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.

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.
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

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