

Working with My Favorites

Overview

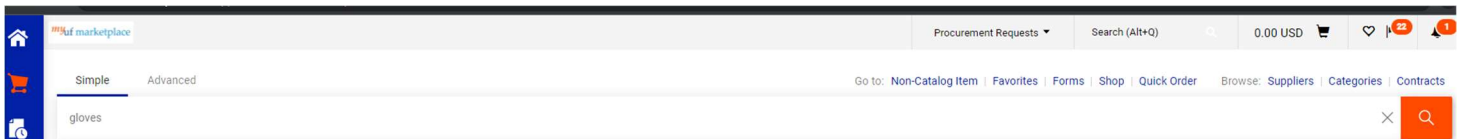
Use this instruction guide to learn how to save items in **My Favorites** in myUF Market for re-use on a regular basis. My Favorites works while adding item to the shopping cart from an enabled vendor **Product Search**. You may select at that time to also add items to My Favorites. Use this guide to 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 by:

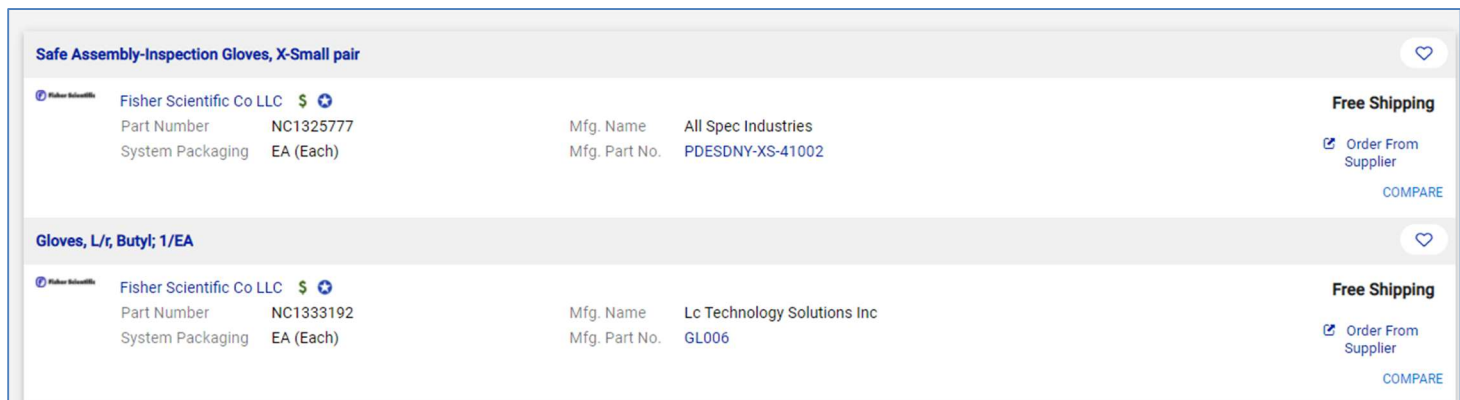
- a. Clicking **Nav bar > Main Menu > My Self Service > myUF Market** for UF_N_MKT_Shopper role.
- b. Clicking **Nav bar > Main Menu > Financials > eProcurement > myUF Market** for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Reqstor and UF_N_MKT_Financial_Approver
 [Note]: My Favorites only works when on the Home/Shop page to search the eCatalogs. Refer to the instruction guide, "Shopping Using the Product Search" if you need assistance searching the eCatalogs.

