Government of Canada / Gouvernement du Canada

Canada

GoCM Government of Canada Marketplace

Navigating the GoCM (Navigation 100)

Prerequisites
1. Basic knowledge of web browsing is assumed, such as being able to click on a link or save a bookmark.
2. As a registered user, you will need a username and password.

Overview
The GoCM application runs within your Web Browser, so much of the navigation will be familiar to anyone who has surfed the World Wide Web. Save time by taking a few minutes in this module to familiarize yourself with the layout of the site and learn where to find what you are looking for.

Note: This version is for registered users. Another version, for non-registered users, is available and can be accessed via the Training Main Page.

This module is designed to teach you to navigate the GoCM. The numerical menu bar above this text indicates which section of the module you are in.

> 1 – Prerequisite, Overview and Module Objectives
> 2 – Step-by-Step process with screen shots and demonstrations
> 3 – Review and Try it Now
> 4 – Job Aids

While you can skip menu items, we recommend that you follow the natural progression of the module as it will help you better understand how to work in GoCM.

Objectives of this Module
Navigating the GoCM Catalogue is designed to assist you in using the GoCM by describing the layout of the site and highlighting important features.

Demonstrations are incorporated in this module to show you examples of how to navigate.

The objectives of this module are to allow users to:

*   Log On and Log Off
*   Navigate the Main GoCM Screen
*   Get Help
*   Understand key icons and symbols - After reviewing this section and getting familiarized with the various elements of the screen, refer to the Searching and Shopping modules for step-by-step procedures.

Additional tips are provided in the *Helpful Tips* section of this module, including:
*   Avoiding problems by learning additional browser tips
*   Additional icons and symbols used
*   Do not use the Back button in your browser menu.

Logging On and Off of the GoCM

Go to the GoCM Web Site at http://gocm.gc.ca.

Click on the English Button to launch the GoCM application.

You are presented with a log on screen as shown in the graphic below.
Enter your username and password, and then click on the *Log On* Button.

You will now see the GoCM Main Screen.

Notice that the link to log off the GoCM is on the top right hand corner of the screen, as shown in the graphic below. When you are ready to Log Off, click on the words *Log Off*.

A pop-up window will appear asking you "Are you sure you want to log off?", as seen in the graphic below.
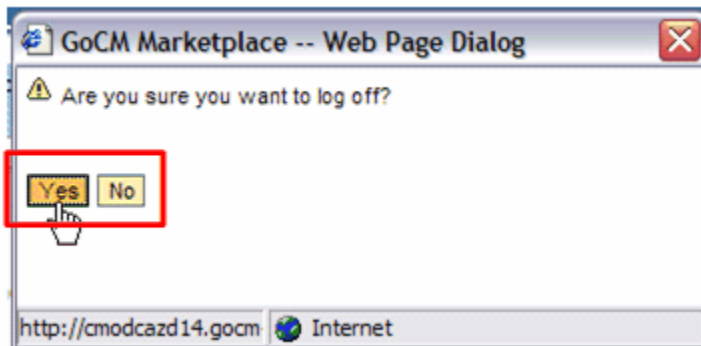
Click on *Yes* to log off, click on *No* if you want to continue in GoCM.

Tip: Remember that Logging Off, you will lose any work that you have not saved.

Warning: Do not try to log off the GoCM by shutting down your browser window.

The Main GoCM Page

Let's spend a moment looking at the GoCM Main Page, highlighting its important elements.

