


Using the Shopping Web


You can shop for popular or featured applications, check the status of your pending or completed orders, configure your shopping preferences when you log-in to the Shopping Web.

Setting up your preferences

You can change how Shopping displays information to suit your preferences by clicking the configuration icon  located next to My Software at the top right in the Shopping web.

In the Personalise dialog, you can view information about the machine and its current user, enable or disable application deployment notifications, view the diagnostics page which is useful to Shopping administrators when troubleshooting issues and schedule convenient times when applications are delivered to you.

Personalise



Save your preferences when finished by clicking on the Save button

Machine Details	<input type="button" value="Refresh"/>
Machine Name:	WIN81-2
SMS Unique Identifier:	GUID:B14114CB-A5D6-44A0-8D07-A51725AFDDF5
SMS Assigned Site:	SP2
Time Zone:	330:00

Account Details	
Logged on User:	shopper1
Email Address:	shopper1@lab1.local
Manager:	LAB1\manager1
Manager Email:	manager1@lab1.local

Site Settings
Send Me Application Deployment Notifications: <input checked="" type="checkbox"/>

[Click here to view the diagnostics page](#)

The Delivery Windows has a planner that lets you determine a convenient time when applications can be installed on your computer. For example, to stop Shopping from delivering applications between 0800 and 1700 on a Monday:

- a. Scroll down to the planner.

- b. In the Monday column, create a non-delivery block by clicking the 0800 cell and dragging down to the 1700 cell. You can create more non-delivery blocks by dragging and dragging in the different days of the week or create more than one non-delivery block for in a day.

DELIVERY WINDOWS

Use the planner below to create windows where you would not like applications delivered to your machine.

To create a new window, hold the mouse down and drag.

To delete a window, click on the window to select and hit the [delete] key.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00 ⁰⁰							
01 ⁰⁰							
02 ⁰⁰							
03 ⁰⁰							
04 ⁰⁰							
05 ⁰⁰							
06 ⁰⁰							
07 ⁰⁰							
08 ⁰⁰	08:00-18:00	08:00-18:00	08:00-13:00	08:00-18:00	08:00-18:00		
09 ⁰⁰							
10 ⁰⁰							
11 ⁰⁰							
12 ⁰⁰							
13 ⁰⁰							
14 ⁰⁰							
15 ⁰⁰			15:00-20:00				
16 ⁰⁰							
17 ⁰⁰							
18 ⁰⁰							
19 ⁰⁰							
20 ⁰⁰							
21 ⁰⁰							
22 ⁰⁰							
23 ⁰⁰							

To modify an existing block:

- to move a block to a new time, click the top of the block and drag it to a new location
- to change the end time of the block, click the bottom of the block and drag it to the new end time
- to delete a block, select the block and click Delete. You will be prompted to confirm the deletion

Featured, trending and latest application views

Shopping displays applications on its home page in three pre-configured views:

- **Featured** – applications that have been configured by a Shopping Administrator in the Manage Featured Items section. If Featured Items has not been configured, the top 20 applications are displayed in alphabetical order

The 'Featured' view displays a grid of application cards. Each card includes the application name, a brief description, a star rating, and a lock icon. The applications shown are:
















- 7 zip
- Adobe
- Adobe Acrobat Reader
- Adobe Illustrator CC
- Adobe Photoshop CC
- Apple-App
- Atom
- AutoCAD
- Autodesk Maya
- Blender
- Box
- Brackets
- csdcd
- Dropbox
- Evernote

- **Trending** – the most requested applications

The 'Trending' view displays a grid of application cards. The applications shown are:

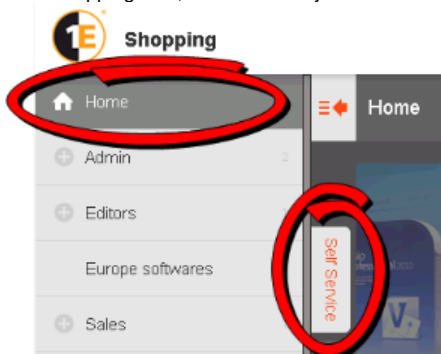
- Atom
- Adobe Illustrator CC
- Adobe Photoshop CC

