

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.

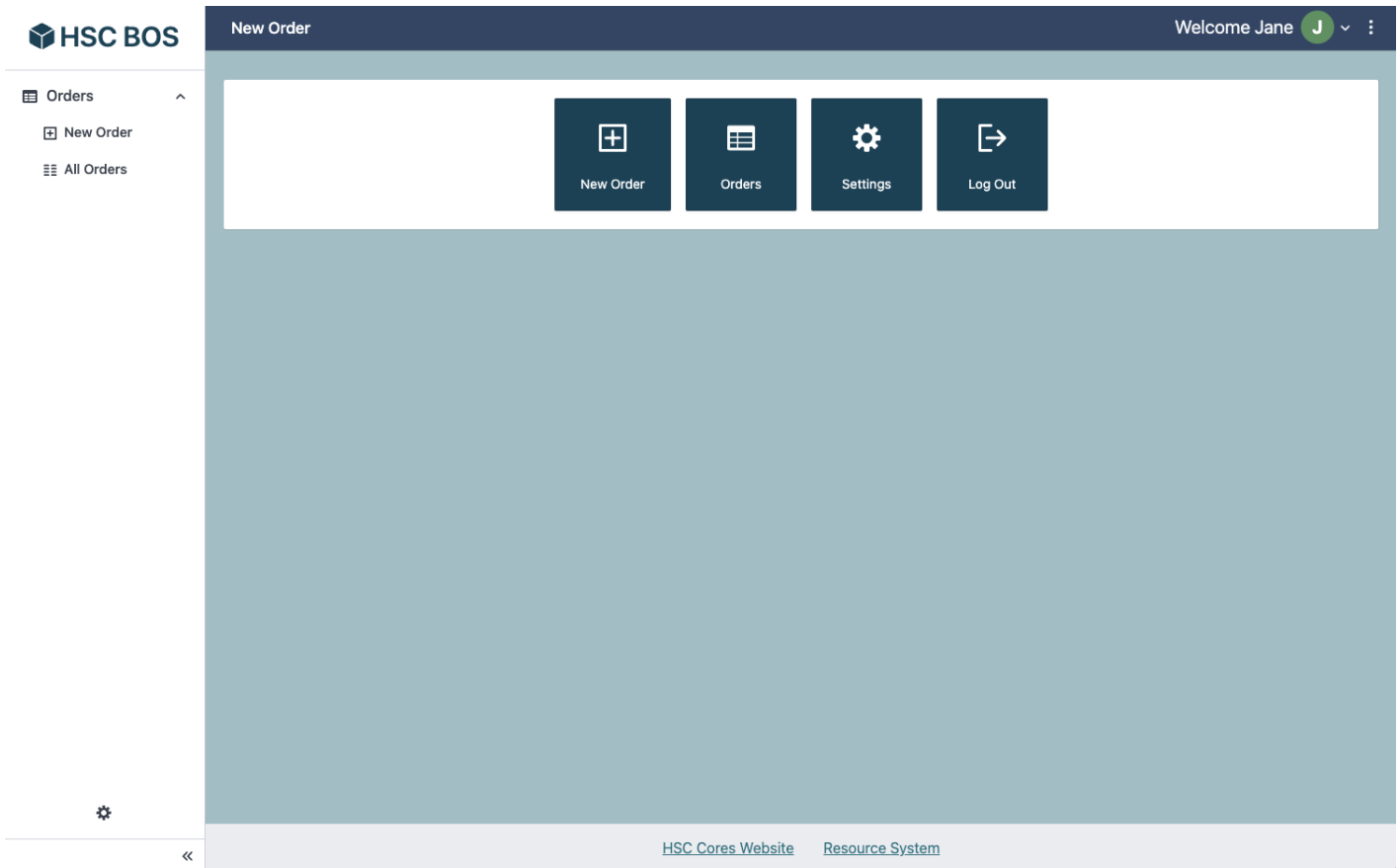


Welcome to the Health Science Cores *Budget and Ordering System*

Log In

