

PIM General Navigation FAQs

Page Contents

- [Page Contents](#)
- [Jump to...](#)
- [Return to Homepage](#)
- [View](#)
- [Switch View](#)
- [Default View](#)
- [Email and Alert Settings](#)
- [User Account Information](#)
- [Organization Information](#)
- [Role Information](#)
- [Other Users](#)
- [Application Administrators in the Application](#)

Jump to...

- [PIM Overview](#)
- [PIM Get Started](#)
- [PIM Self-Help](#)
- [PIM FAQs](#)

M General Navigation FAQs

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Return to Homepage

How can I return to the homepage of PIM from anywhere in the application?

Clicking the hyperlinked application title (name) located at the top header of the application will return you to the homepage. It is not advised that you use the back button of the browser to navigate to the homepage.

View

How can I tell which view I am currently within?

At the top right-hand corner of the header of the application, a label indicates whether you are currently in the “Buyer View” or “Supplier View”.

Switch View

How can I switch my current view?

To switch from one view (“Buyer View” or “Supplier View”) to the other:

1. From the top header navigation menu, click the **Me** menu option to display the menu contents.
2. Click the view to which you would like to switch. You are redirected to the homepage of the selected view.

NOTE: The currently selected view will have a green checkbox next to it in the “Me” menu.

Default View

How do I set a default view?

To set the default view:

1. Select the **Me** menu.
2. Click **Settings**.
3. In the **Application** section, set the **Default View** to either **Supplier** or **Buyer**.

Email and Alert Settings

How can I see and manage my settings for alerts and system email notifications?

To manage your application (user) settings:

1. From the top header, select the **Me** menu.
2. Click **Settings**.
3. In the **Alert** and **Email** sections, set whether you would like see certain alerts (via the “bell” alerts icon at the top header of the application) or receive certain email notifications respectively.
4. Click the **Save Changes** button.

NOTE: Different settings are available to select depending on your currently assigned role in the application.

User Account Information

How can I tell my currently logged in user name and ID?

You can see your user account information, including your user name and user ID, via the **Me** menu. Alternatively, open the **My Profile** page from the **Me** menu. This displays additional user account details.

Organization Information

How can I tell my currently logged in organization name and ID?

You can see your organization name and organization ID via the **Me** menu. Alternatively, open the **Organization Profile** page from the **Profile** option in the **My Org** menu located in the top header. This page displays additional organization details.

Role Information

How can I tell my application role in the system?

You can see your application role via the **Me** menu. Your current role is located under the organization ID information section. Alternatively, open the **My Profile** page from the **Me** menu located in the top header. This page displays additional details of your user account, including all roles you currently have for your account.

Other Users

How do I know who else in my organization is a user in the application?

You can see details about the other users in your organization via the **Users** option from the **My Org** drop down in the top header of the application.

Application Administrators in the Application

How do I know who is an Application Admin in my organization?

To view Application Administrators, see the **Role** column in the table provided on the **Users** page.
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