- Latest – the 20 most recent applications available in the Shopping web

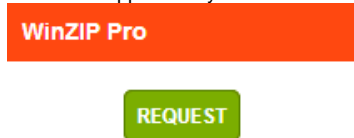
Featured	Trending	Latest		
OpenOffice OpenOffice.org is the leading open-source office software suite for world 	Skype Say 'hello' to friends and family with an instant message, voice or video call 	GIMP GIMP is a powerful distributed program for photo retouching, image 	Autodesk Maya Maya 3D animation software offers a comprehensive creative feature set for 3D 	AutoCAD Design with confidence using AutoCAD® software. Speed up documentation 
Blender Blender is an integrated application that enables the creation of a broad range ... 	Media 100 Media 100 Suite is fast, full-featured video editing software. Featuring an 	Smoke Powerful video effects software more accessible than ever. Smoke video 	Atom At GitHub, we're building the text editor we've always wanted. A tool you can cu... 	Adobe Illustrator CC Adobe Illustrator is a vector graphics editor developed and marketed by Adobe 
Box Box transforms the way you share, manage and 	Brackets A modern, open source text editor that understands web 	Git Free and open source distributed version control 	Dropbox Dropbox lets you bring all your photos, docs, and 	Evernote From short lists to lengthy research, no matter what 

Placing an order for an application

1. If you are shopping from your desktop:
 - a. Enter the URL for the Shopping web in your browser.
 - b. In the Shopping web, click Home. If you see the Self Service tab, click that first followed by Home.

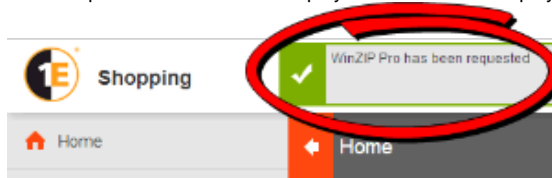


- c. Locate the application you want and click Request.

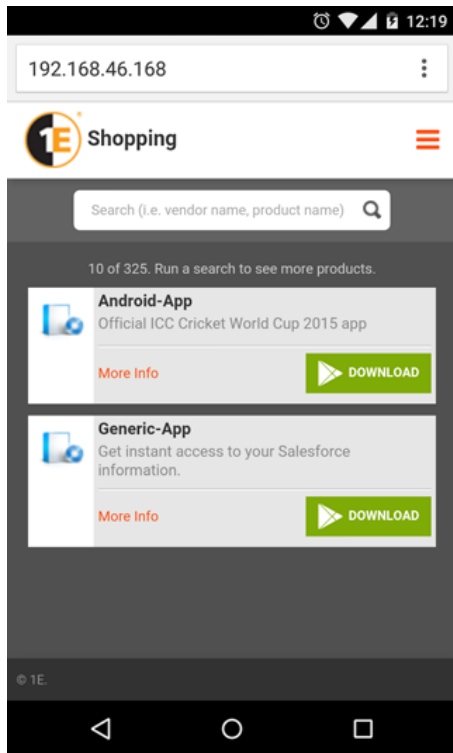


\$50.00  Approval Required

- d. Provide a summary for your request
- e. Click Request. A notification is displayed in the banner displaying the status of your request.



2. If you are shopping from your mobile device:
 - a. Enter the URL for the Shopping portal from your mobile device.
 - b. Locate the mobile application you want and click Download. You will only see mobile applications where it is configured as a mobile application by your administrator, it has a link created to the respective App Store and if you are allowed to shop for these applications according to the user group you belong to.



- c. You are taken to the respective App Store for your mobile device where you can install the application. Mobile applications are not subject to the approval process.

When you have shopped for an application, its tile will still remain on the Shopping page and display its current status.

Microsoft Publisher ...	Microsoft Project 20...
PENDING APPROVAL	INSTALLED
\$200.00  Approval Required	\$200.00  Approval Required

You can get an overview of the status by clicking the tile or by clicking [My Software](#).

Searching for applications

If you know the name of the application but not its category or if you do not see the application you want, you can always search for it. To search for an application:

1. Click the Search box (located at the top right of the Shopping portal).
2. Type the name of the application you are looking for.
3. Click Search.
4. Locate the application you want and [place an order for it](#).

[You can only search for applications based on your role-based access control \(RBAC\) security scope](#). When a search returns a result set, following a link takes you to the details page of the application where search terms are highlighted (self-service view for administrators).

