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.

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

3. Enter all Organization information including:
   - **Org Code** – **Required field**
   - **Org Name** – **Enter the Org Code first in order to populate this field.**

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

If you have any questions or need assistance, please contact Spartan Marketplace help desk at (517) 884-6177 or email us at spartmar@msu.edu
5. Click **Apply** once the desired Organization Code or Name is identified.

```
Organization Search

Organization Code | Organization Name
------------------|-------------------
10874704          | TEST

Found 1 Orgs

Page size: 10

Organizations

Chart | MS | Org Code | Org Name
-----|----|----------|----------
MS    | 10874704 | TEST |

Organizations 1

Add

No favorites here. Add your favorite things.
```

6. Click **Add** once all desired account string information has been entered.

```
Organizations

Chart | Org Code | Org Name
-----|----------|----------
MS    | 10874704 | TEST

Organizations 1

Add

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```

5. The Organization is now saved as a Favorite.

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

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

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

**Tip:** There can only be a single Organization associated with each order in Spartan Marketplace.

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