

# BOS Overview and General Navigation

## Landing Page



## Logging In To BOS

BOS utilizes the University of Utah's Duo authentication for logging in. To log in, click one of the two 'Log In' buttons, either on the top navigation bar or in the middle of the page. This will attempt to authenticate against the University of Utah's system - so if you already have an active log in, you will automatically be directed to the BOS home page, otherwise, it will redirect you to the DUO login page.



Welcome to the Health Science Cores *Budget and Ordering System*

→ Log In

## Home Page

The BOS Home Page has a list of tiles that link to common tasks. *These links will vary depending on your role(s).*

- Orders ^
- New Order
- All Orders



New Order



Orders



Settings



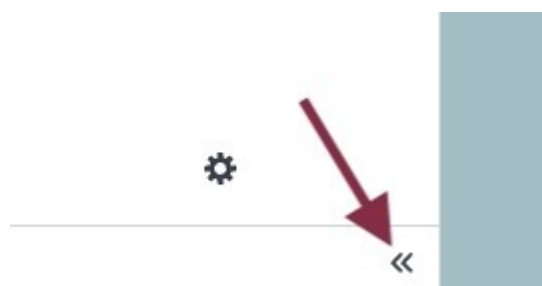
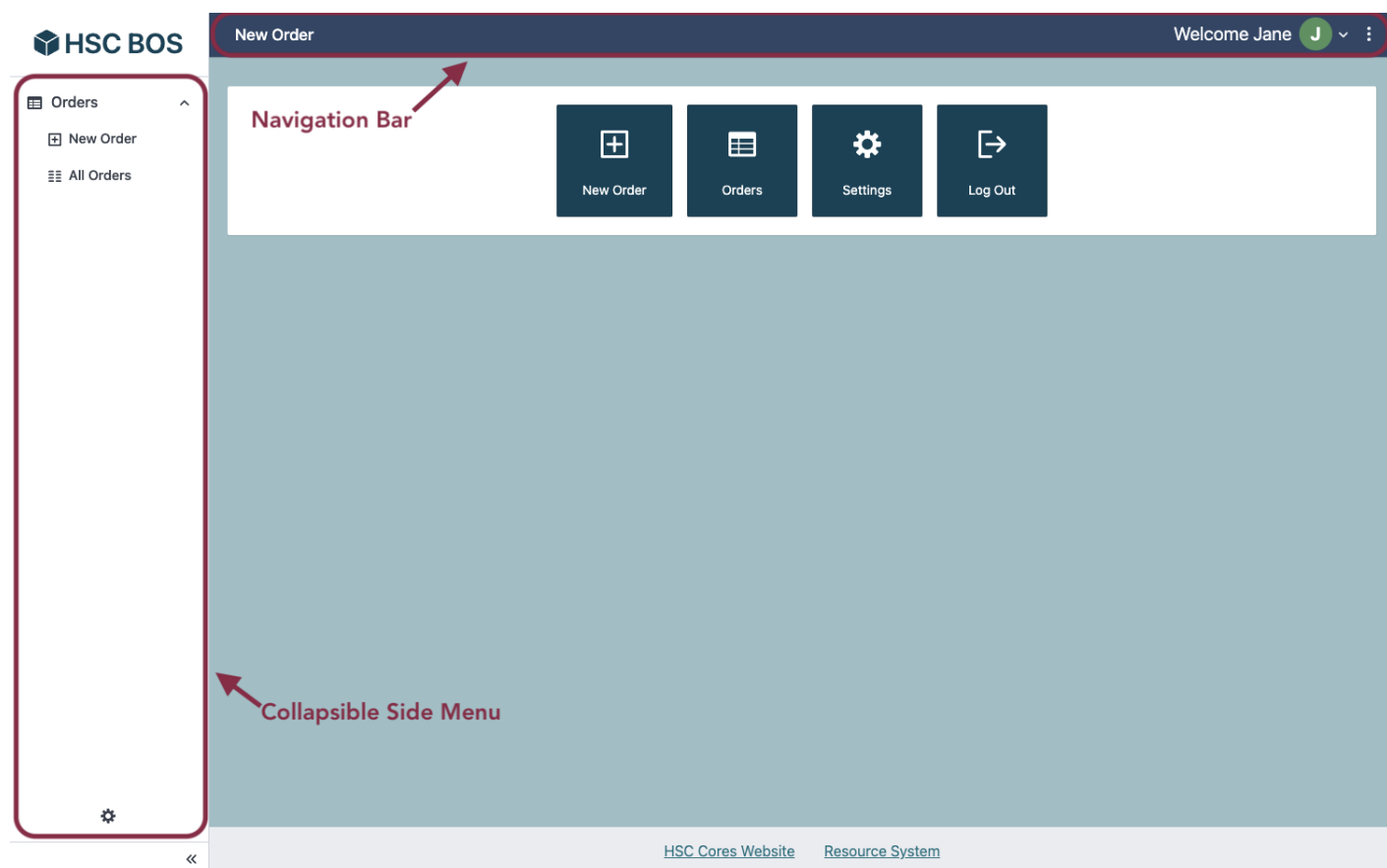
Log Out

