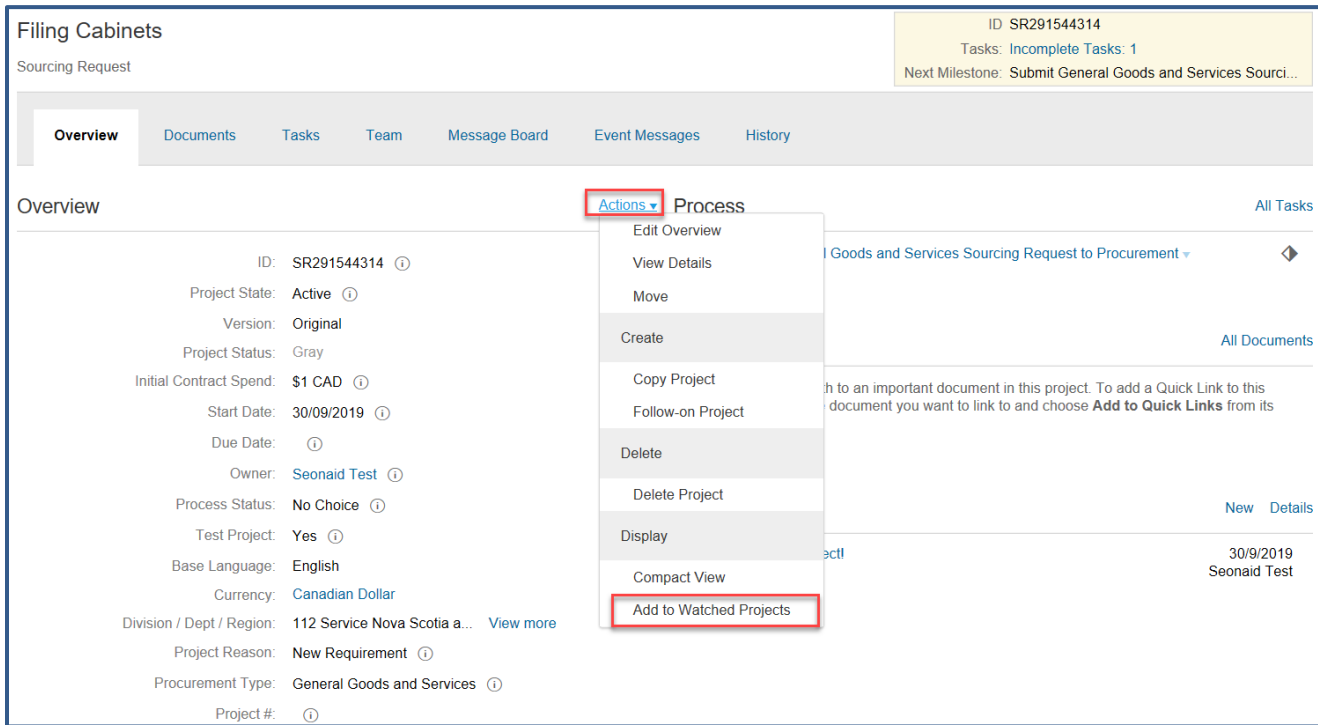


Figure 9

Now the project can be directly accessed from the Dashboard.

- Once a project is added to Watched Projects, it can be removed in the same way. The menu option in Figure 9 above changes from **Add to Watched Projects** to **Remove from Watched Projects**.

### Search Bar

SAP Ariba provides the option to carry out a search from the Search bar on the Dashboard. Additionally, it gives quick access to previously saved searches and the Search page. The Search facility within Ariba is very powerful – there are many filters that can be applied. For more on searching in Ariba, please see the [Quick Reference Guide on Searching in Ariba](#).

### Search from the Dashboard

- Ensure the correct project type (e.g., *Contract Workspace*, *Contract Request*, etc.) is selected.
- If not, click the down-arrow beside the type and select from the list (Figure 10).
- Enter the title or part of the title in the search bar and press Enter or click the magnifying glass (Figure 11).
- Or enter the CW number and press Enter or click the magnifying glass.

