CU Marketplace How-to: Adding SpeedTypes to Your Profile [1]

Your CU Marketplace profile makes shopping easier and faster by displaying lists of your frequently-used values, such as your commonly used SpeedType(s).

Read the procedures

To add a SpeedType to your Profile

1. In CU Marketplace, click the User icon, located in the ribbon at the top of the screen, and select View My Profile.

2. Use the menu on the left to click Default User Settings, then Custom Field and Accounting Code Defaults.

3. Click the Codes tab. Then, click the SpeedType Edit button.

4. Click Create New Value to add a SpeedType to your profile.

5. Enter some or all of your SpeedType number in the Value field.

6. Click Search.

7. Select the box to the left of the appropriate SpeedType(s) and click Add Values. Your SpeedType(s) will appear in the box on the left side of the page.

8. The SpeedType(s) will be available to you in a dropdown list on your shopping carts.

To make a SpeedType default to your shopping cart

If you use multiple SpeedTypes, you may not want to designate any SpeedType as a default.

1. Select the SpeedType you want as default from the box located on the left side of the page.
To remove your SpeedType from your profile...

1. Select the SpeedType from the box located on the left side of the page.

2. The Edit Existing Value box appears on the right side of the page. Click the Remove and then click Close.

Have a question or feedback?

Questions & Feedback [2]

Feedback or Question *

Your Email Address

Submit

Source URL: https://www.cu.edu/psc/training/cumarketplace/adding-speedtypes-your-cu-marketplace-profile

Links
[2] https://www.cu.edu/controller/forms/questions-feedback-0