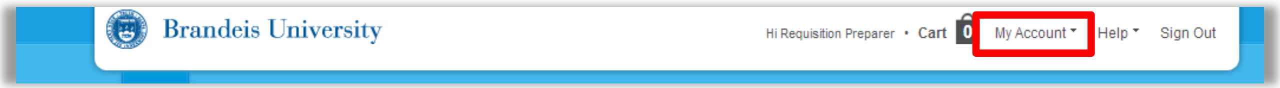
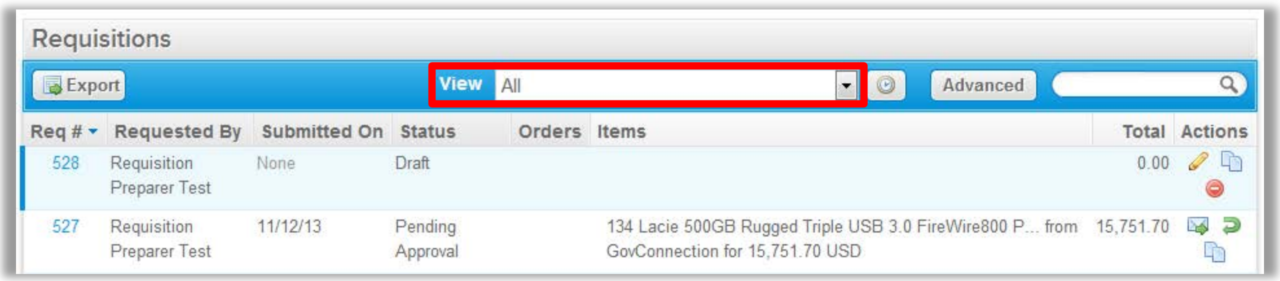
Quick Reference Guide

CREATING A View

1. Access MarketPlace+ from the Brandeis UNet log-in page or from the Procurement Services webpage
2. Hover over “My Account” on the top right and then select “My Spend History”



3. Choose to create a view for either your Requisitions list or your Orders list, then click the corresponding arrow on the view tab for it



4. Scroll to the bottom and select “Create View”
5. Provide a name for the view based on the selection criteria (e.g., “Pending Approval” shows all requisitions pending approval)
6. Select “Only Me” for visibility
7. Select the conditions you want to view based on
8. To add an additional criteria, click  the icon
9. Under “Columns,” drag and drop any columns you want visible from the left hand list to the right (Note: it’s easier to drag the box to the middle of the column and then rearrange the order than dragging the box to the bottom)
10. Add a default sort order if need be
11. Click save
12. Click on the view tab again and select the created view