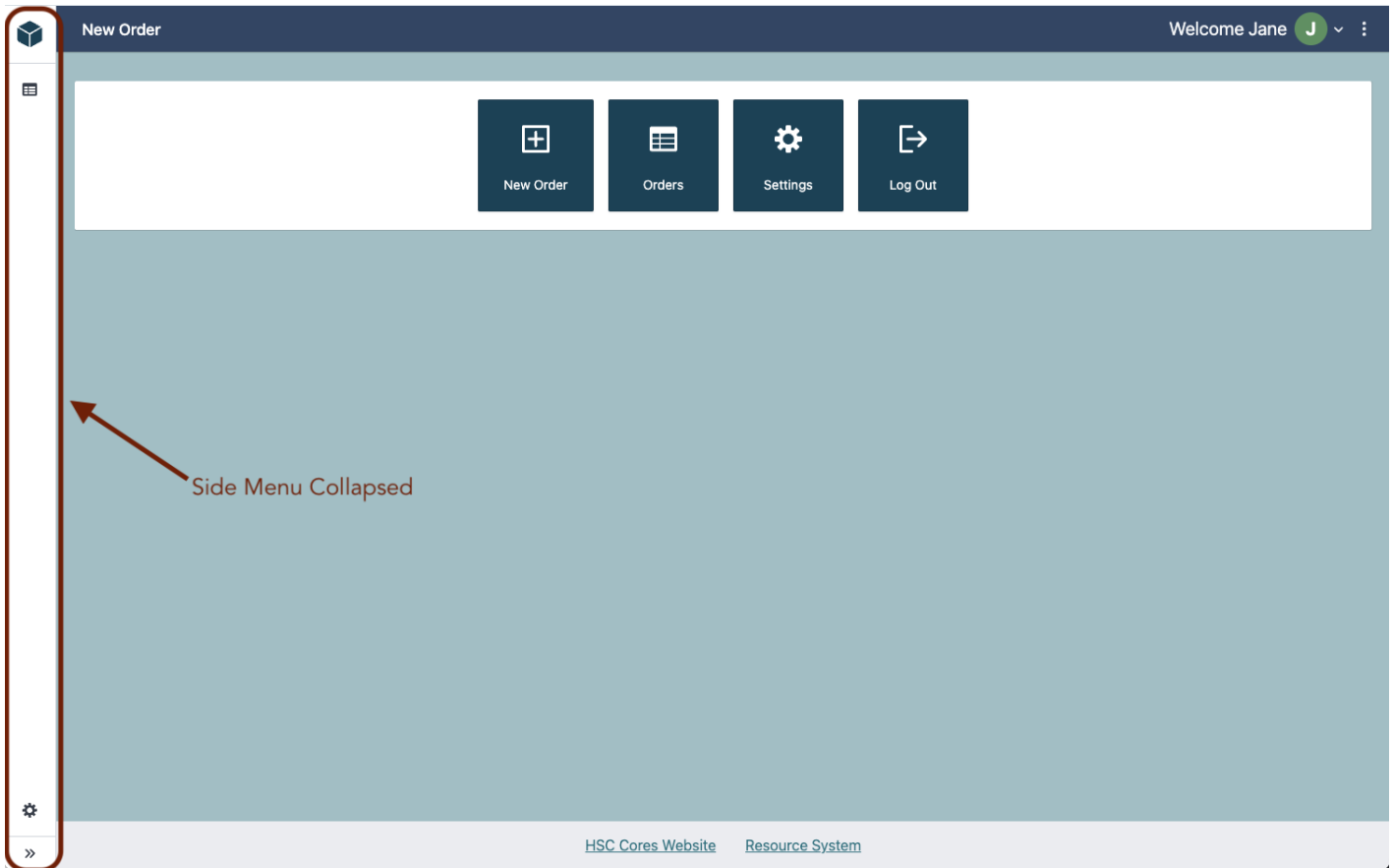


Menu items along the top and side navigation bars along with the link tiles seen on the Home Page will vary depending on your BOS role(s).

## BOS Navigation

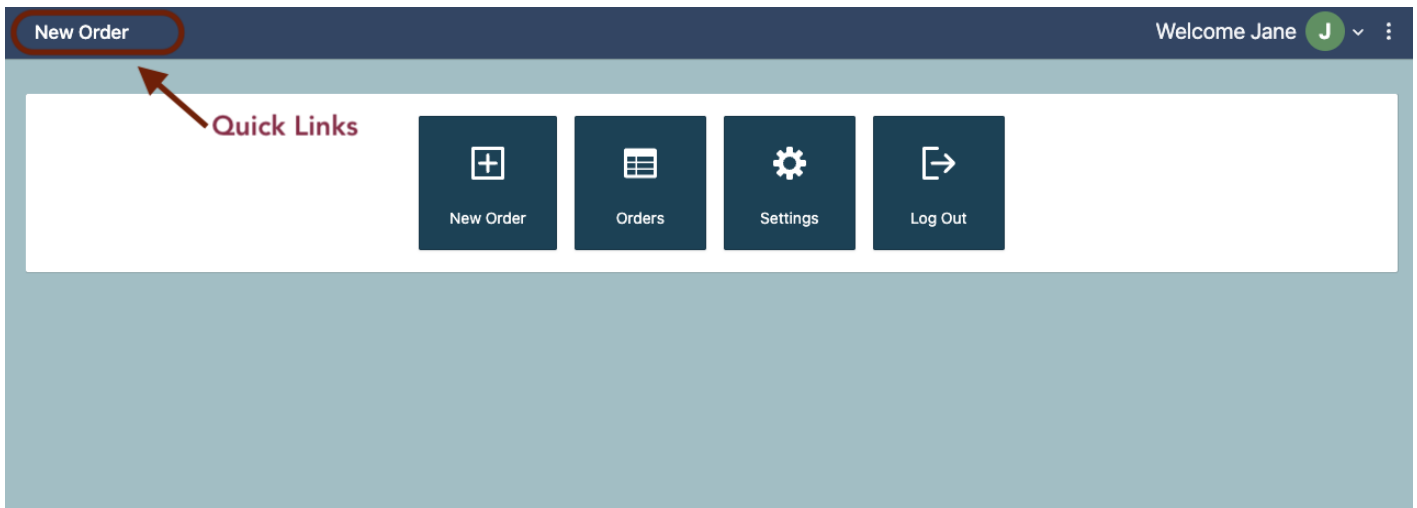
The BOS System is designed to be easily navigable. There is a **collapsible side menu** along with a **navigation bar** along the top. The side menu, expanded by default, can collapse or expand using the double caret button at the bottom of the menu. *The menu items will vary depending on your role(s).*



