## 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_Requestor 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 from Within a Search Result Set

1. In order to find items to add to the Favorites page, we will utilize the product search tool.

2. Click the **add favorite** link on the row of the item you would like to add in the results list.
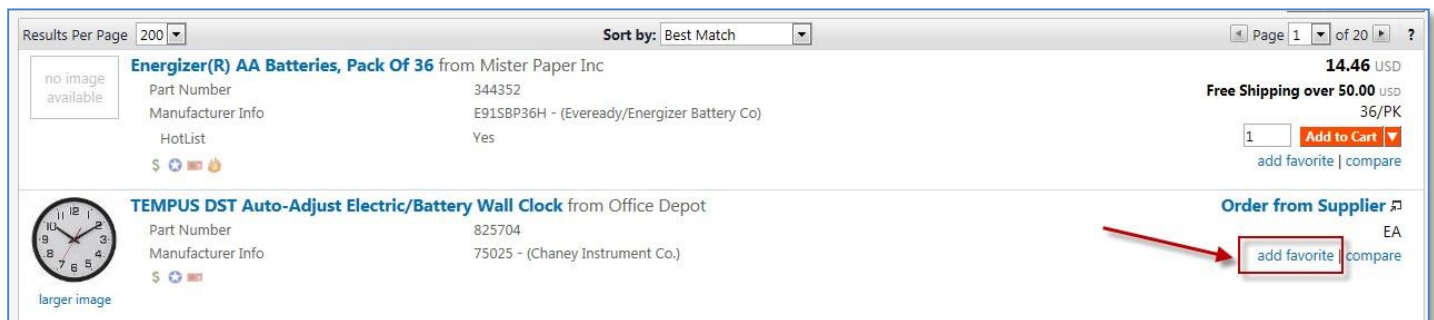
3. Edit the Item Details--add or edit the Item Nickname for later reference.

4. Select Destination Folder--click the **Add New** dropdown to create a "Destination Folder" if you do not already have one under Personal or if you would like to organize your favorites. Give the folder a meaningful name for ease of retrieval.

5. Click the **Save Changes** button > click **Close**.

Retrieving Items from My Favorites

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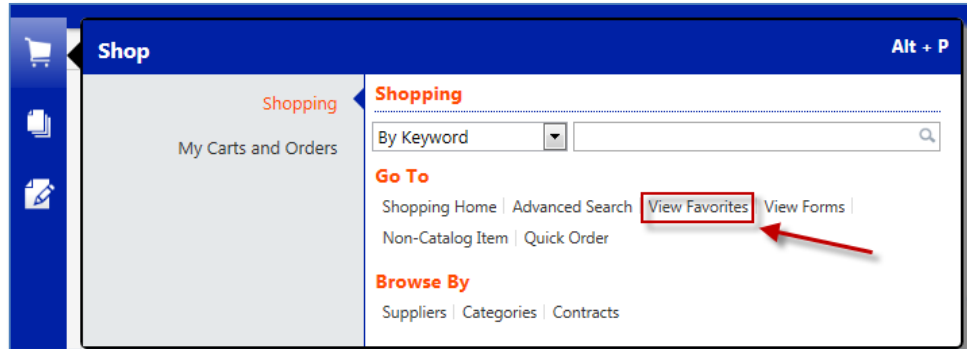

   a. Click **Personal** to expand the folder tree.
   b. Click on the folder you created when assigning favorites.

2. The pane to the right will show any items saved as favorites in the folder selected.
   a. Note the icons next to the vendor will show whether or not it is a punch-out or a form.

3. You can search for your saved favorites by clicking the Search button.
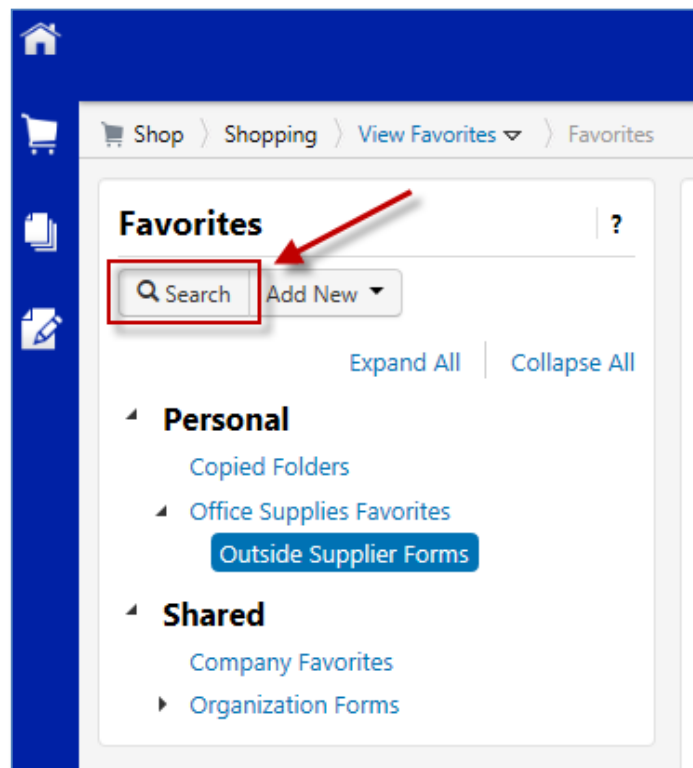
4. To make changes, select the line item to be changed then click the **Actions for Selected Favorites** dropdown menu for the following options:

   a. Use the **Add to Cart** option to add to the Active Cart.
   b. Use the **Edit** option to edit the nickname, such as "Dr. Darby's favorite paper."
   c. Use the **Move** option to move to the Shared folder or to Company Favorites, etc.
   d. Use the **Copy** option to copy the favorite to a new folder.
   e. Use the **Delete** option to remove from My Favorites.
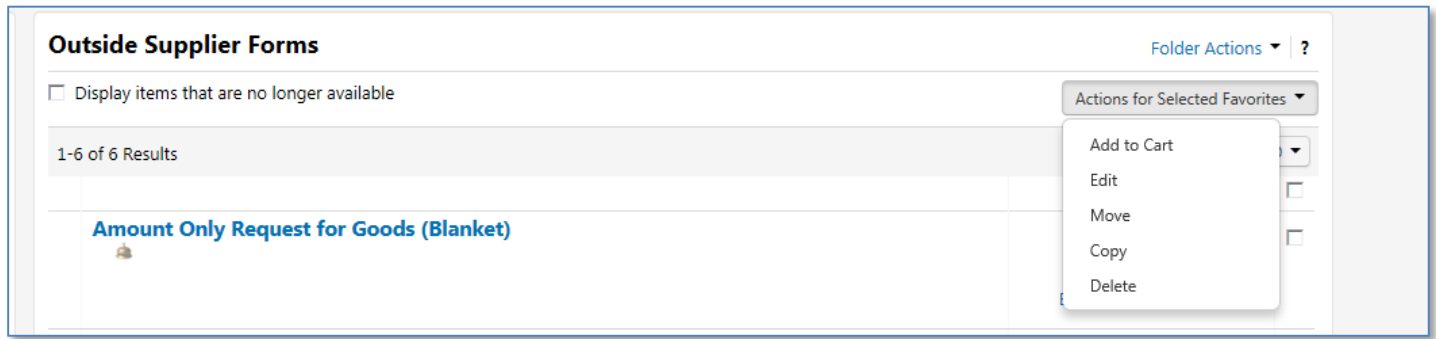
For further assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335.