Home Page

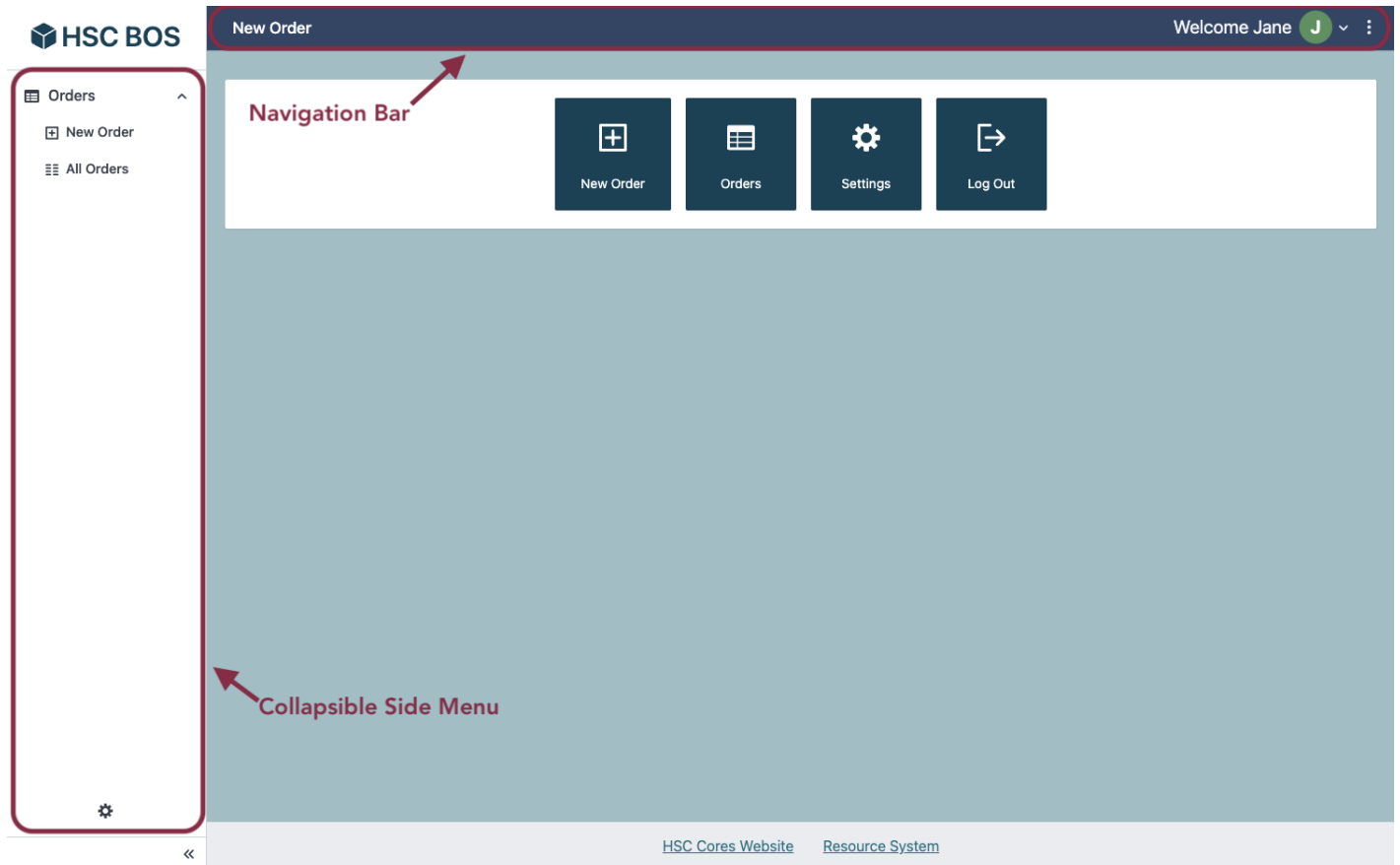
The BOS Home Page has a list of tiles that link to common tasks. *These links will vary depending on your role(s).*

