



## Setting Deliver To Favorites in Spartan Marketplace

**Overview:** This job aid demonstrates setting up Deliver To Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. Users may set up multiple Deliver To addresses with the ability to select and default to a specific one. Only one Deliver To address can be used per order. Separate orders must be placed to have orders delivered to multiple locations.

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



### spartan marketplace

The screenshot shows the 'Profile Management' page in Spartan Marketplace. The 'Profile' tab is highlighted with an orange circle. Under the 'Favorites' section, there are two blocks: 'Accounting' and 'Deliver To'. An orange arrow points to the 'Deliver To' block.

3. Enter all address information including:
  - a. Building
    - i. **Note:** searching for Building can be performed via Building Code and or Building Name. Once a building is selected, the Address Line 1, 2, City, State and Zip are automatically populated.
  - b. Room Number
  - c. Address Line 1
  - d. Address Line 2
  - e. City
  - f. State
  - g. Zip Code
4. Click **Add** once the organization information has been entered.

The screenshot shows the 'Deliver To' form. The 'Add' button is highlighted with an orange arrow. The form contains the following fields:

- Building: Test
- Room: 112
- Line 1: 169 SERVICE RD
- Line 2: Address Line 2
- City: EAST LANSING
- State: MI
- Zip: 48824

At the bottom, there is a green bar with the text: "No favorites here. Add your favorite things."



5. The deliver to address is now saved as a Favorite.
6. The Deliver To segment title displays a number that reflects the number of addresses saved as Favorites.
7. The Action buttons provide the following functionality:
  - a. Green check – allows user to set the default Deliver To address for all orders placed in Spartan Marketplace
  - b. Red minus – allows user to remove saved Deliver To address under Favorites

The screenshot shows a 'Deliver To' interface with a search bar at the top containing fields for Building, Bidg Code, Room, and Room Number, and an 'Add' button. Below the search bar are two address lines (Line 1 and Line 2), a City field, a State dropdown menu (set to AK), and a Zip field. A 'Page size' dropdown is set to 5, and a pagination control shows page 1 of 1. Below this is a table with columns for Delivery ID, Deliver To, and Actions. The table contains one row with Delivery ID 12092, Deliver To 'Test 169 SERVICE RD , RM 112 EAST LANSING, MI 48824', and an Actions column containing a green checkmark and a red minus sign. An orange arrow points to the red minus sign.

Delivery ID	Deliver To	Actions
12092	Test 169 SERVICE RD , RM 112 EAST LANSING, MI 48824	<input checked="" type="checkbox"/> <input type="checkbox"/>

8. To add additional Deliver To addresses under Favorites, start from Step 3 of this job aid.