Adding Items to My Favorites after Searching

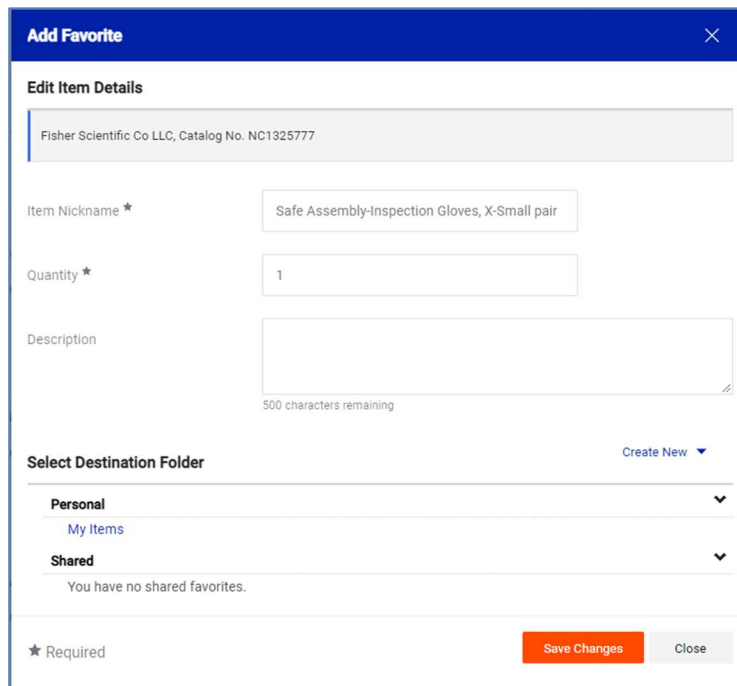
1. Search at the top for your item, for example, gloves.



2. At the results, to add a Favorite, click on the heart shaped icon on the row of the item



3. In the **Edit Item Details** box, details about the item are pre-filled. You may edit if needed.



The screenshot shows a modal window titled "Add Favorite" with a close button (X) in the top right corner. Below the title bar is a section labeled "Edit Item Details".

At the top of the "Edit Item Details" section is a text box containing "Fisher Scientific Co LLC, Catalog No. NC1325777".

Below this are three input fields:

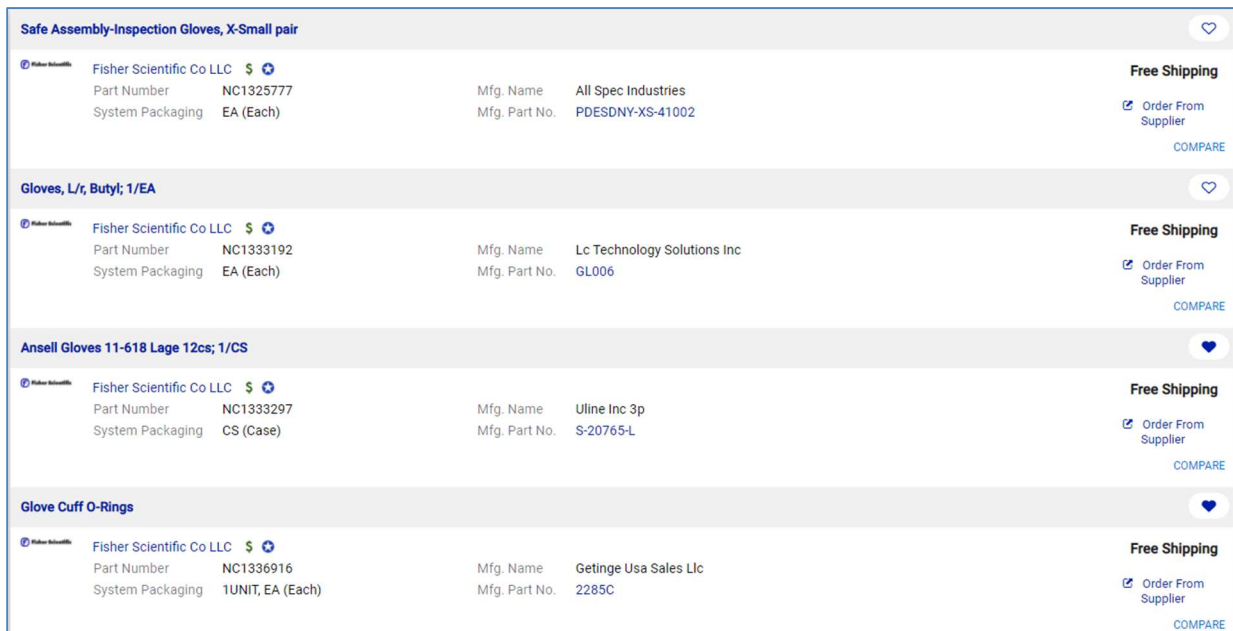
- Item Nickname ***: A text box containing "Safe Assembly-Inspection Gloves, X-Small pair".
- Quantity ***: A text box containing "1".
- Description**: A larger text area, currently empty, with a "500 characters remaining" indicator at the bottom.

