M-marketsite Browse Only: Browser Profile Set-up

Overview

The first time you access **M-Marketsite (Browse Only)** from Wolverine Access, you are directed to set-up your M-marketsite browser profile including:

- Name and contact information in User's Name, Phone Number, Email, etc.
- Assign Cart notifications in Email Preferences.
- ShortCode(s) and Ship To address in Default User Settings.

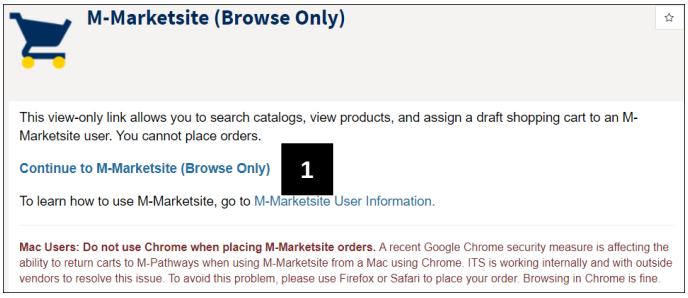
Your profile allows you to create a shopping cart, assign (i.e., transfer) it to a person in your unit responsible for placing the order in the M-Pathways system, and receive system e-mails on your cart's progress.

Navigation

https://wolverineaccess.umich.edu/

Wolverine Access > Faculty & Staff > **M-Marketsite (Browse Only)**

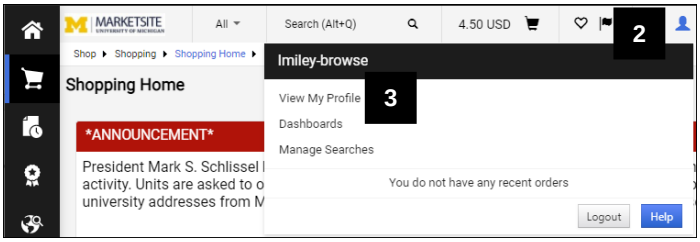
M-marketsite Browse Only Warning



Note: A system message displays to remind users that the **M-Marketsite (Browse Only)** site does not allow browsers the ability to place orders.

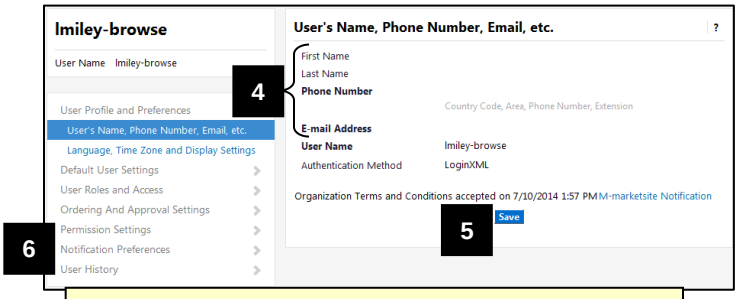
1. Click **Continue to M-Marketsite (Browse Only)**.

M-marketsite Home Page



2. Click the **User** icon in the top banner.
3. Click **View My Profile**.

User Name, Phone Number, Email, etc Page



You must enter a valid umich email address to receive system generated e-mails (e.g., Return Cart Notifications).

4. Enter the appropriate information in the following fields on the **User's Name, Phone Number, Email, etc.** page.

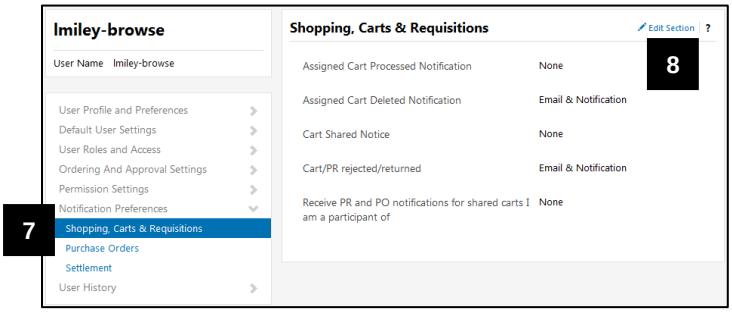
   First Name

   Last Name

   Phone Number (including country and area code e.g., 1 734 555 6198)

