



Contract Navigator User Guide

A navigation tool implemented as part of the West Virginia Purchasing Division’s Statewide Contract Index in August 2023, the *Contract Navigator* gives our customers using our statewide contracts, change orders, and ordering instructions additional PDF viewing options and tools for improved ease of use when researching our documents.

Our *Contract Navigator User Guide* explains these new features that have been developed with a map and explanation of these new features. The corresponding dashboard of view and navigational tools becomes available once the user has clicked the blue hyperlink corresponding to a specific contract, change order, or relevant document on a contract’s landing page that provides additional information to state procurement officers.

The charts below provide details on where to find each feature in the *Contract Navigator*, with illustrations excerpted and highlighted in red, and a description of the functionality each tool provides.


Number on Key	Function	
1	<i>Print or Download Contracts</i>	
<p>The <i>Print or Download Contracts</i> icon allows you to either print or download the specific PDF file currently open within your browser. To select either action, while viewing the PDF in the Contract Navigator, you may click the three dots in the top-right corner and select either “Print this file” or “Download this file.”</p>		

Number on Key	Function	
2	<i>Browse Pages via Thumbnails</i>	
<p>The <i>Browse Pages via Thumbnails</i> icon allows you to skim through a contract document using smaller images of each page, as opposed to scrolling through each full page. To quickly scan a contract PDF, you may click on the group of four squares in Contract Navigator’s top-right corner. This will open a sidebar and allow you to more quickly browse through our PDFs online. If you wish to close the</p>		




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sidebar, you may retract the sidebar by clicking the same icon again, or click the “X” on the top-left corner of the sidebar.


Number on Key	Function	
3	<i>Jump to Contract Page Number</i>	

If you know a specific page number you need, the *Jump to Contract Page Number* box allows you to navigate there immediately. While viewing a contract in the Contract Navigator, your desired page may be input in a field on the right-hand side. A vertical pair of two numbers displays your current page within the PDF (the number at top) and the document’s total number of pages (the number at bottom). Clicking the top box, inputting a specific page, and pressing enter will immediately navigate you to a page.

Number on Key	Function	
4	<i>Turn Contract Pages</i>	

You may easily navigate a contract PDF by clicking the *Turn Contract Pages* arrows located directly beneath the page counter mentioned above.

Alternatively, you may also turn contract pages on your keyboard while in the thumbnail menu. The right- or down-arrow keys will take you forward one page, and the left- or up-arrow keys will take you back one page.


Number on Key	Function	
5	<i>Page View Options for Contracts</i>	

By default, the Contract Navigator is configured to display each PDF page so you may view a single page in its entirety. However, using *Page View Options for Contracts*, you may choose to adjust your




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document view to be larger or to view multiple contract pages simultaneously. To select each option, while viewing the contract PDF, on the right-hand taskbar select the button with a sheet of paper and two arrows. When the view menu displays, you may switch to “Two-Page View” and view multiple contract pages side by side, or you may select “Fit to Width” to adjust the document to the full width of the Contract Navigator.

Number on Key	Function	
6	<i>Adjust Contract Page Zoom</i>	

The *Adjust Contract Page Zoom* on the bottom-right taskbar causes the Contract Navigator to close in or back away from a specific portion of the document. Alternatively, you may also zoom within a document using the shortcuts “CTRL +” and “CTRL -” on your keyboard.

Number on Key	Function	
7	<i>Exit the Contract PDF</i>	



Within the Contract Navigator, when you are viewing a contract, your web browser displays the PDF overlaid on top of the specific statewide contract’s web page, rather than opening a new for the contract. As a result, to return to the contract page after finishing with the document, you may click the top-left *Exit the Contract PDF* icon.

Alternatively, you may also return to the specific contract page by left clicking anywhere on the Contract Navigator that is not part of the PDF document itself or on the surrounding User Interface.



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Contract Navigator Dashboard Map and Key

AIRFARE21 PDF



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130

State of West Virginia
Master Agreement

Order Date: 2020-08-03

CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Key	Tip					
1	Print or Download Contracts	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <p>Procurement Folder: 764557</p> </td> <td style="width: 50%;"> <p>Reason for Modification:</p> <p>Award of Direct Award Posting: CSSD 0212 SWC0000000007</p> </td> </tr> </table>	<p>Procurement Folder: 764557</p>	<p>Reason for Modification:</p> <p>Award of Direct Award Posting: CSSD 0212 SWC0000000007</p>		
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