Using Dashboards for Requestors in myUF Marketplace

This guide is for Requestors to use a Dashboard for a quick glance view of Requisitions, Purchase Orders and Action Items all in one place. Dashboards also have Quick Links for reference to UF websites and an easy to use Document Search to find requisitions in the system.

To access myUF Marketplace, logon through the myUFL Portal. Log on to [http://my.ufl.edu](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 Requestor Dashboard, click on your name on the top right, then click on Dashboards.

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

The Dashboard is a quick glance view of your Requisitions, Purchase Orders and Action Items. You may choose the View as Graph or View as List for both requisitions and purchase orders. The View as Graph groups them by status. Everything is clickable for drill down.
Step 3 – Click on the Graph Bar to View the Requisitions

In the My Requisitions and My Purchase Orders panels, viewing as graph groups them by status. For example, to view your Pending requisitions, double-click on the Pending bar to view your pending requisitions, pending in the Last 90 Days.

If you prefer to view a list, click on View as List, and from there you may click on an individual requisition number displayed, or you may click on the shortcut link on the bottom right, Search My Requisitions, to view your requisitions for the Last 90 Days.
**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.

![Document Search Panel]

**Step 5 – Use the Quick Links to UF Websites**

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

- The UF Purchasing Website
- myUF Marketplace Resources
- UF General Accounting’s Help with ChartFields Resources
- Account Use by Fund from General Accounting
- Instruction Guides

These links are updated by UF Purchasing 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.