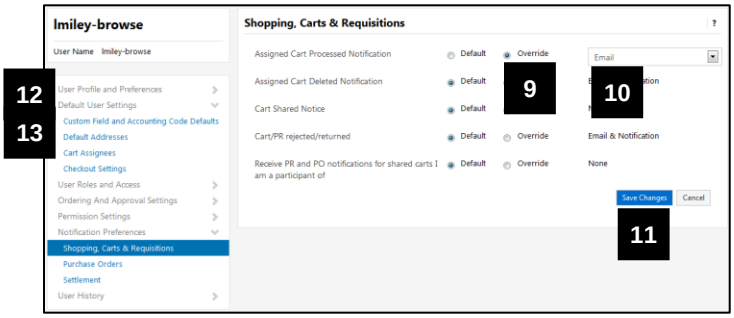
   E-mail Address (i.e., uniqname@umich.edu)
5. Click **Save**.
6. Click **Notification Preferences**.

Shopping, Carts & Requisitions Page



7. Click **Shopping, Carts, and Requisitions**.
8. Click **Edit Settings**.

Shopping, Carts & Requisitions Page (continued)



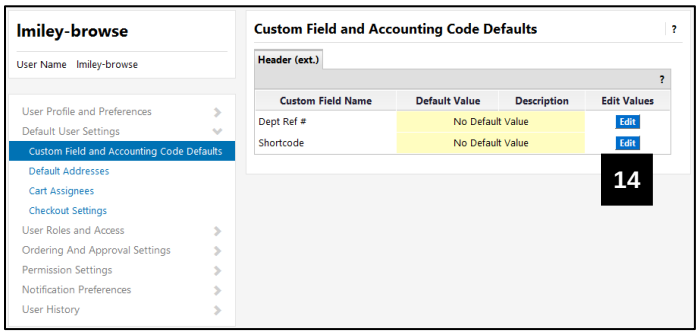
Note: The **Assigned Cart Deleted Notification** and **Cart/PR rejected/returned** has been activated by default.

9. Click the **Override** radio button for **Assigned Cart Processed Notification**.
10. Select **Email** from the drop-down field.
11. Click **Save Changes**.

Note: Steps 12 – 26 are optional, but are recommended in order to reduce data entry.

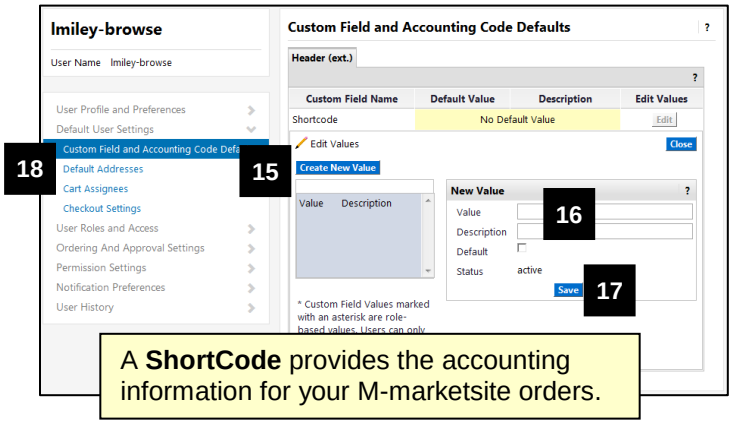
12. Click **User Information and Settings**.
13. Click **Custom Field and Accounting Code Defaults**.