The Shopping Web uses the internal web service which must be available for search to work. You will need to clear your browser cache for the new search feature to work.

A query is made up of terms (single and phrases) and operators. A single term is a single word such as drive whilst a phrase is a group of words surrounded by double quotes such as "paint shop". When you use simple search terms, Shopping returns matches with the search term as well as inflections of the term. For example:

- drive returns drive, driven, drives, driving, etc.

Advanced searches makes use of:

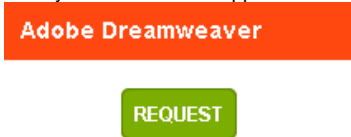
- Phrases – searches using phrases are constrained or expanded using particular connectives. For example:
 - [+paint +shop] returns paint and shop
 - [paint or shop] returns paint or shop
 - [paint -shop] returns paint and not shop
- Exact matches – to search for an exact match, wrap the search term in double quotes (" "). For example:

- "paint shop" returns paint shop
- Wildcards searches – these searches make use of the wildcard (*) symbol to return 0 or more characters in the search term. You cannot use the wildcard character as the first character of a search term. For example:
 - pain* returns painpaint, painting
- Contains searches – search terms without square brackets ([]) or double quotes (" ") returns a result set containing the search term. For example:
 - pain returns paint, painting xyzpaint, etc.
- Proximity searches – these searches make use of the tilde (~) symbol at the end of the search term to return results where the search terms are within a specific distance away from each other. For example, to search for paint and shop within 1 word of each other:
 - paint shop"~1 returns paint near shop

Viewing application details

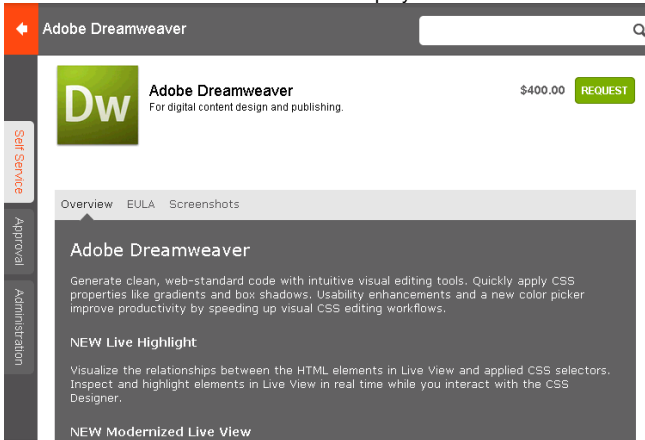
To view the details of an application:

1. Point your mouse to the application tile and click its title.



\$400.00

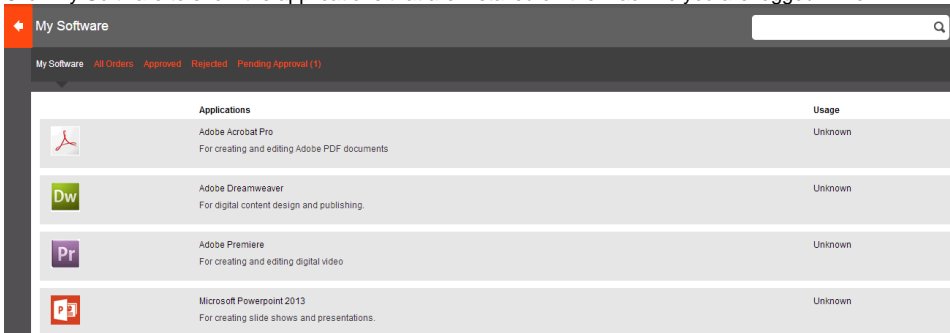
2. The details for Adobe Dreamweaver is displayed.