We have already discussed the *Log Off* link. The main *Help* link and the context sensitive help links are discussed later in the section Getting Help. The graphic below shows the tabs included on the GoCM main page.
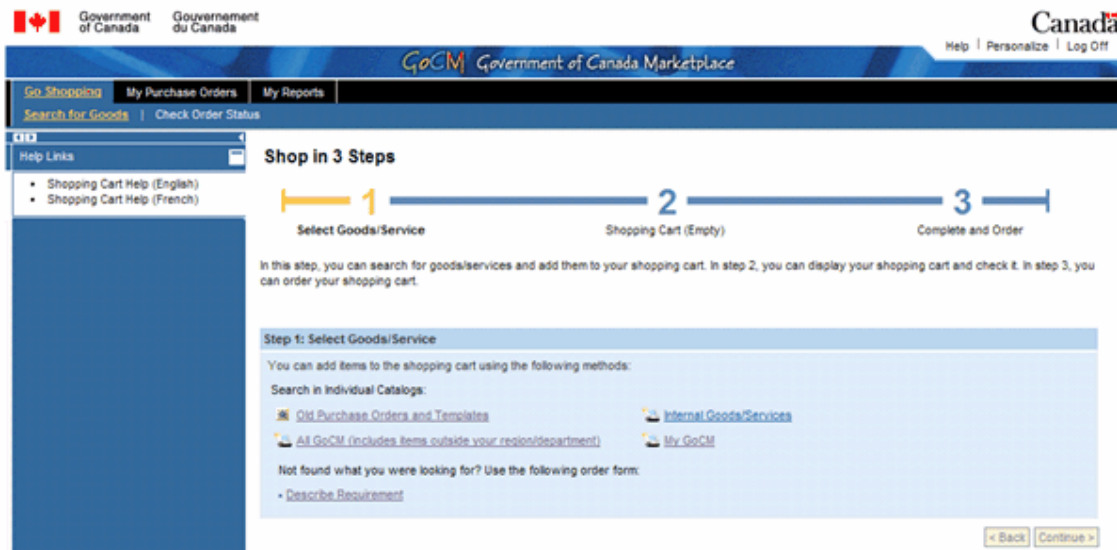
Tabs

Notice the Tabs at the top of the screen. Each Tab presents a different function in the GoCM.

1. Use the *Go Shopping* tab to:
   - Search for goods and services,
   - Create, fill and save shopping carts, and
   - Create purchase order documents.
2. Use the *My Purchase Orders* tab to:
   - Print or e-mail purchase order documents.
   - Search for your old purchase orders.
3. Use the *My Reports* tab to:
   - Run reports on purchase orders and shopping carts

Tip: When you move between tabs, while in your shopping cart, it is best to hold your shopping cart before switching. You can learn more about this in the *Shopping 100* module.

The Shopping Wizard 1-2 3

By clicking the *Go Shopping* tab, you enter the Shopping Wizard 1-2-3. Use the Shopping Wizard 1-2-3 to move back and forth between searching, managing your shopping cart and ordering. You'll use it most when ordering multiple line items.

For example, if you are responsible for restocking an office supplies cabinet every week, you will likely be ordering several items at a time, such as sticky notes, pens, and paper. You can order them all in one shopping cart, even if they come from different suppliers, are charged to different accounting codes and even if they have different delivery addresses.

In this example you'd search for sticky notes in step 1, and add them to your cart which takes you to step 2. But you are not done yet, you need to order pens and paper also. Simply click back on the "1" in the Shopping Wizard and search for the next item. Keep repeating until you've added everything you need to your cart.

When your shopping cart has everything you need, you can click on step "3" to create the purchase order document(s).

Tip: When you are in the Go Shopping Tab. this wizard will always be present at the top of your page.

Tip: Notice the Shopping Cart "2" maintains a count of how many items are in your cart.

*Tip:* Notice the Shopping Cart "2" and Order "3" symbols are not active when your cart is empty.

For more information on the Shopping Wizard, we encourage you to take the Searching and Shopping Modules.

Getting Help

Help is only a few clicks away.

