

## M-marketsite Browse Only: Browser Profile Set-up

### Overview

The first time you select **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.

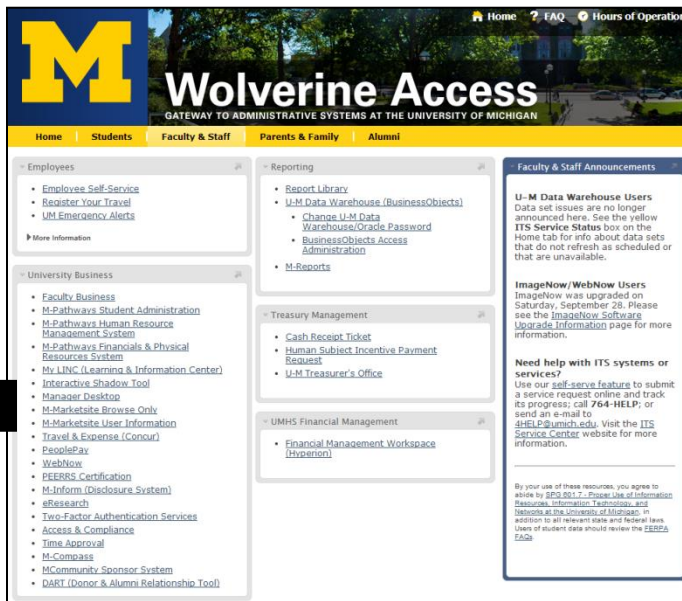
Your profile allows you to create a shopping cart, assign (i.e., transfer) it to a person in your unit responsible for placing the order in the M-Pathways system, and receive system e-mails on your cart's progress.

### Navigation

<https://wolverineaccess.umich.edu/>

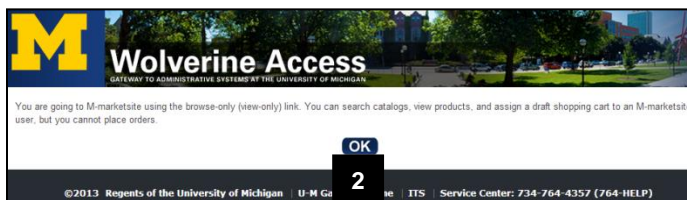
Wolverine Access > University Business > **M-Marketsite Browse Only**

### Wolverine Access – University Business Page



1. Click the **M-Marketsite Browse Only** link.

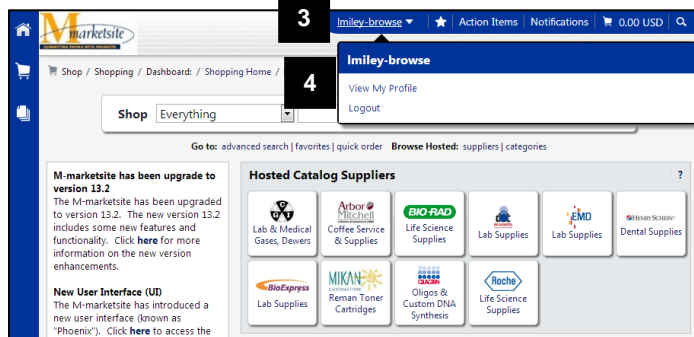
### M-marketsite Browse Only Warning



**Note:** A system message displays to remind users that the **M-MARKETSITE BROWSE ONLY** site does not allow browsers the ability to place orders.

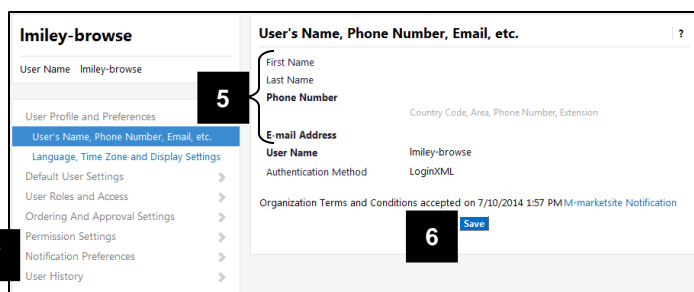
2. Click **OK**.

