

[Saving and Retrieving Items from My Favorites]

Use this instruction guide to learn how to save items in **My Favorites** in myUF Market for re-use on a regular basis. My Favorites works while adding item to the shopping cart from an enabled vendor **Product Search**. You may select at that time to also add items to My Favorites. Use this guide to also retrieve items from My Favorites to place an order. The price will be automatically updated upon retrieval for items saved from using the Product Search (hosted catalogs) only. Take advantage of this feature to make purchasing more efficient!

- ▶ Access myUF Market by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password, and navigate to:
 - ▶ **My Self Service > myUF Market** for UF_N_MKT_Shopper role
 - ▶ **eProcurement > myUF Market** for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial_Approver

Note: My Favorites only works when using the **Home/Shop** tab to search the eCatalogs. Refer to the instruction guide, "Shopping Using the Product Search".

Adding Items to My Favorites from Within a Search Result Set

- ▶ When searching and shopping eCatalogs using search field at the top, at the results listing
 - ▶ Click the **Add Favorite** link on the row of the item you would like to add

Shop Everything batteries Go advanced search

Go to: favorites | forms | non-catalog item | quick order Browse: suppliers | categories

Showing 1 - 20 of 99 results Compare Selected: 0

Products per page: 20 Sort by: Best Match Page 1 of 5

BATTERY, D, ENERGIZER, 4/PK from Mister Paper Inc	2.89 USD
Part Number: 390989	PK
Manufacturer Info: E95BP-4 - (EVEREADY/ENERGIZER BATTERY CO)	★ 10 Add to Cart
	add favorite compare
Level Cube, 9V Battery from Fisher Scientific Co LLC T	348.50 USD
Part Number: FL14103N	1/EA
Manufacturer Info: FL14103N - (Fisher Scientific Products Group)	1 Add to Cart
	add favorite compare
Battery Pack from Fisher Scientific Co LLC T	260.00 USD
Part Number: BT3011513	1/EA
Manufacturer Info: 3011513 - (Bio Tek Instruments Inc)	1 Add to Cart
	add favorite compare
1 x 12 Breakaway Strip Holder from Fisher Scientific Co LLC T	37.00 USD
Part Number: BT3012077	1/EA
Manufacturer Info: 3012077 - (Bio Tek Instruments Inc)	1 Add to Cart
	add favorite compare



Updated July 15, 2009 for myUF Market Upgrade 9.2

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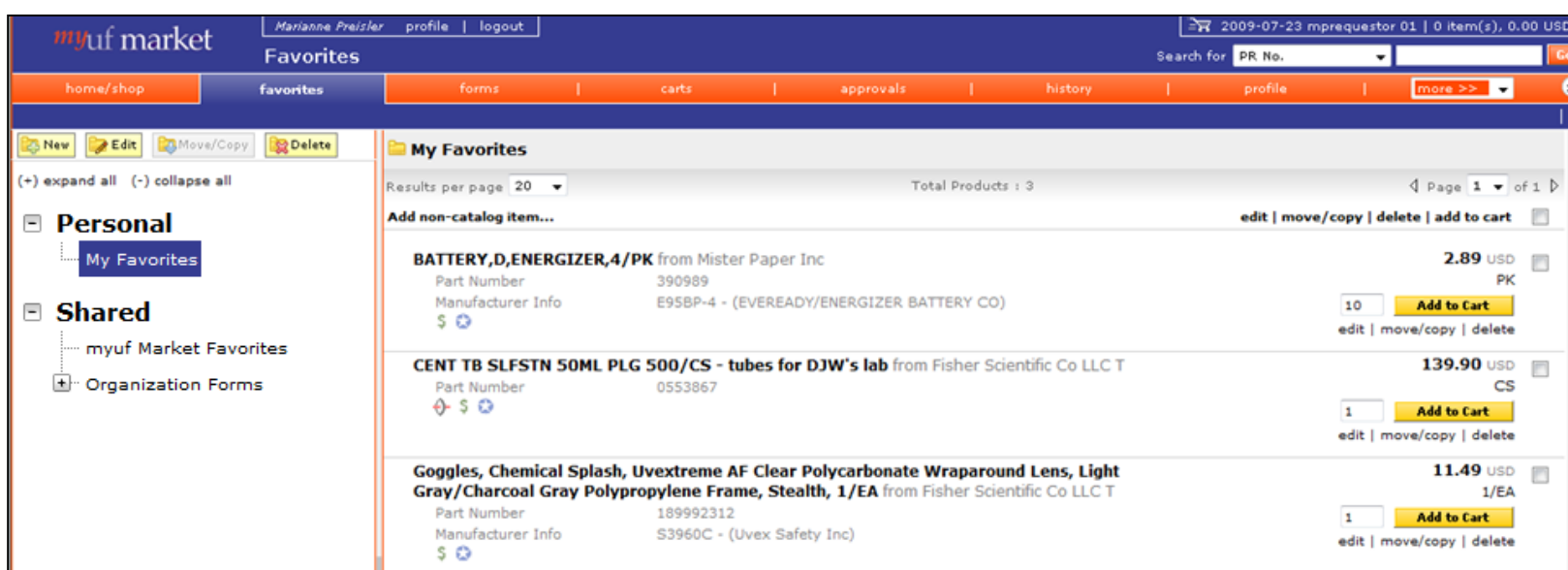
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- ▶ Edit the Item Details – add or edit the name of the item for later reference
- ▶ Select Destination Folder - click the **New** button to create a “Destination Folder” if you do not already have one under Personal or if you would like to organize your favorites
- ▶ Click the **Submit** button

Retrieving Items from My Favorites

- ▶ Click the **Favorites** link under the search field at the top on the **Home/Shop** page
 - ▶ Click the plus(+) sign by **Personal**
 - ▶ Click on the folder you created when assigning favorites – here it is **My Favorites**
- ▶ The pane to the right will show any items saved as favorites in an original result set row
 - ▶ Note the icons next to the vendor will show whether or not it is a punchout or a form



The screenshot shows the 'myuf market' interface. At the top, there's a navigation bar with 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', 'profile', and 'more >>'. The 'favorites' section is active. Below the navigation, there are buttons for 'New', 'Edit', 'Move/Copy', and 'Delete'. The main content area is titled 'My Favorites' and shows a list of items. The first item is 'BATTERY,D,ENERGIZER,4/PK' from Mister Paper Inc, priced at 2.89 USD. The second item is 'CENT TB SLFSTN 50ML PLG 500/CS - tubes for DJW's lab' from Fisher Scientific Co LLC T, priced at 139.90 USD. The third item is 'Goggles, Chemical Splash, Uvextreme AF Clear Polycarbonate Wraparound Lens, Light Gray/Charcoal Gray Polypropylene Frame, Stealth, 1/EA' from Fisher Scientific Co LLC T, priced at 11.49 USD. Each item has a quantity input field, an 'Add to Cart' button, and links for 'edit', 'move/copy', and 'delete'.

- ▶ For each row or item,
 - ▶ Use the Add to Cart button to add to the Active Cart
 - ▶ Use the Edit link to edit the nickname, such as “Dr. Darby’s favorite paper”
 - ▶ Use the Move/Copy link to move to the Shared folder to Company Favorites, for example
 - ▶ Use the Delete link to remove from the My Favorites link

For further assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myu>