Custom Field and Accounting Code Defaults Page



14. Click **Edit** in the **Shortcode** row to add a ShortCode value to your profile.

Custom Field and Accounting Code Defaults Page (continued)

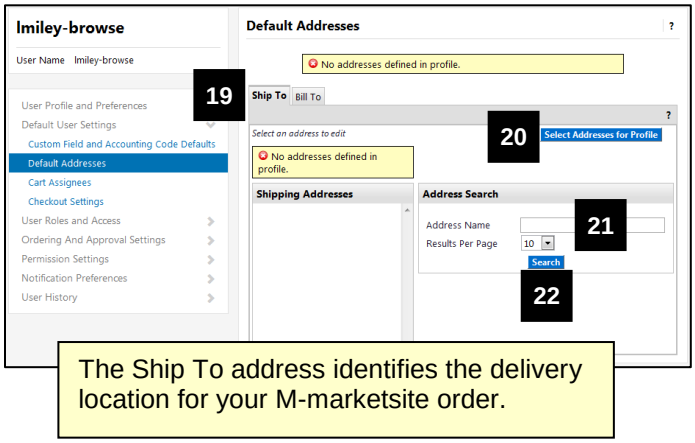


15. Click **Create New Value**.
16. In the **New Value** group box:
    - Enter the Shortcode in the **Value** field.
    - Check the **Default** box if the Shortcode is going to be used for most of your M-marketsite orders.
17. Click **Save**.

Note: The **Description** field value defaults based on the Shortcode entered in the **Value** field. You can overwrite this field, if desired.

18. Click **Default Addresses**.

Default Addresses Page



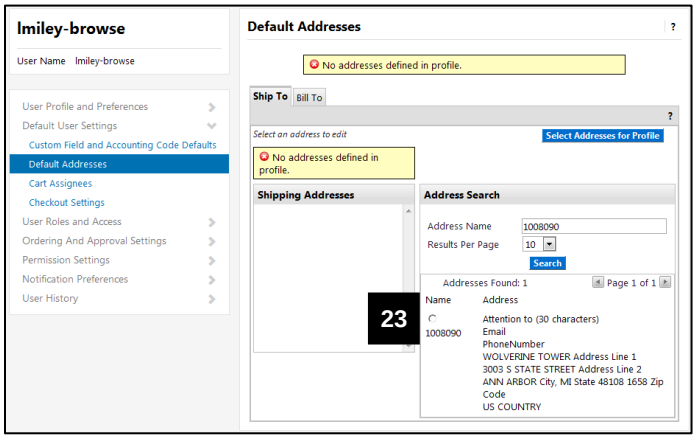
The Ship To address identifies the delivery location for your M-marketsite order.

19. Verify the **Ship To** tab is selected or click it.
20. Click **Select Addresses for Profile** to add Ship To information to your profile.
21. Enter a location code or full building name in the **Address Name** field.

Note: You can type a partial value with a wildcard in the **Nickname/Address Text** field (e.g., 10080*, Wolverine*) to search for the Ship To information.

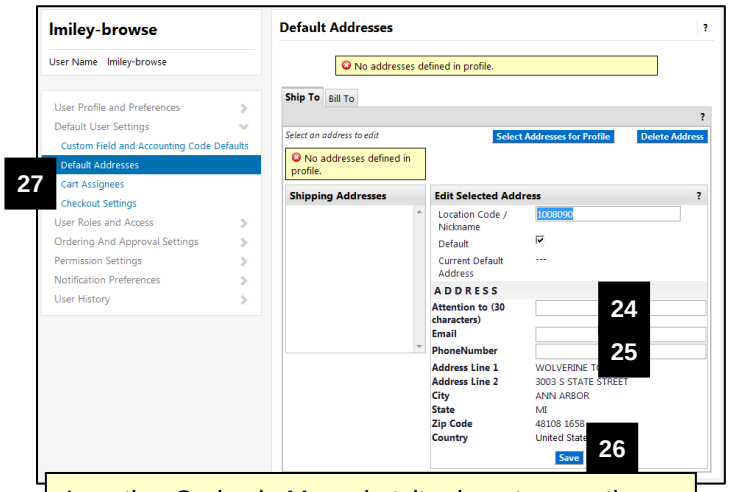
22. Click **Search**.

