



Navigating the GoCM for Non-registered Users (Navigation 200)

Prerequisites

1. Basic knowledge of web browsing is assumed, such as being able to click on a link or save a bookmark.

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 non-registered users. Another version, for registered users, is available and can be accessed via the 'Modules by List' link on the top navigation bar.

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 *Searching the GoCM Catalogue for Non-Registered Users* 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>.

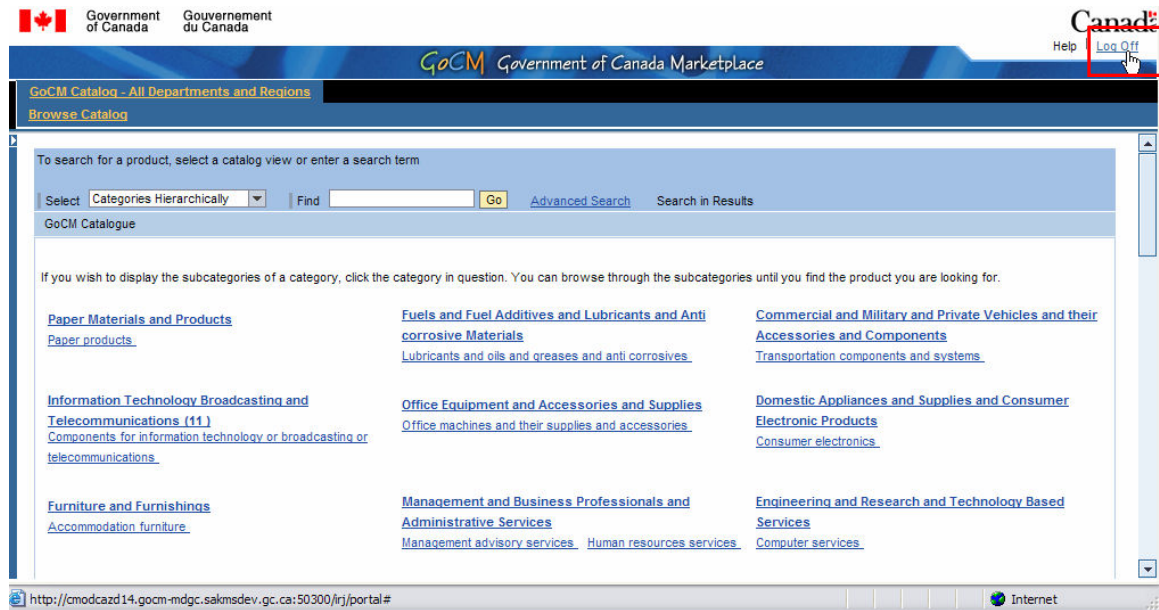
Click on the English Button to launch the GoCM application.

You are presented with a log on screen as shown in the graphic below.
Enter your email address, select your language preference and click on the *Log On* Button.

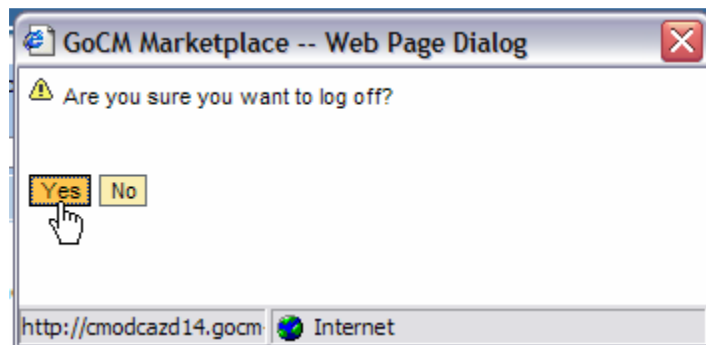
The image shows a login form with two sections. The top section is titled 'Utilisateurs inscrits / Registered Users' and contains two input fields: 'ID utilisateur / User ID *' and 'Mot de passe / Password *'. Below these fields are two links: 'Aide pour le mot de passe' and 'Password Help'. The bottom section is titled 'Utilisateurs non inscrits / Non Registered Users' and is enclosed in a red rectangular border. It contains an input field for 'Courriel / Email : *' and a language selection area with radio buttons for 'Français' and 'English' (which is selected). At the bottom of this section is a red button labeled 'Connexion / Log on'.

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.



