Overview: This job aid demonstrates setting up Organization Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. User may set up multiple Organizations with the ability to select and default to a specific one.

Setting up Organization Favorites

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 – Need to enter 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.
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5. Click on **Apply** once the desired Organization Code or Name is identified.

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

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 Checkmark – allows user to set the default Organization for all orders placed in Spartan Marketplace
   - Red Subtract – allows user to remove saved Organization under Favorites
8. To add additional Organizations under Favorites, start from Step 3 of this reference guide.

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

If you have any questions or need assistance, please contact Spartan Marketplace Support at 884-6177 or email us at spartmar@msu.edu