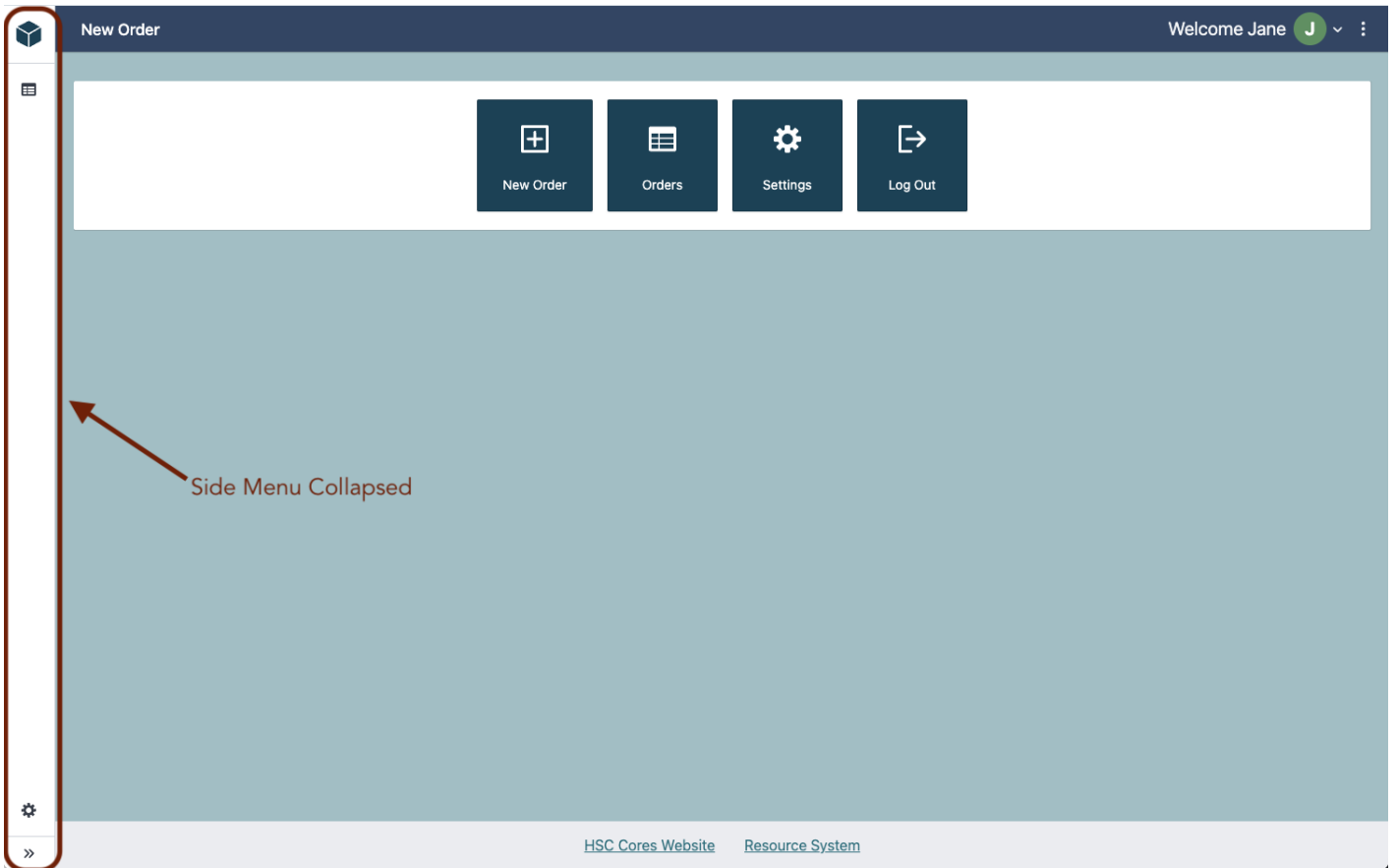


Menu items along the top and side navigation bars along with the link tiles seen on the Home Page will vary depending on your BOS role(s).

BOS Navigation

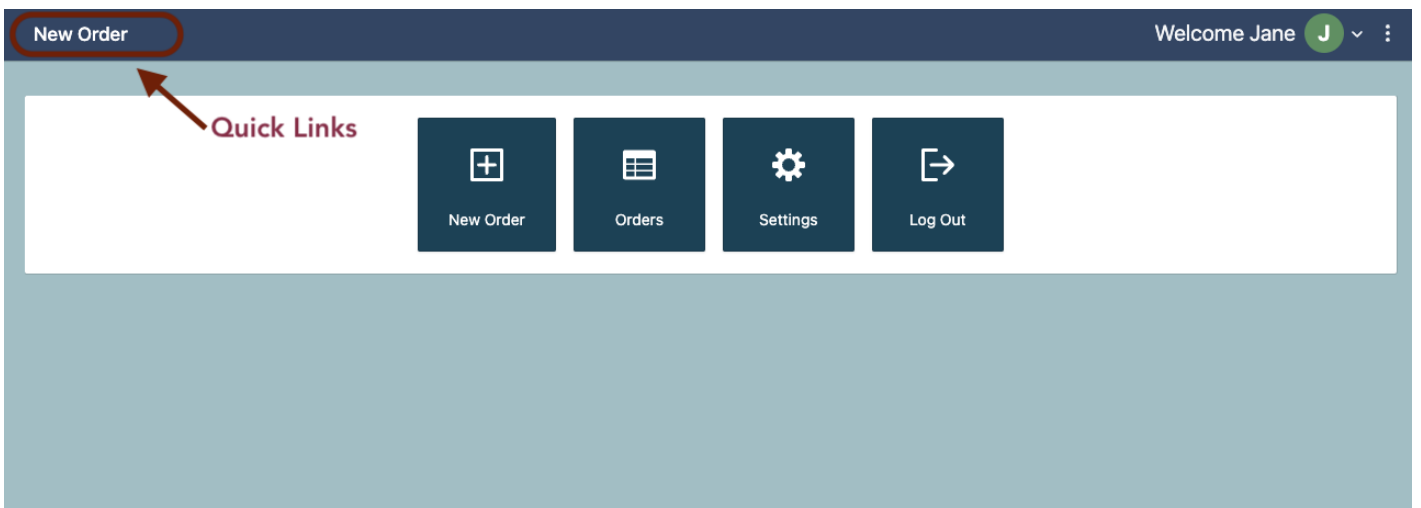
The BOS System is designed to be easily navigable. There is a **collapsible side menu** along with a **navigation bar** along the top. The side menu, expanded by default, can collapse or expand using the double caret button at the bottom of the menu. *The menu items will vary depending on your role(s).*