Tracking your orders

To track your orders:

1. Click My Software to show the applications that are installed on the machine you are logged in from.



2. Click All Orders to view a list of all orders you have placed.

Application Name	Status	Requested	Machine	Action
Flash 8.0	Approved	8/27/2013	DEV26-CM01	
Firefox	Approved	8/27/2013	DEV26-CM01	
CHRa	Approved	8/27/2013	DEV26-CM01	
7 Zip	Approved	8/27/2013	DEV26-CM01	
Access to Printer	Approved	8/27/2013	DEV26-CM01	
Adium	Approved	8/27/2013	DEV26-CM01	
Access to Printer	Approved	8/27/2013	DEV26-CM01	
Access to Printer	Approved	8/27/2013	DEV26-CM01	

The statuses for non-Configuration Manager applications are:

- Approved – for approval-based applications, displayed when the approval process is completed. For non-approval-based applications, displayed immediately because they are automatically approved.
- Rejected – displayed when an application is rejected
- Addition pending – displayed when an AD integration application is approved or does not require an approval
- Succeeded – displayed when Shopping has succeeded in adding the user and machine to the AD group specified for the AD integration application
- Addition failed – displayed when Shopping fails to add the user and machine to the AD group specified for the AD integration application
- Removal pending – displayed for AD Integration applications with the Revoke group membership on uninstall option selected, after the user has clicked on the Uninstall button but prior to the AD group removal
- Removed – displayed when Shopping has succeeded in removing the user and machine from the AD group specified for the AD integration application
- Removal failed – displayed when Shopping fails to remove the user and machine from the AD group specified for the AD integration application

The statuses for Configuration Manger applications are:

- Install Pending – displayed when the application is shopped for but not yet installed
- Installed – displayed when the application has been installed
- Install Failed – displayed when the application fails to installed
- Uninstall Pending – displayed for applications with an uninstall program, after the user has clicked on the Uninstall button but prior to the uninstallation having been completed
- Uninstalled – displayed when an application with an uninstall program has been successfully uninstalled
- Uninstalled Failed – displayed when an application fails to uninstall
- Rejected – displayed when an application is rejected during the approval process

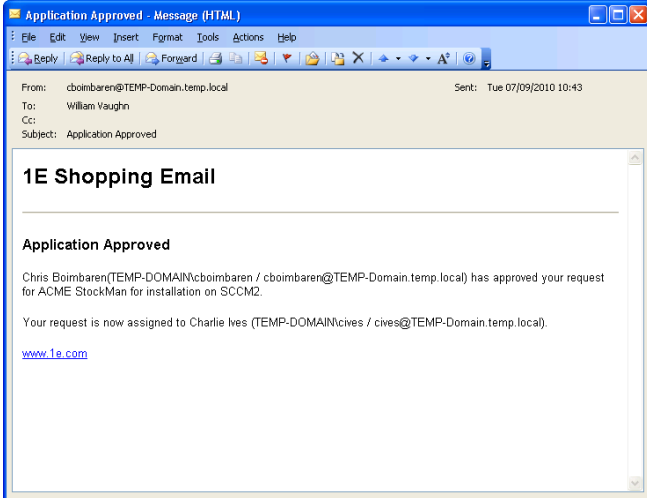
The statuses for Configuration Manager 2012 user-centric applications are:

- Provision Pending – displayed when the user has shopped for a Configuration Manager 2012 user-centric application prior to the receiver posting back the status of the application
- Provisioned – displayed when the receiver posts back that the user has successfully been added to the associated collection in Configuration Manager
- Provision Failed – displayed when the receiver posts back that the user has failed to be added to the associated collection in Configuration Manager

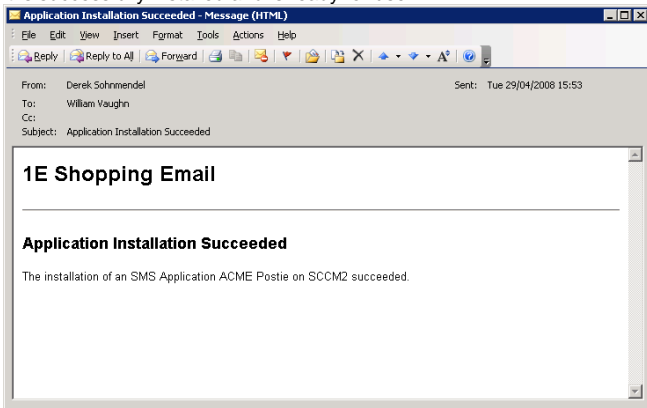
3. Click Approved to view all your approved orders.
4. Click Rejected to view your list of rejected orders.
5. Click Pending Approval to see your list of orders awaiting approval.

Approvals, refusals and installation notifications

You will receive an email notification for all orders that are approved or refused by the approver. If the type of approval is chained, you will the approval process simply goes on until all of the approvers sanction your order or when one of them rejects your order.



