Job Aid: Profile Tab Navigation

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If you have any questions or need assistance, please contact Spartan Marketplace Support at 884-6177 or e-mail us at spartmar@msu.edu
### 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 *Home Tab Navigation Job Aid*.

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 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.