### M-marketsite Home Page



3. Click on your user name in the top banner.
4. Click **View My Profile**.

### User Name, Phone Number, Email, etc Page



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

**First Name**

**Last Name**

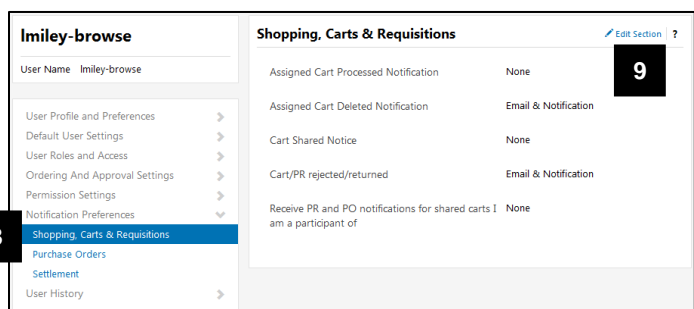
**Phone Number** (including country and area code e.g., 1 734 555 6198)

**E-mail Address** (i.e., unickname@umich.edu)

6. Click **Save**.
7. Click **Notification Preferences**.

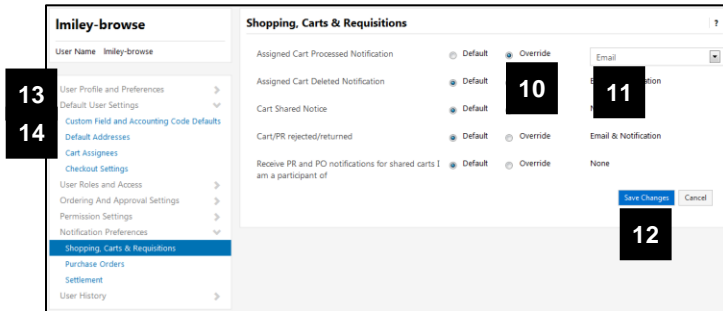
You must enter a valid umich e-mail address to receive system generated e-mails (e.g., Return Cart Notifications).

### Shopping, Carts & Requisitions Page



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

**Shopping, Carts & Requisitions Page (continued)**



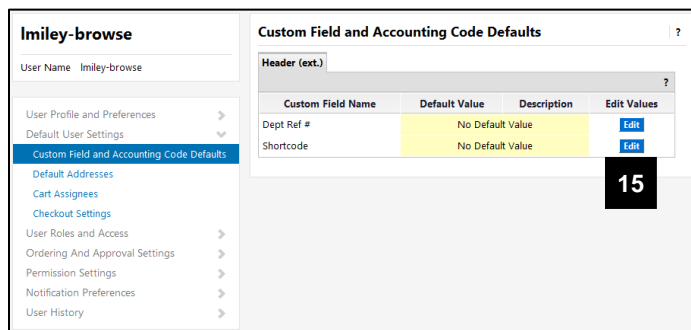
**Note:** The **Assigned Cart Deleted Notification** and **Cart/PR rejected/returned** has been activated by default.

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

**Note:** Steps 13 – 27 are optional, but are recommended in order to reduce data entry.

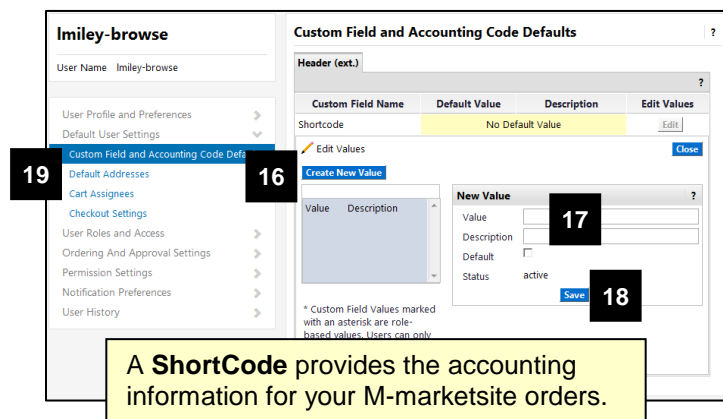
13. Click **User Information and Settings**.
14. Click **Custom Field and Accounting Code Defaults**.