General Help
For General Help, you can click on the Help link at the top right hand corner of the page, as highlighted in the graphic below. A new page will open in your browser, and the GoCM application will remain open in the original window.
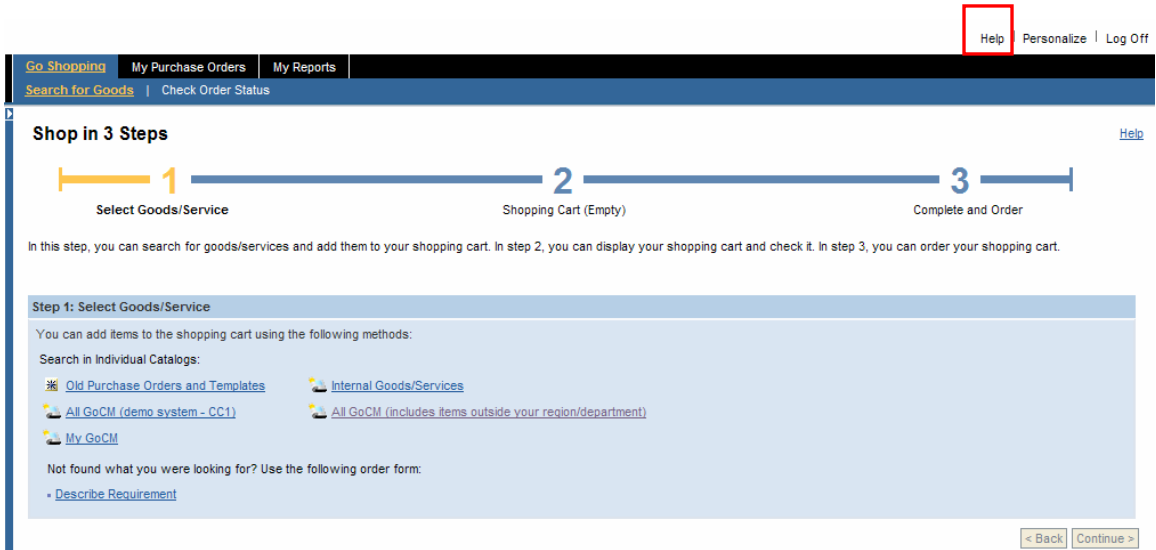
Specific Help

For Help specific to the screen you are on, click on the links at the left hand side of the page as displayed below. If these links are not displayed, click the blue triangle under the words "Search for Goods" on the far left of the screen. You'll notice that a link for Help is available in your choice of English or French. A new page will open in your browser, and the GoCM application will remain open in the original window.
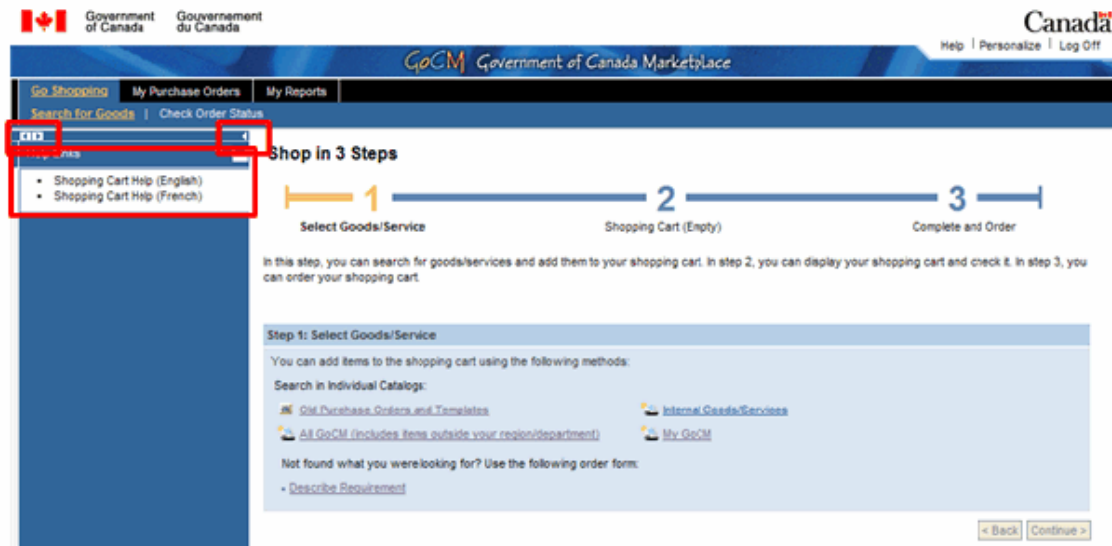
If you would like to reduce the size of the Help Link on the left, you can either hide it temporarily by clicking on the solid triangle on the top right corner of the help pane. Or you can reduce its width gradually by clicking on the two triangles on the top left of the help pane, as shown in the above graphic.