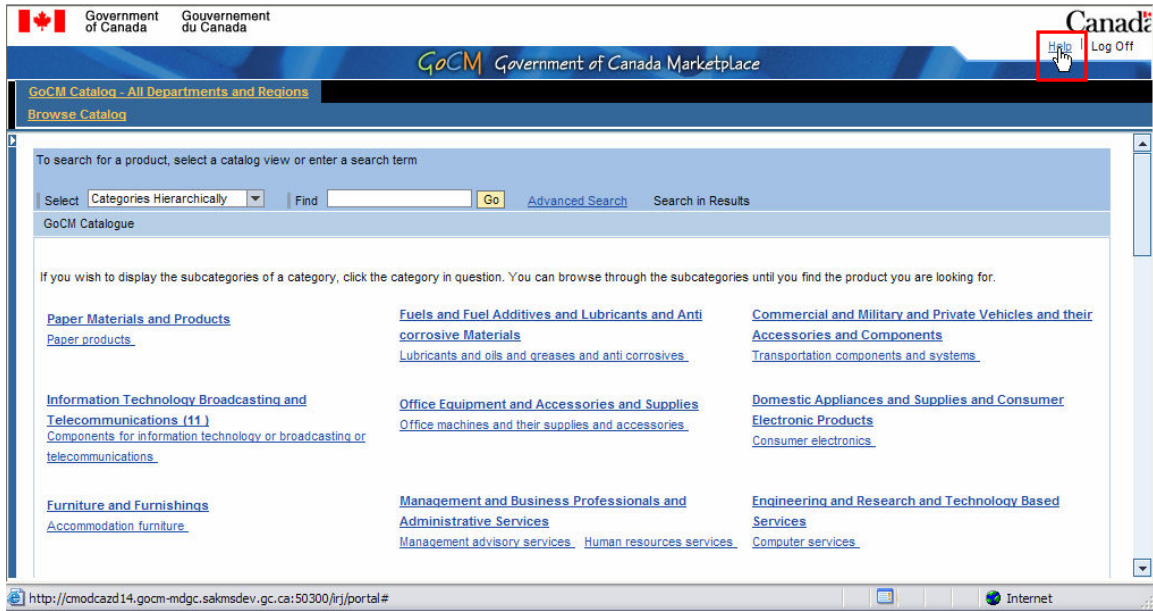
Click on *Yes* to log off, click on *No* if you want to continue in GoCM.

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 that you are viewing the 'GoCM Catalogue – All Departments and Regions'.

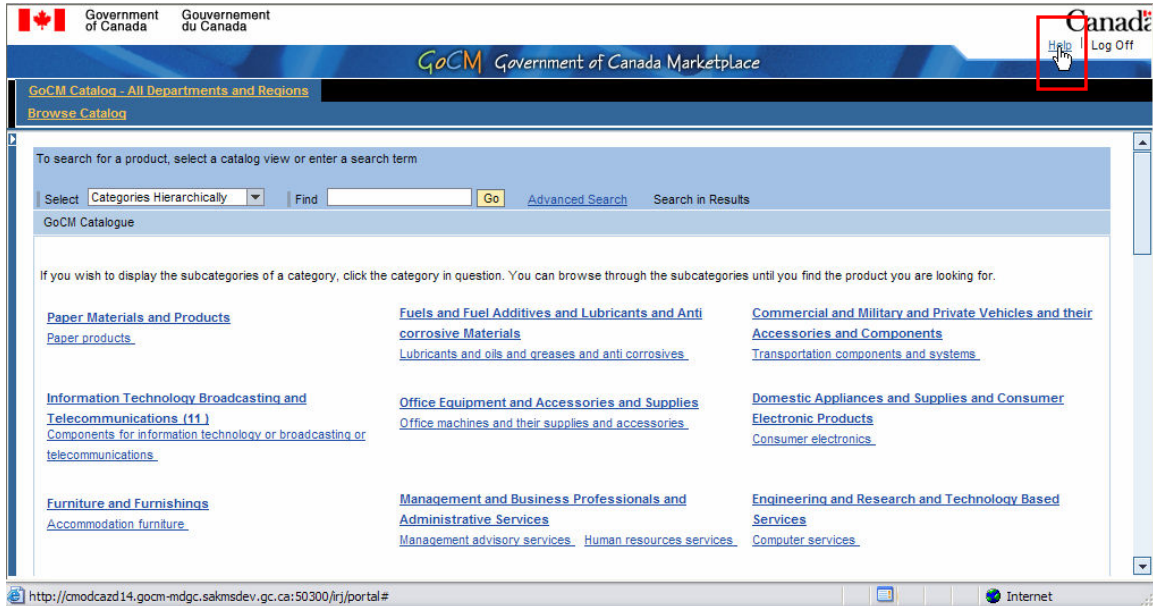


Getting Help

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.

