

**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**

**14. Organizations Attributes**

**A**

**B**

**C**

**D**

A. Main Profile Tab	
1. Home Tab	Home Tab is the main tab in Spartan Marketplace which allows users to view catalogs and place orders from various suppliers. This tab is detailed further in the <b>Home Tab Navigation Job Aid</b>
2. Profile Tab	Current Tab referenced with this Job Aid
3. Order History Tab	<p>Order History Tab allows the user to view their Spartan Marketplace Orders including:</p> <ul style="list-style-type: none"> <li>• Statuses</li> <li>• Transaction Number</li> <li>• Requisition Number</li> <li>• Purchase Order Number</li> <li>• Supplier</li> <li>• Total Amount</li> <li>• Create Date</li> </ul> <p>This tab is detailed further in the <b>Order History Tab Job Aid</b></p>
4. Helpful Links	<p>Provides user with useful links including:</p> <ul style="list-style-type: none"> <li>• Kuali Links: Action List, KFS, University Stores</li> <li>• University Services Link: University Services Home</li> </ul>
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 User 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 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)
C. Deliver To Favorites	
12. Deliver To Attributes	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.
13. Action Buttons	Allows user to set a specific Deliver To as a default with the Green Check and to delete a Deliver To with the Red Check. The action button functionality is also found in the Accounting Information Favorite and Organizations Favorite.
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.