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

- In CU Marketplace, click the User icon, located in the ribbon at the top of the screen, and select View My Profile.
- Use the menu on the left to click **Default User Settings**, then **Custom Field and Accounting Code Defaults**.
- Click the **Codes** tab. Then, click the SpeedType **Edit** button.
- Click Create New Value to add a SpeedType to your profile.
- Enter some or all of your SpeedType number in the Value field.
- 6. Click **Search**.
- 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.

Select the SpeedType you want as default 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.
- 3. Check the **Default** box and click **Save**.

To remove your SpeedType from your profile...

- 1. Select the SpeedType from the box located on the left side of the page.
- The Edit Existing Value box appears on the right side of the page. Click the Remove and then click Close.

 $\textbf{Source URL:} \underline{\text{https://www.cu.edu/psc/training/cumarketplace/adding-speedtypes-your-cu-marketplace-profile}\\$

Links

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