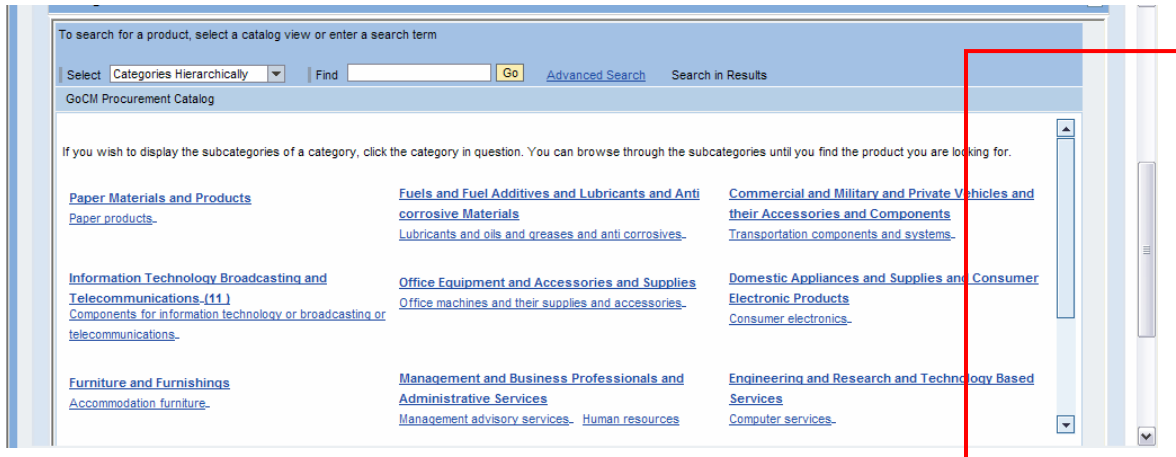


View demo of Logging onto GoCM, viewing the various help screens and various tabs, logging off

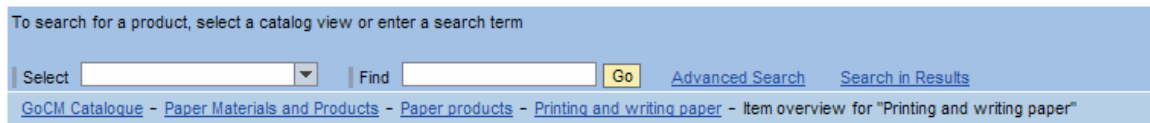
Understanding Key Icons and Symbols

After reviewing this section and getting familiarized with the various elements of the screen, refer to *Searching the GoCM Catalogue for Non-Registered Users* for step-by-step procedures.

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.



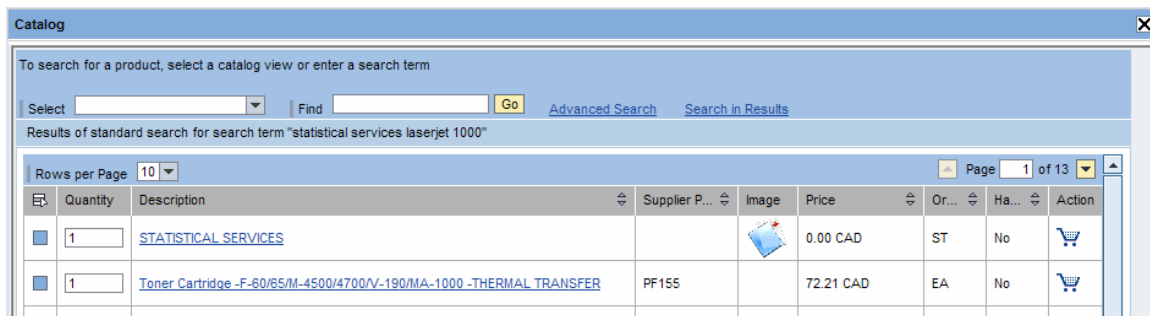
Input boxes – If you would like to search for an item, type your item in the input box located to the right of the find field. To start your search, you have the option on pressing enter on your keyboard or clicking the yellow *Go* button to the right of the input box.



