[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](http://my.ufl.edu) and logging in with your Gatorlink username and password, and navigate by:
  - Clicking My Self Service > Click myUF Market for UF_N_MKT_Shopper role
  - Clicking eProcurement > Click 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
[Saving and Retrieving Items from My Favorites]

- 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

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://purchasing.ufl.edu/departments/myufmarket/default.asp