*View demo Navigating through GoCM*

Understanding Key Icons and Symbols

After reviewing this section and getting familiarized with the various elements of the screen, refer to the Searching and Shopping modules for step-by-step procedures.

Catalogue Selection Area – If you would like to search an individual catalogue, click on which catalogue you require from the list, shown in the graphic below.

Panes – If you see more than one set of scroll bars on the right side of the screen, it means you are viewing a pane within a pane. All scroll bars can be adjusted for optimal viewing.
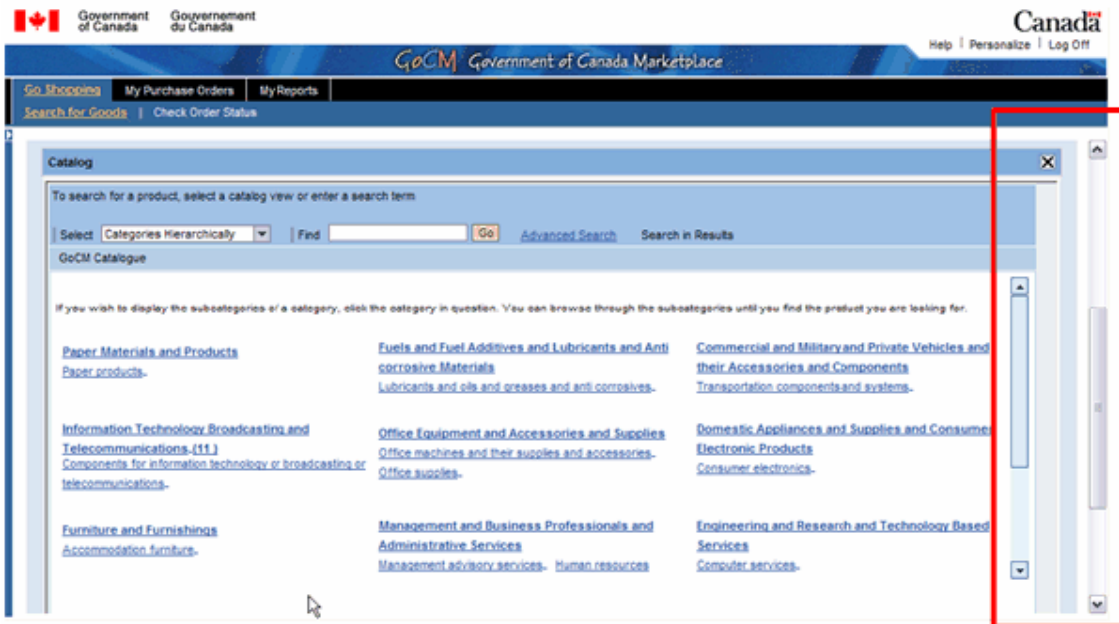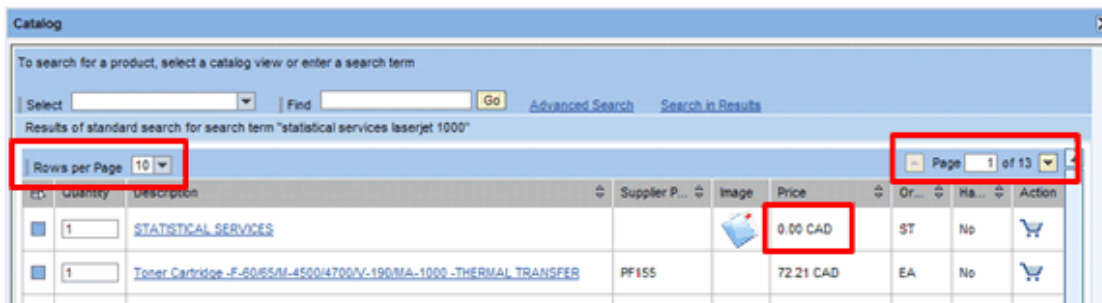
Input boxes – If you would like to search for an item, type your item in the input box located to the right of the find field. To start your search, you have the option on pressing enter on your keyboard or clicking the yellow *Go* button to the right of the input box.