**Custom Field and Accounting Code Defaults Page**



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

**Custom Field and Accounting Code Defaults Page (continued)**



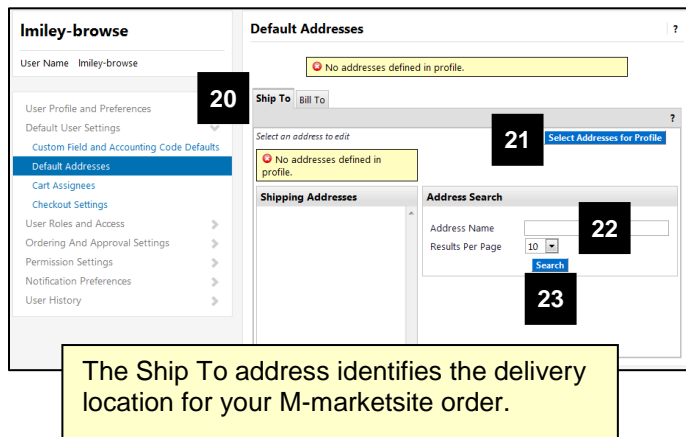
16. Click **Create New Value**.
17. In the **New Value** group box:
  - Type the Shortcode in the **Value** field.
  - Turn on the **Default** checkbox if the Shortcode is going to be used for most of your M-marketsite orders.

18. Click **Save**.

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

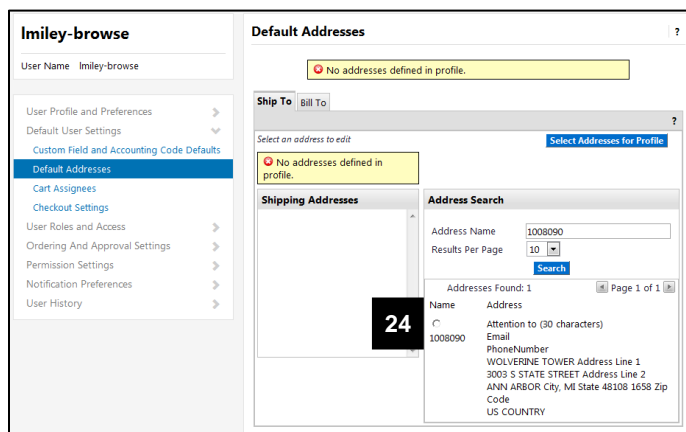
19. Click **Default Addresses**.