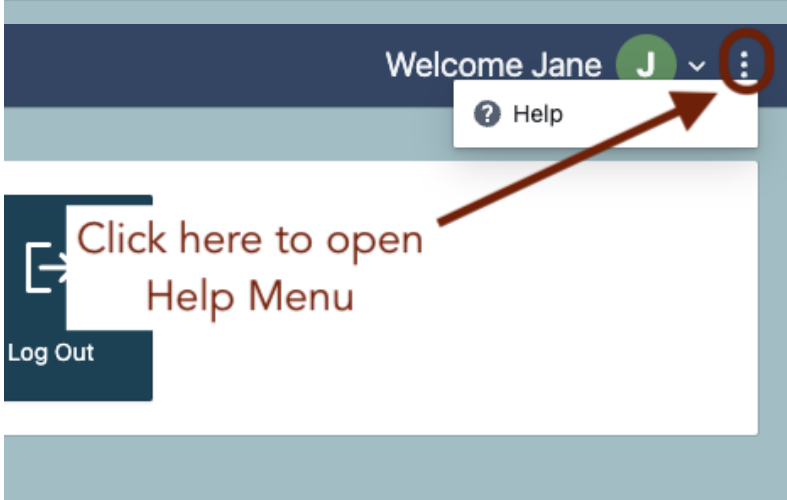
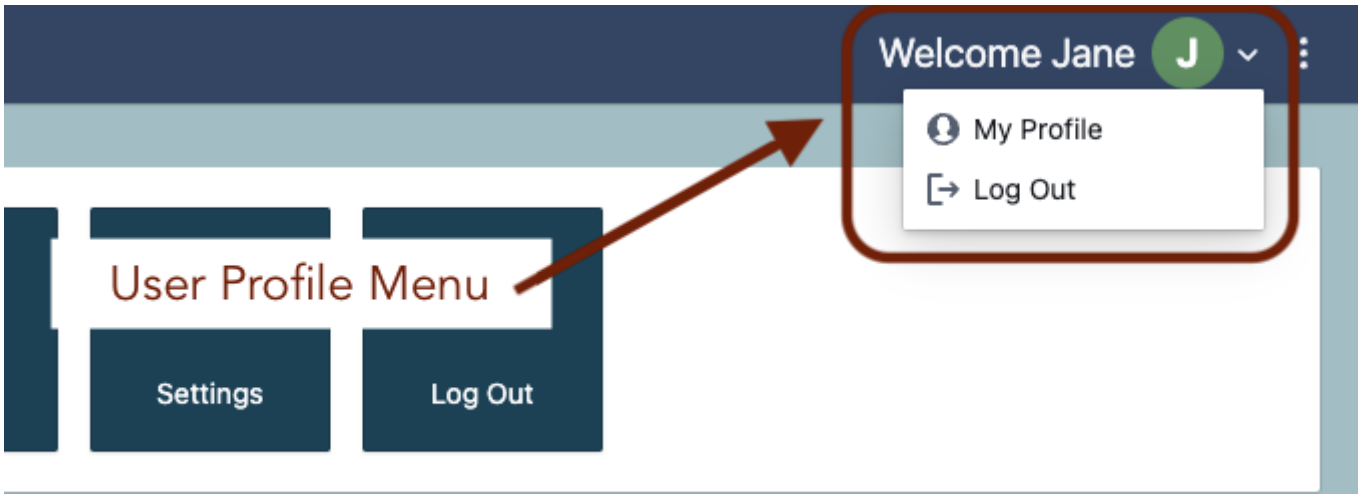


Top Navigation

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.

The screenshot displays the HSC BOS web application interface. At the top left is the HSC BOS logo. The top navigation bar includes 'New Order' and 'Reports' tabs, and a user profile for 'Jane' with a dropdown arrow. A left-hand navigation menu lists categories: Orders (with sub-items 'New Order' and 'All Orders'), Transactions (with 'All Transactions'), Reports, Accounts (with 'All Accounts' and 'Budgets'), Administration, and Core Facilities. A gear icon is located below the menu. The main content area is titled 'Help' and features a 'BookStack Documentation' link. Below this, a section titled 'Still need help?' lists two categories of issues with corresponding email contact options: 'Having problems with the BOS web application?' (Email the developers) and 'Do you need advice or help with an administrative task?' (Email the admin office). The footer contains links to 'HSC Cores Website' and 'Resource System'.

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

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