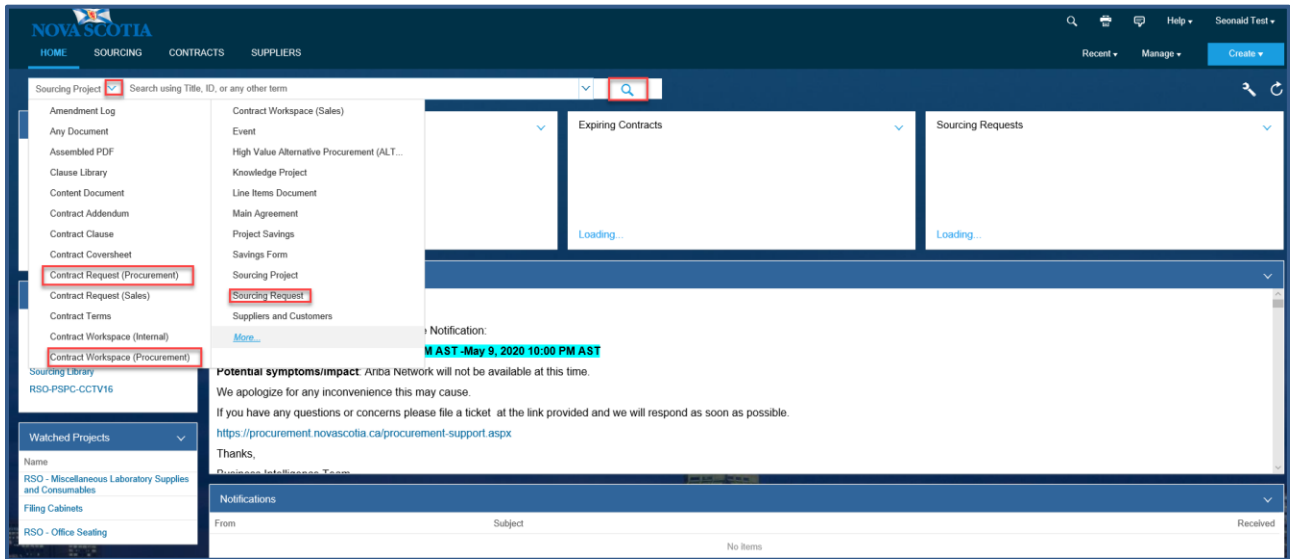


Figure 10



Figure 11

Search Results  
Using text to search may produce many results (Figure 12).

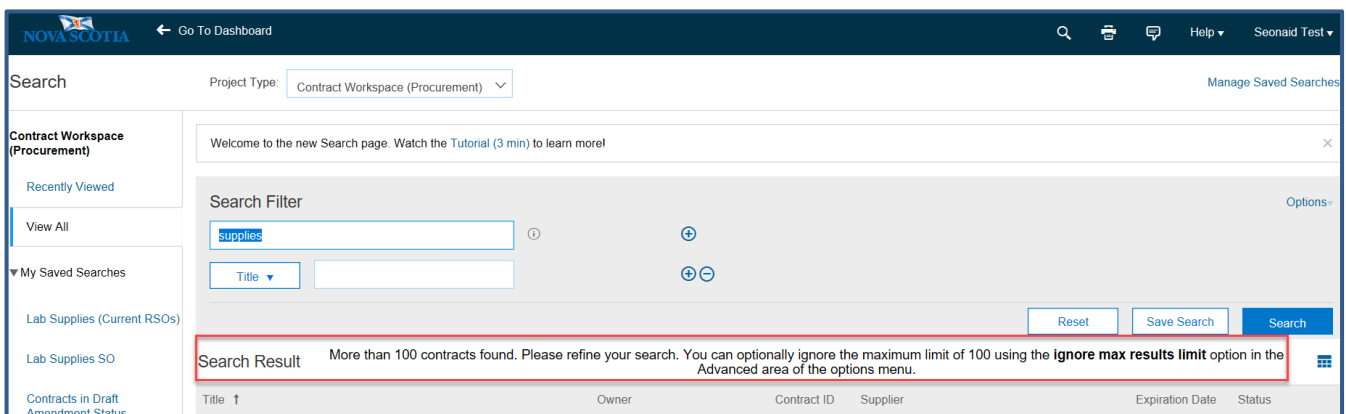


Figure 12

Whereas using the project ID (e.g. the CW#) produces only one result.

### Access a Saved Search from the Dashboard

A previously saved search can be accessed quickly from the Dashboard. For more information on Saved Searches, see the [Quick Reference Guide on Searching in Ariba](#).

1. Ensure the correct project type (e.g., *Contract Workspace*, *Contract Request*, etc.) is selected.
2. From the **HOME** Dashboard, click the down arrow to the right of the Search bar.
3. Select the relevant Saved Search from the menu.

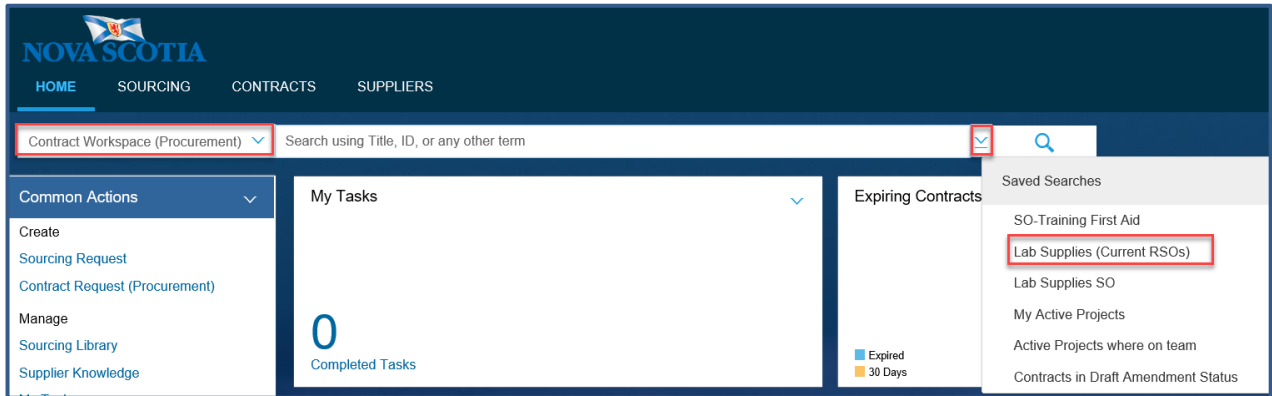


Figure 13

This takes you directly to the Search Result.

## Additional Help & Resources

For additional help or training on Ariba, please contact [Procurement Support](#) to submit a ticket or call the support line at 902-424-5770.

For more information on the Search Facility in Ariba, click [here](#) to view the Quick Reference Guide on Searching.