Below the description field is a section titled "Select Destination Folder" with a "Create New" dropdown arrow to its right. There are two main categories:

- Personal** (with a dropdown arrow):
 - My Items
- Shared** (with a dropdown arrow):
 - You have no shared favorites.

At the bottom left of the dialog is a legend: "★ Required". At the bottom right are two buttons: "Save Changes" (in orange) and "Close" (in grey).

4. **Select Destination Folder**--click the **Create New** dropdown to create a "Destination Folder," then Top Level Personal Folder. Saved favorites will show with a filled in heart:



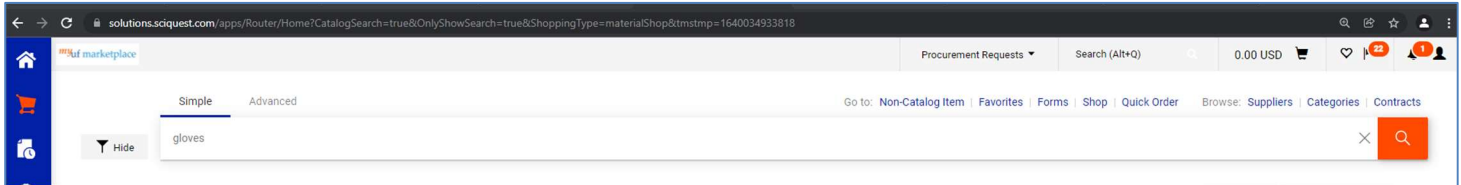
The screenshot shows a list of four saved favorite items. Each item has a header with the item name and a heart icon on the right. Below each header is a table of details and a "Free Shipping" label.

Item Name	Supplier	Part Number	System Packaging	Mfg. Name	Mfg. Part No.	Shipping
Safe Assembly-Inspection Gloves, X-Small pair	Fisher Scientific Co LLC	NC1325777	EA (Each)	All Spec Industries	PDESNDY-XS-41002	Free Shipping
Gloves, L/r, Butyl; 1/EA	Fisher Scientific Co LLC	NC1333192	EA (Each)	Lc Technology Solutions Inc	GL006	Free Shipping
Ansell Gloves 11-618 Lage 12cs; 1/CS	Fisher Scientific Co LLC	NC1333297	CS (Case)	Uline Inc 3p	S-20765-L	Free Shipping
Glove Cuff O-Rings	Fisher Scientific Co LLC	NC1336916	1UNIT, EA (Each)	Getinge Usa Sales Llc	2285C	Free Shipping