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.

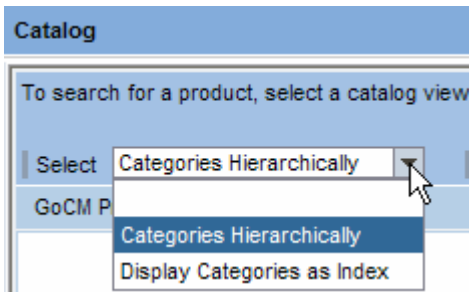
Tip: Notice the Agreements without price and an order unit of *ST*; these are called Class 3 Agreements. Agreements with a price and an order unit are called Class 1 Agreements. You can find more about the differences between Class 1 and Class 3 agreements in the Searching module.



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.

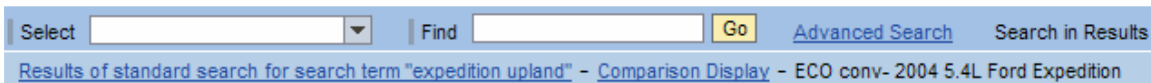


Pull Down Lists – Simply click the down arrow to the right of the input box and display the specific options for a field.



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.

Quantity	Description	Sup...	Price		
1	Toner Cartridge -FAX 1840C/MFC210C/MFC3240C/ MFC3340CN/MFC420CN/MFC5440CN/M FC5840CN/MFC620CN - YELLOW	LC41Y	12.05 CAD	EA	No
1	Toner Cartridge -FAX 1840C/MFC210C/MFC3240C/ MFC3340CN/MFC420CN/MFC5440CN/M FC5840CN/MFC620CN - BLACK	LC41BK	21.68 CAD	EA	No
1	Toner Cartridge -FAX 1840C/MFC210C/MFC3240C/ MFC3340CN/MFC420CN/MFC5440CN/M FC5840CN/MFC620CN - CYAN	LC41C	12.05 CAD	EA	No
1	Toner Cartridge -FAX 1840C/MFC210C/MFC3240C/ MFC3340CN/MFC420CN/MFC5440CN/M FC5840CN/MFC620CN - MAGENTA	LC41M	12.05 CAD	EA	No

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.

The screenshot shows a 'Catalog' window with a search bar and a list of product details. The 'Attachments' link is highlighted with a red box. The details shown are:

- Description: Toner Cartridge -FAX 1840C/MFC210C/MFC3240C/ MFC3340CN/MFC420CN/MFC5440CN/M FC5840CN/MFC620CN
- Supplier Part Number: LC41Y
- Price: 12.05 CAD
- Order Unit: EA
- Pkg Info: packed individually
- Quantity: 1
- Attachments: [PDF copy of agreement](#)
- Supplier URL: [Kerr Norton \(external to GoCM\)](#)

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.

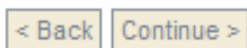
The screenshot shows a 'Catalog' window with a search bar and a list of product details. The 'Supplier URL' link is highlighted with a red box. The details shown are:

- Description: Toner Cartridge -FAX 1840C/MFC210C/MFC3240C/ MFC3340CN/MFC420CN/MFC5440CN/M FC5840CN/MFC620CN
- Supplier Part Number: LC41Y
- Price: 12.05 CAD
- Order Unit: EA
- Pkg Info: packed individually
- Quantity: 1
- Attachments: [PDF copy of agreement](#)
- Supplier URL: [Kerr Norton \(external to GoCM\)](#)

Yellow Buttons – Buttons that are active and perform further actions, are yellow, as the examples below show.




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




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

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.

	Quantity
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1
<input type="checkbox"/>	1

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*.

	Quantity
Select All	
Deselect All	

Review

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, *Searching the GoCM Catalogue for Non-registered Users (Searching 200)*, will show you how to search for items in GoCM.

You may click on ‘*Modules by List*’ to close this module and select another.

Try It Now

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

Exercise 1:

Log On

Open the General Help Screen, review its contents and close the window

Log Off

Congratulations, you now have the basic skills to navigate through GoCM.

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](#)

[Printable user guide for Navigating the GoCM Catalogue](#)

[Glossary of Terms](#)

[Quick Card on Navigation](#)