Spartan Marketplace Dashboard

Overview: This job aid demonstrates how to use the Spartan Marketplace dashboard functionality. The dashboard displays Spartan Marketplace activity only and does not reflect the order status in KFS.

1. From the Spartan Marketplace home page, navigate to Dashboard

2. The “Group By” section allows users to sort data by:
   - Supplier (the default): Displays all orders by supplier, including orders that may be awaiting approval, or were unsubmitted, cancelled, or disapproved.
   - Order Status
   - REQS status code
   - PO Status Code

3. Select from a variety of date ranges or input a custom range. Click Apply, then click Search.

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
4. **My Orders Graph** graphically represents the number of orders and the total in dollars based on the search parameters. Click on a colored section of the graph or one of the legends and a new browser page “Order History” will open.

**My Orders Graph** will show up to 500 orders.