Default Addresses Page (continued)



23. Click the radio button for the desired **Address**.

Default Addresses Page (continued)



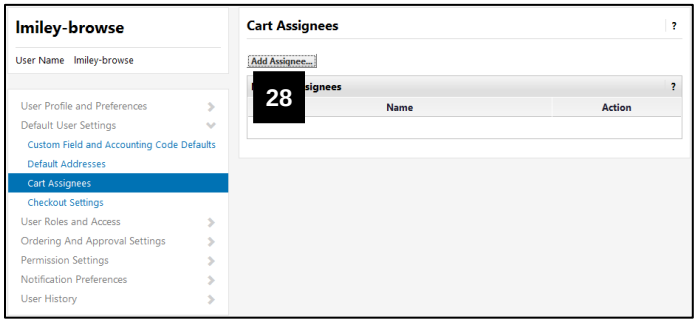
Location Codes in M-marketsite do not currently include a room number for the building. The **Attention To** field format ensures that delivery of the item(s) goes to the correct room and person.

24. In the **Attention to** field enter the following:
    - **Room number** (e.g., RM 7071) to which the order should be delivered.
    - **Name** of the person who is to receive the delivery.

Note: The format for the **Attention to** field is **RM # Name** (e.g., RM 7071 Erin Eagle). The field is limited to 30 characters, including spaces, symbols, and punctuation.

25. Enter a phone number of the person who is to receive the delivery in the **Phone Number** field.
26. Click **Save**.
27. Click **Cart Assignees**.

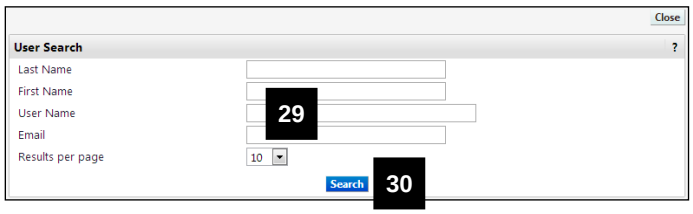
Cart Assignees Page



28. Click **Add Assignee**.

Note: A new window will open in the web browser.

User Search Window

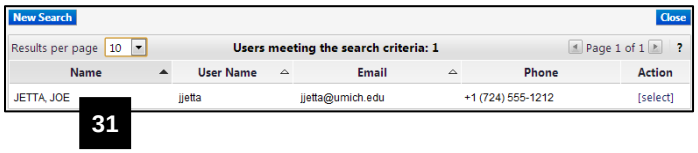


29. Enter the uniqname of the person to whom you want to send draft shopping carts in the **User Name** field.

Note: This person must have system access to create M-marketsite ePro requisitions.

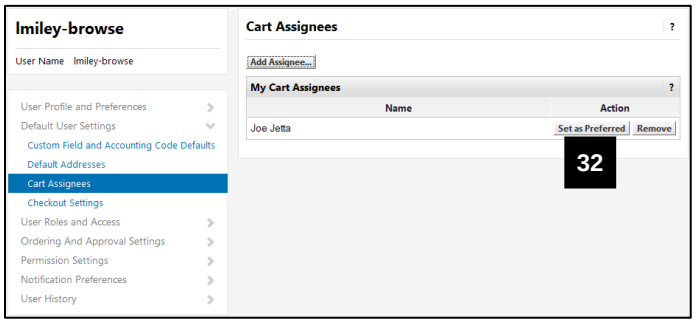
30. Click **Search**.

User Search Window (continued)



31. Click on the Name of the desired person.

Cart Assignees Page



32. Click **Set as Preferred** if you are going to assign most of your draft carts to this person for ordering.

Additional Information

You may also set-up a **Dept Ref #** (Department Reference Number) as part of your browser profile. This value is used for departmental tracking or identification purposes. It applies to the entire order and will appear in the Header sections of the M-marketsite ePro Requisition, the Purchase Order, and the PO Voucher. The edit fields for the Dept Ref # are available from the **Custom Field and Accounting Code Defaults** page.

With subsequent uses of the M-marketsite Browse Only system, the Web site opens at the **Home** page. Click on the **User** icon in the top banner, and then click **View My Profile** to access your browser profile and update or add information.