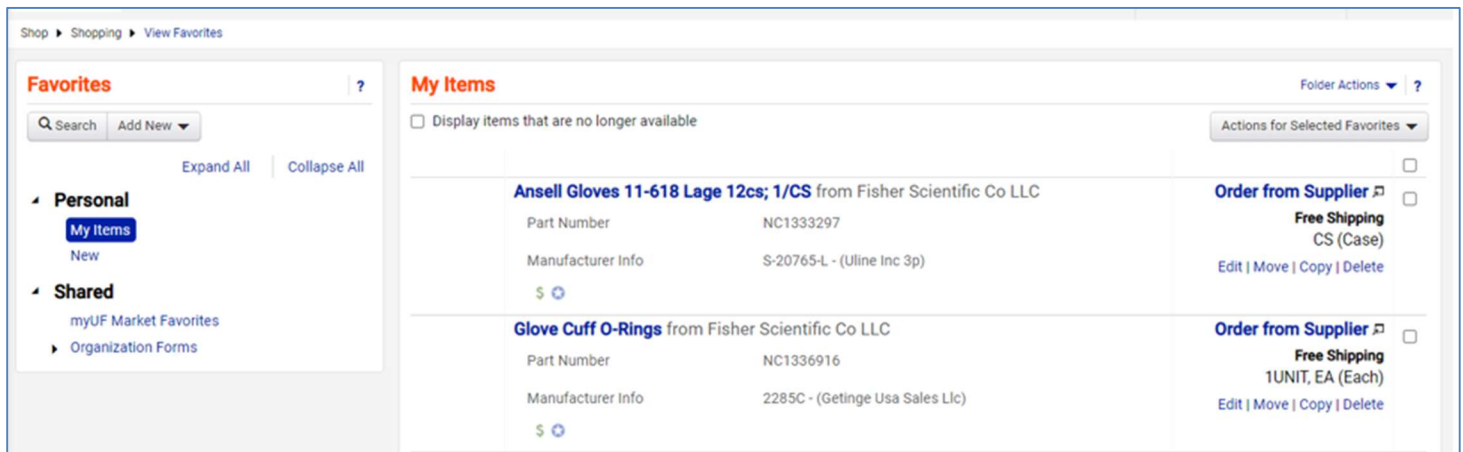
Each item also includes a "COMPARE" link and an "Order From Supplier" checkbox.

Retrieving Items from My Favorites

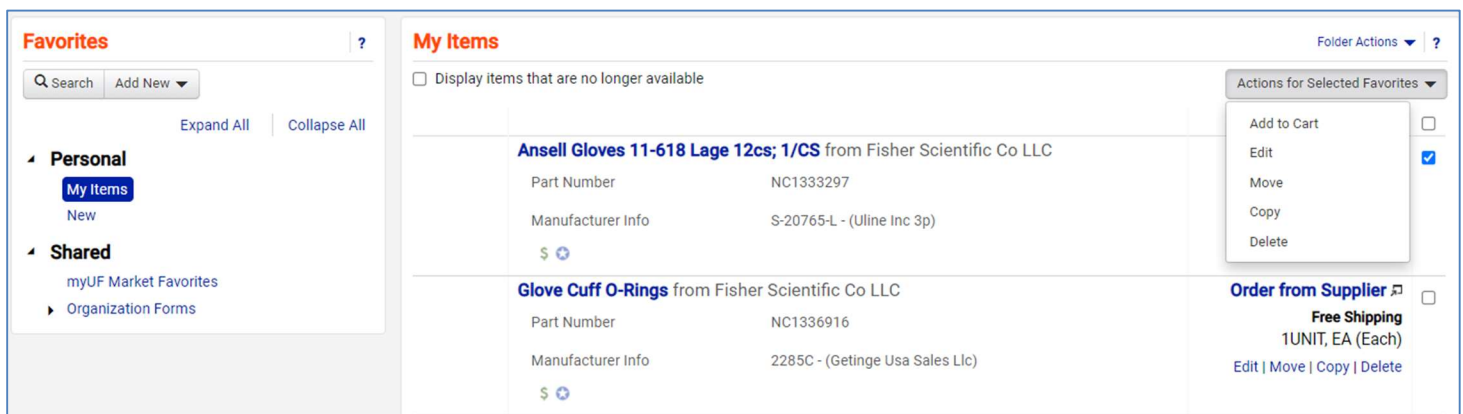
1. Click the **Favorites** link above the search field at the top on the **Home/Shop** page or use the shopping cart icon in the left margin.



2. The Favorites page will show your Personal folder with your selected Favorites:



3. To reorder a Favorite, check the box to select a Favorite, then click the **Actions for Selected Favorites** dropdown menu at the top for the following options:



If the item has **Order from Supplier**, click on that instead to reorder.

For further assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335