To search for a product, select a catalog view or enter a search term

| Select | [▼] | Find | [   ] | [Go] | Advanced Search | Search in Results |

GoCM Catalogue – Paper Materials and Products – Paper products – Printing and writing paper – Item overview for "Printing and writing paper"

Search Results

- *Rows per Page* – If your search has many results, you have the option of selecting 5, 10, 20, or 50 results per page in the upper left corner of the graphic below.
- *Paging Down through Search Results* – If your search has many pages of results, you can click the down arrow in the upper right corner of the graphic below to page down through your results.
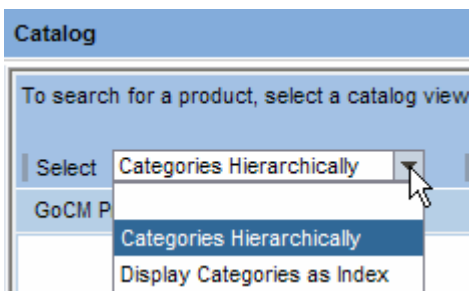
Tip: Notice the Agreements without price and an order unit of *ST;* these are called Class 3 Agreements. Agreements with a price and an order unit are called Class 1 Agreements. You can find more about the differences between Class 1 and Class 3 agreements in the Searching module.

Catalog ☒

To search for a product, select a catalog view or enter a search term

| Select | [▼] | Find | [   ] | [Go] | Advanced Search | Search in Results |

Results of standard search for search term "statistical services laserjet 1000"

| Rows per Page 10 ▼ | | | | | | | Page 1 of 13 ▼ |

ID	Quantity	Description		Supplier P...	Image	Price		Or...	Ma...	Action
☐	1	STATISTICAL SERVICES				0.00 CAD		ST	No	🛒
☐	1	Toner Cartridge -F-60/65/M-4500/4700/V-190/MA-1000 -THERMAL TRANSFER		PF155		72.21 CAD		EA	No	🛒

Sort by Arrows – If you would like to sort your list in descending order, click the up arrow next to the title heading. If you would like to sort your results in ascending order, click the down arrow located next to the title heading. This would be particularly important if you wished to sort by price.

| Price | ⬍ |
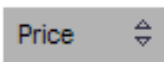
Pull Down Lists – Simply click the down arrow to the right of the input box and display the specific options for a field.

Catalog

To search for a product, select a catalog view

| Select | Categories Hierarchically | ▼ |

GoCM P

Categories Hierarchically
Display Categories as Index

Breadcrumb Navigation – If you want to go backwards in your search, breadcrumb navigation helps you do this quickly.

As the example below shows, a search was performed for an "expedition" and "upland". Next, a comparison display was conducted from the results produced. And finally, we chose the "expedition". You can go back and review the results by clicking on "Results of standard search for search term "expedition upland", instead of pressing *Back* on the GoCM screen.
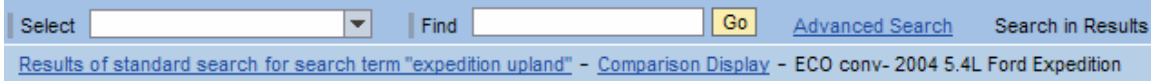

Warning: Do not use the *Back* button on your browser's window to move backwards when using the GoCM.

Item Detail Links – If you would like details on the item you want, you can click on description link, as shown in the graphic below. This information is government approved and will open up in the GoCM screen.