### Default Addresses Page



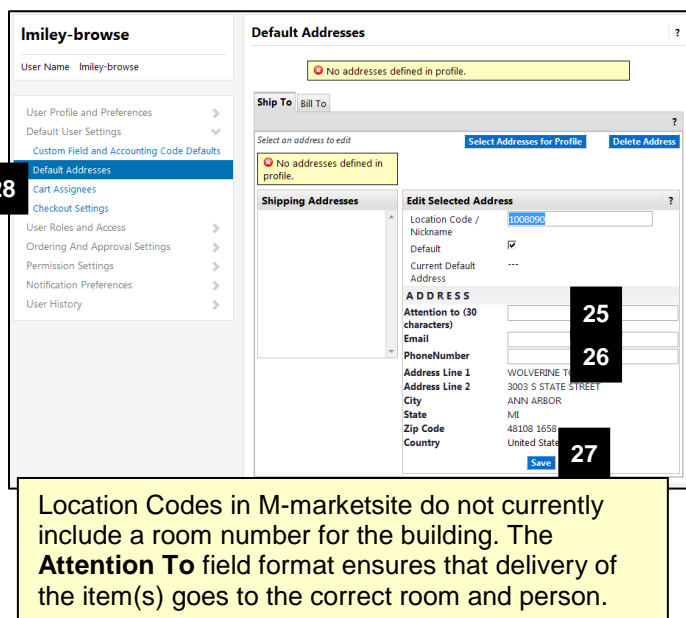
20. Verify that the **Ship To** tab is selected or click it.
  21. Click **Select Addresses for Profile** to add Ship To information to your profile.
  22. Type a location code or full building name in the **Address Name** field.
- Note:** You can type a partial value with a wildcard in the **Nickname/Address Text** field (e.g., 10080\*, Wolverine\*) to search for the Ship To information.
23. Click **Search**.

### Default Addresses Page (continued)



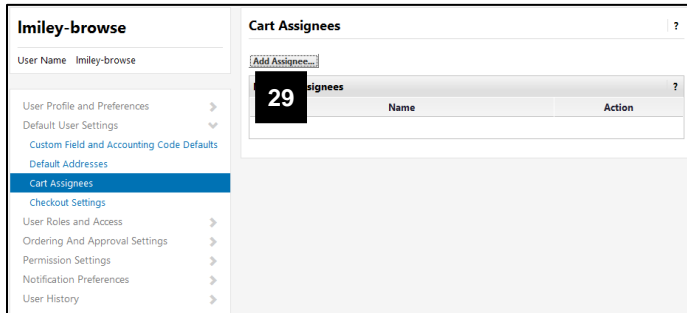
24. Select the radio button for the desired **Address**.

### Default Addresses Page (continued)



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

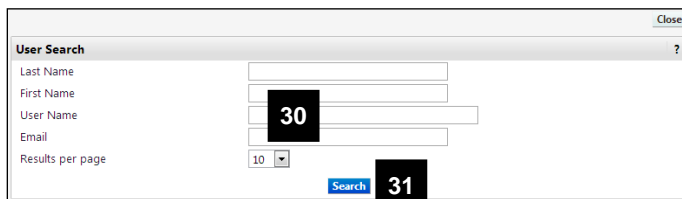
### Cart Assignees Page



29. Click **Add Assignee**.

**Note:** A new window will open in the Web browser.

### User Search Window

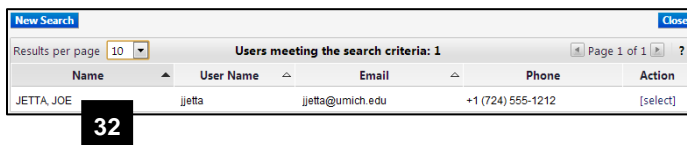


30. Type the unqname of the person to whom you want to send draft shopping carts in the **User Name** field.

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

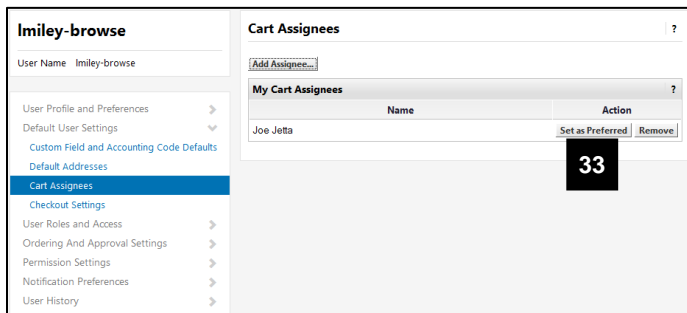
31. Click **Search**.

### User Search Window (continued)



32. Click on the Name of the desired person.


### Cart Assignees Page



33. 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 your user name in the top banner, and then click **View My Profile** to access your browser profile and update or add information.