Using Dashboards for Approvers in myUF Marketplace

Departmental Financial Approvers can navigate to the Approver Dashboard, for an all in one spot quick-glance view of requisitions to be approved, Action Items, Quick Links to UF websites relevant to approving, and an easy to use Document Search to find requisitions or purchase orders in the system. This Dashboard is expressly designed for the Financial Approver.

To access myUF Marketplace, logon through the myUFL Portal. Log on to http://my.ufl.edu using your GatorLink username and password

- Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for the UF_N_MKT_Shopper
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF_N_MKT_Requestor

**Step 1 – Click on Your Name at the top to access the Dashboard**

To find and use the Approver Dashboard, click on your name on the top right, then click on Dashboards.

**Step 2 – Use the Dashboard for a Quick Glance View**

The My Approvals panel shows a list of requisitions waiting for approval. The Action Items panel shows a count. Quick Links has websites for approvers’ reference and Document Search allows quick and easy searching for requisitions or purchase orders.
Step 3 – Using the My Approvals panel

The My Approvals panel offers different ways to sort and view your requisitions. You may click on the column headings to sort by Requisition Number, Name or Days in Folder. You may also check the Only Display My Approvals to view requisitions you have assigned to yourself. Click on the requisition number to view the requisition.

Step 4 – Using the Action Items panel

This panel shows you quickly how many requisitions you may have awaiting approval. Click on the Requisitions link to view a list.
Step 4 – Use the Document Search to Find Requisitions or Purchase Orders

You may use the Document Search panel to search for a Requisition, Purchase order or Form request by number. You may click Advanced Search to search by more terms. Please refer to the instruction guide, Using the Search Export to Research POs and Requisitions to use the Advanced Search.

Step 5 – Use the Quick Links to UF Websites

The Quick Links panel provides shortcuts to recommended references online such as:

- Instruction Guide for Approvers
- ChartFields Reference by Gen Acctg
- myUF Marketplace Instruction Guides
- UF Procurement Website
- UF Procurement FAQs

These links are updated by UF Procurement as needed or by time of year necessity, such as End of Fiscal Year.

For additional help, please contact the Procurement Help Desk at 352 392-1335.