Setting Organization Favorites in Spartan Marketplace

Overview: This job aid demonstrates setting up Organization Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. A user may set up multiple Organizations with the ability to select and default to a specific one. There can only be a single Organization associated with each order in Spartan Marketplace.

1. From the Home Page, navigate to the Profile tab.
2. Under the Favorites section, click on the Organizations block.

3. Enter all organization information including:
   a. Org Code – required field
   b. Org Name – optional field; Org Code must be entered first to populate this field

4. Use the Organization Search (magnifying glass) to look up an Org Code or Org Name. Spartan Marketplace will only display active organizations for selection.

5. Click Apply once the desired account number is identified.
6. Click **Add** once the organization information has been entered.

7. The organization is now saved as a Favorite.

8. The Organization segment title displays a number that reflects the number of Organizations saved as Favorites.

9. The Action buttons provide the following functionality:
   a. Green check – allows user to set the default Organization for all orders placed in Spartan Marketplace
   b. Red minus – allows user to remove saved Organization under Favorites