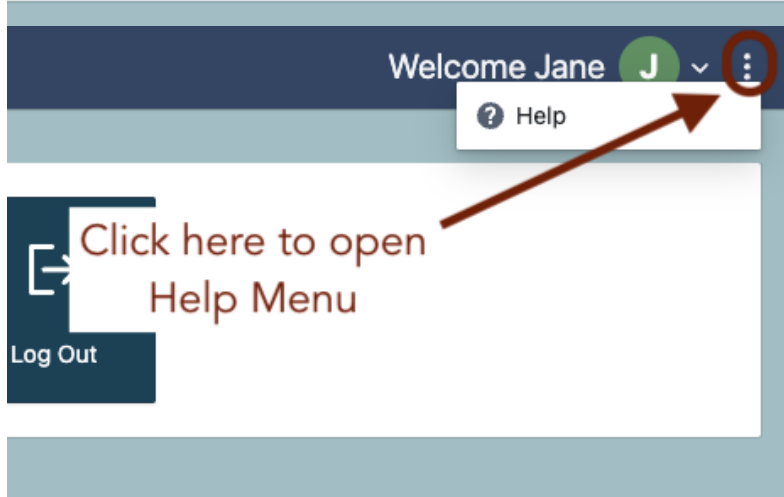
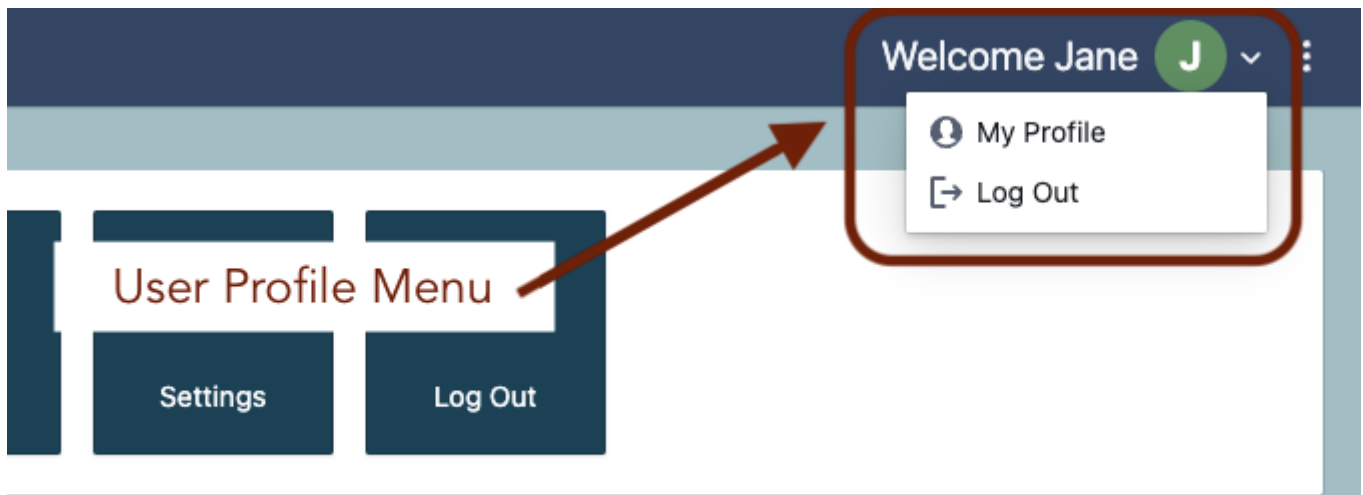


## Top Navigation

The top navigation bar includes **Quick links** along the left. *These links will vary depending on your role(s).*



Along the right, the navigation bar has a **User Profile Menu**, and a **Help Menu** (accessed by clicking the 3 dot icon on the far right).



The help menu link will direct you to the **Help Page** which has a link back to this BOS BookStack shelf along with some email links as seen below.

Orders

New Order

All Orders

Transactions

All Transactions

Reports

Accounts

All Accounts

Budgets

Administration

Core Facilities

New OrderReports

Welcome Jane J

Help

[BookStack Documentation](#)

Still need help?

Having problems with the BOS web application?  
Have you found a bug or a button that doesn't work?  
Did you reach an error page or receive an error message?  
 Email the developers

Do you need advice or help with an administrative task?  
Have a question about logistics?  
Need to update your profile or request a new vendor?  
 Email the admin office

[HSC Cores Website](#)

[Resource System](#)

(Note that the navigation menu items on this screenshot are those available to **Lab Managers**.)

Revision #2

Created 29 January 2024 18:29:36 by Megan Bowler

Updated 30 January 2024 18:01:46 by Megan Bowler