When you order is approved, Configuration Manager will download and install the application on your computer. You will receive an email notification when it is successfully installed and is ready for use.



If the installation fails, both you and the Shopping administrator are sent an email notification.

Cancelling pending orders

If you decide that you no longer want an order that is pending approval, you can cancel it by:

1. Click My Software.
2. Click Pending Approval.
3. Under Action, click Cancel.

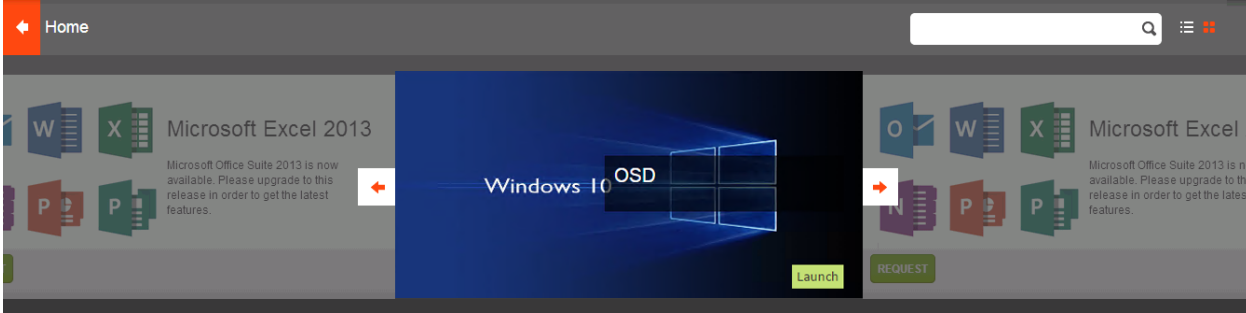


4. Confirm the cancellation.

An email is sent to the approver and the deputy approver notifying them of the cancellation and a Create Request Cancelled workflow task is created to update the workflow if workflow integration is enabled.

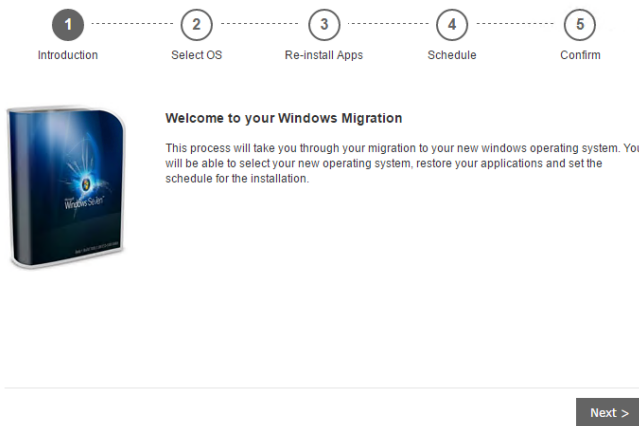
Self-service OS migration

When an OS deployment application is made available to you, your Shopping home page displays a Windows upgrade tile in the banner that enables you to run the upgrade.

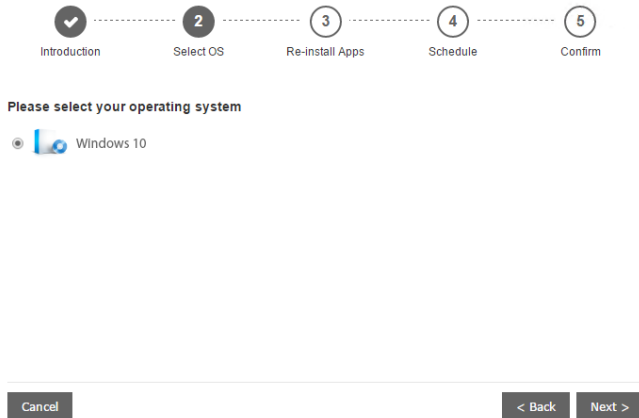


To upgrade the computer you are using to the new operating system:

1. Make a backup of your system.
2. Click Launch.
3. In Introduction screen, click Next.



4. In Select OS screen, choose the OS you want to migrate to and click Next.



5. In Re-install Apps, select the applications you previously shopped for to reinstall and click Next. Applications listed in red are not available for the OS you are migrating to.

You will only see this screen if the feature has not been disabled.

