Spartan Marketplace Profile Tab Navigation

**Overview:** This job aid demonstrates the various elements of the Spartan Marketplace Profile tab.

1. **Home Tab**
2. **Profile Tab**
3. **Order History Tab**
4. **Helpful Links**
5. **User Name**
6. **Notifications**
7. **Logout**
8. **User Information**
9. **Favorites**
10. **Accounting Attributes**
11. **Add Functionality**
12. **Deliver To Attributes**
13. **Action Buttons**

If you have any questions or need assistance, please contact the Spartan Marketplace help desk at (517) 884-6177 or email us at spartmar@msu.edu
A. Main Profile Tab

1. Home Tab  
The Home Tab takes the user to the main landing page in Spartan Marketplace

2. Profile Tab  
Current tab referenced with this Job Aid

3. Order History Tab  
Order History Tab allows the user to view their Spartan Marketplace Orders including:
- Statuses
- Transaction Number
- Requisition Number
- Purchase Order Number
- Supplier
- Total Amount
- Create Date
This tab is detailed further in the **Order History Tab Job Aid**

4. Helpful Links  
Provides user with useful links including:
- Kuali Links: Action List, KFS, University Stores
- University Services Link: University Services Home

5. User Name  
Displays the Spartan Marketplace user name

6. Notifications  
Displays any Spartan Marketplace notifications associated with user – Number of pending or outstanding orders

7. Logout  
Logs user out of Spartan Marketplace

8. User Information  
Displays information associated with Spartan Marketplace user account. This information is not editable.

9. Favorites  
User favorite attributes that can be stored to make the order process easier. This includes Accounting, Deliver To, and Organizations.

B. Accounting Favorites

10. Accounting Attributes  
User can set Accounting information as a favorite. This includes: Account, Sub Account, Object, Sub Object, and Project Code. This information is validated in real-time to ensure accounting elements are valid. This accounting information can default for a user’s order (if chosen). Multiple accounting favorites can be stored and one can be chosen as a default.

11. Add Functionality  
Allows user to add the accounting string as a favorite (if all elements are valid)

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### C. Deliver To Favorites

<table>
<thead>
<tr>
<th>12. Deliver To Attributes</th>
<th>User can set Deliver To information as a favorite. This includes: Building Code, Room Number, Address Line 1 / 2, City, State, and Zip. This accounting information can default for a user’s order (if chosen). Multiple Deliver To favorites can be stored and one can be chosen as a default.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Action Buttons</td>
<td>Allows user to set a specific Deliver To as a default with the green check and to delete a Deliver To with the red minus. The action button functionality is also found in the Accounting Information Favorite and Organizations Favorite.</td>
</tr>
</tbody>
</table>

### D. Organizations Favorites

| 14. Organizations Attributes | User can set Organization information as a favorite. This includes: Chart, Org Code, and Org Name. This Organization information can default for a user’s order (if chosen). Multiple Organization favorites can be stored and one can be chosen as a default. |