Attachments – If you would like to view the details of the agreement, click the Attachments link shown in the graphic below. The agreement will open in a new window in Adobe Acrobat format.
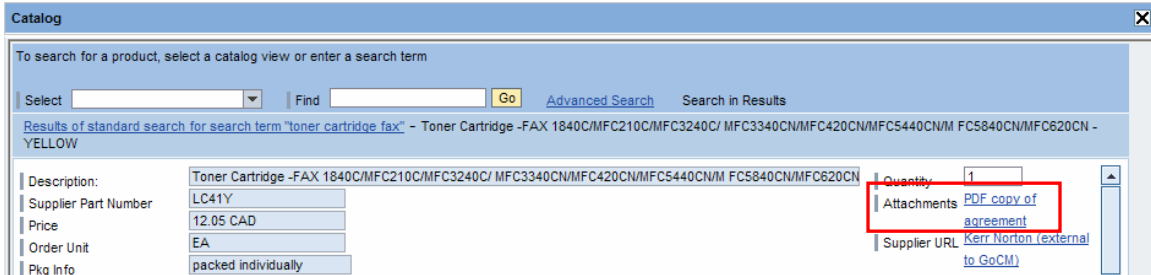
Supplier URL – If you would like additional information on the supplier of your item, you can click the Supplier URL link, as shown in the graphic below. This information is not government approved and will open in a separate window.
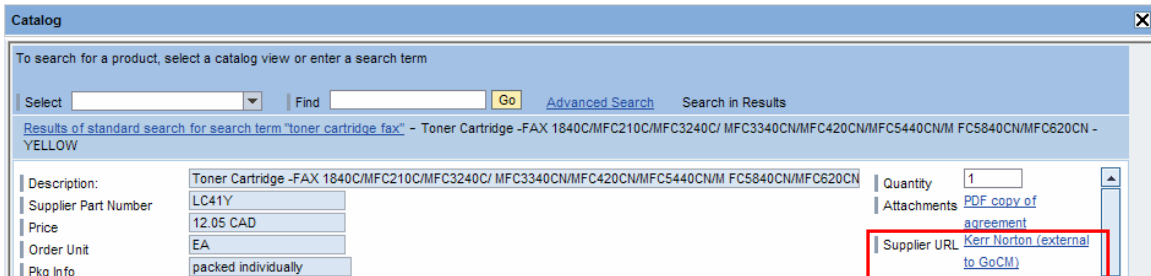
Yellow Buttons – Buttons that are active and perform further actions, are yellow, as the examples below show.

Add to Shopping Cart   Go
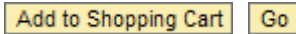
Greyed Out Buttons – Buttons are inactive and perform no action, if they are greyed out as the examples below show.

< Back   Continue >

Information Boxes – Information boxes are text boxes that include information about specific fields.

Supplier Operating Name	ECO Fuel Systems Inc.
Supplier Legal Name	ECO Fuel Systems Inc.
Standing Offer Number	E60HP-06ATF2/001/HP
Amendment	001
Agreement Type	NMSO

Warning Symbols – If you *Check* your order and a warning message appears, you need to make the necessary changes before your order is finalized, as shown in the graphic below.


Error Symbols – If you *Check* your order and an error message appears, you need to make the necessary changes before your order is finalized, as shown in the graphic below.
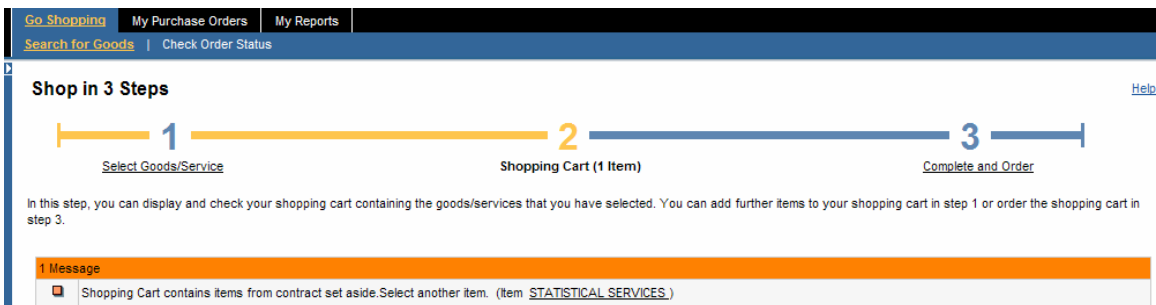
Shopping Cart Icon – By clicking the shopping cart icon, you will add that specific item to your shopping cart.