Introduction Select OS **3** Re-install Apps Schedule Confirm

Select Applications to Re-install

Applications that come with new OS Re-install Applications previously Shopped for

Current Application	Application Post-Migration	Usage
Configuration Manage...	Configuration Manage...	Unknown
Policy Platform v68...	Policy Platform v68...	Unknown
Visual C++ Redistrib...	NET Framework Policy Platform v68.1.1006.0	
Windows v6.3.9600	Visual Studio v1.0.6...	Unknown
Silverlight v5.1.504...	Not Available	Unknown
Visual C++ Additiona...	Not Available	Unknown
Visual C++ Minimum R...	Not Available	Unknown
Visual C++ Redistrib...	Not Available	Unknown

Cancel < Back Next >

6. In Schedule, choose the date and time for the migration and click Next.

Introduction Select OS Re-install Apps **4** Schedule Confirm

Schedule

Schedule Immediately

Schedule migration date: 2017-04-05

Schedule migration time:

Hour	
AM	0 1 2 3 4 5
	6 7 8 9 10 11
PM	12 13 14 15 16 17
	18 19 20 21 22 23

Cancel < Back Next >

7. In Confirm, review your preferences and tick the checkbox to confirm that you have made a backup of your system. Click Back to update your preferences or Finish to proceed with the migration.

Introduction Select OS Re-install Apps Schedule **5** Confirm

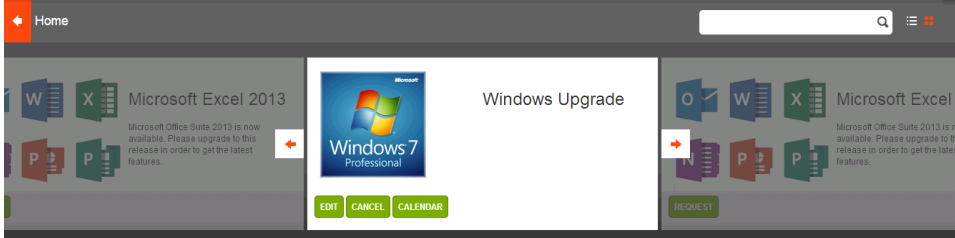
Summary

Selected OS: OSD
Time: 2017-04-05 15:00

I confirm that I have backed up my system

Cancel < Back Finish

8. When you have scheduled your OS migration, the Windows Upgrade tile is updated with the following options:



- Edit – reschedule the OS migration
- Cancel – cancels the OS migration
- Calendar – creates a reminder in Outlook

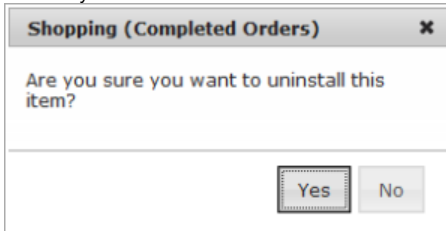
Uninstalling applications

It is good practice to uninstall applications from your computer once you are done with them to free up licenses for someone else to use. As long as the Shopping administrator has configured the application with the uninstall option:

1. In the Shopping portal, browse to Completed Orders.

COMPLETED ORDERS - ALL							
Summary: 1 Approved Order and 0 Rejected Orders							
Applications ^	Machine	Category	Cost	Requested	Completed	Uninstall Date	Uninstall
 ACME Loader Upper Load Programs into your Upper Register	1EDVWKS032	Miscellaneous	\$0.00	19/08/2010 16:22:35	19/08/2010 16:22:36		<input type="button" value="Uninstall"/>

2. Click Uninstall.
3. Confirm your actions.




Rating and reviewing applications


You can rate and review an application and share your experiences with other users. For tiled applications, you can see the ratings and the number of reviews for each application below its icon and in the list view, the ratings and number of reviews are shown beside its name,

Adobe Acrobat Reader

Adobe Acrobat Reader DC software is the free global standard for reliably



★★★★☆ (1)



Adobe Acrobat Reader

★★★★☆ (1)

Adobe Acrobat Reader DC software is the free global standard for reliably viewing, printin...

\$0.00

[More Info](#)

On mobile displays, only the ratings are displayed. Click the tile or follow the More Info link to see more details about the application. Click Reviews to view what others have said about the application or Write Review to submit one of your own.