Selection Boxes – If you would like to make multiple selections in your list, you can use the blue selection boxes located to the immediate left of the Quantity column for each item.
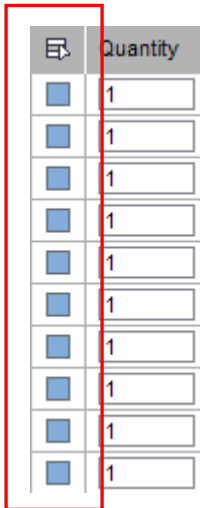
Select All or Deselect All Button – If you would like to select all or deselect all of the items in your list, you can use the Select All or Deselect All button, located to the left of the word *Quantity*.
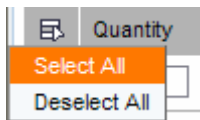
Viewing Glasses Button – If you wish to view the details of your shopping cart, you click on the Viewing glasses icon, under the Action Items column in your shopping cart. Shown in the graphic below.

Magnifying Glass Button – If you wish to view the item details for a specific item, you click on the Magnifying glass under the Action Items column in your shopping cart. Shown in the graphic below.

Copy Button – If you wish to copy an item in your shopping cart, you click on the Copy Button under the Actions Items column in your shopping cart. Shown in the graphic below.

Trash Button – If you wish to delete an item out of your shopping cart, you click the Trash Can Button under the Action Items column in your shopping cart. Shown in the graphic below.

Expand a section twisty – If you would like to expand a section to see the specific information held in that section, you click the right arrow that is to the left of the section name. Shown in the graphic below.

Collapse a section twisty – If you would like to collapse a section to hide the specific information held in that section, you click the down arrow that is to the left of the section name. Shown in the graphic below.

Review and Try it Now

In this module you learned how to log on and off the GoCM, how to get Help, and how to navigate through the various functions. You were also shown and described some icons and symbols used in GoCM.

Additional training tips on GoCM Navigation can be found in the next section – '*Helpful Tips and Other Job Aids*'.

The next module, *GoCM Personalizing (Personalzing 100)*, will show you how to personalize your GoCM settings.

Congratulations, you now have the basic skills to go on to the Personalizing Module.

Try It Now
You now have the option to try some basic navigation in the GoCM

To complete the exercise, you will need a GoCM username and password.

Exercise:
Log onto GoCM, view the various help screens, various tabs, log off
- Log On
- Open the General Help Screen, review its contents and close the window
- Open the Context Sensitive Help Screen, review its contents and close the window
- Click on each of the 'Go Shopping', 'My Purchase Orders', and 'My Reports' tab, view their content
- Log Off

Helpful Tips and other Job Aids

The following are several job aids that relate to the content of this module. These are additional materials to assist you with other topics not covered in this module around GoCM Navigation. Feel free to read through the material if you wish; otherwise, you may access this content in the training help section in the main menu.

How to set the GoCM recommended browser settings in Internet Explorer Version 6.0.2 (SP1) for Windows 2000
How to set the GoCM recommended browser settings in Internet Explorer Version 6.0.2 (SP2) for Windows XP
How to set the GoCM recommended browser settings in Netscape Version 8 or later

Demo presented in this module
FAQs related to Navigation
Printable user guide for Navigating the GoCM Catalogue
Glossary of Terms
Quick Card on Navigation