

To verify and update the user profile in the Duke Marketplace follow the steps below.

Access the Duke Marketplace by clicking Duke Marketplace under Add Item.

Create Shopping Cart

Submit Cart | Print Preview | Close | Notify | Check | Save | Forward

Number 3000652792 | Document Name ZASMT18 06/28/2016 10:07 | Status In Process | Created On 06/28/2016 10:07:42

General Data

Name of shopping cart: ZASMT18 06/28/2016 10:07

Approval Note

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Attachment Type:

Default Address: 0102416411 - BRODIE REC. CENTE

Address Used on Cart: No Cart Address

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Change ALL

Duke Marketplace

Standing Order

Line N	Supplier	Supplier ID	Supplier Cat #	Description	Quantity	UoM	Price	Account Category	Account Assignment
					1.000		0.00		
					1.000		0.00		

Once in the Marketplace at the top to the screen click the dropdown arrow beside the user name.

ZASMT18 | Search (Alt+Q) | 0.00 USD

Shop > Shopping > Shopping Home > Home/Shop

Shop Hosted Catalogs | All Categories | Go

Next, click View My Profile.

ZASMT18 | Search (Alt+Q) | 0.00 USD

ZASMT18

View My Profile


Set My Home Page

My Recently Completed Carts

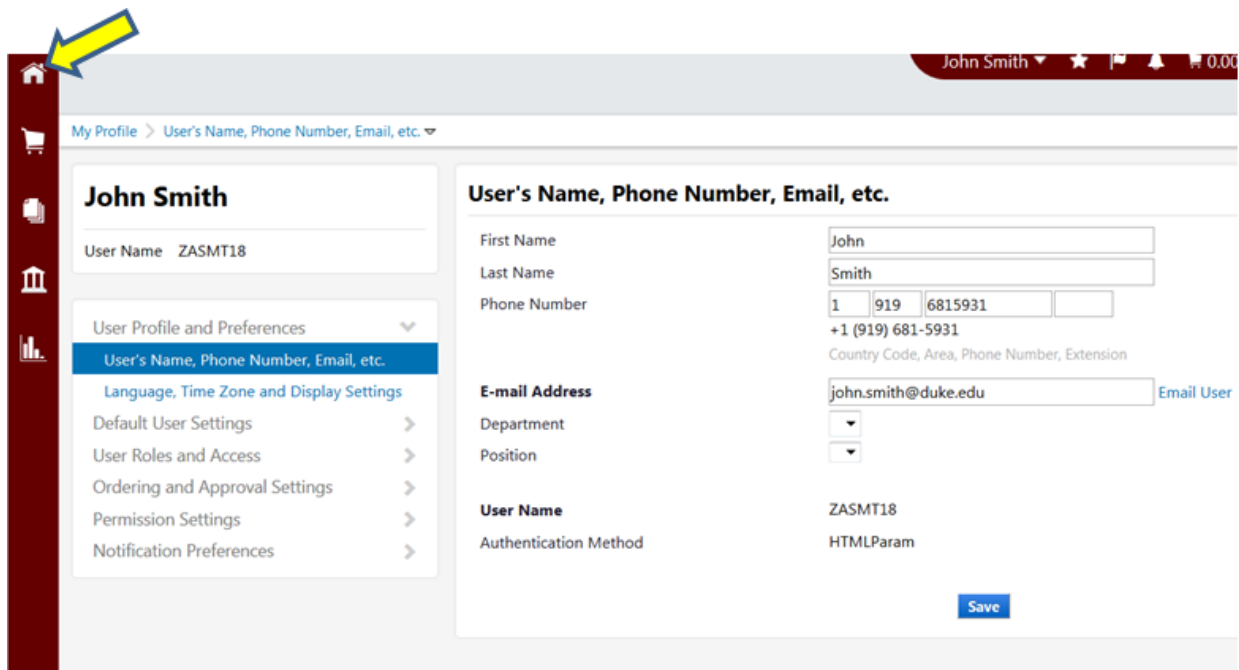
The user profile page will then be displayed. If the First Name, Last Name, Phone Number, or Email Address are blank these should now be updated. The Department and Position fields are not editable. Click Save to complete the update.

User's Name, Phone Number, Email, etc.

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Phone Number	<input type="text" value="1"/> <input type="text" value="919"/> <input type="text" value="6815931"/> <input type="text"/>
	+1 (919) 681-5931
	Country Code, Area, Phone Number, Extension
E-mail Address	<input type="text" value="john.smith@duke.edu"/> Email User
Department	<input type="text"/>
Position	<input type="text"/>
User Name	ZASMT18
Authentication Method	HTMLParam

[Save](#) 

Click the Home icon to return to the main Marketplace page.



The screenshot shows the user profile page for John Smith. The top navigation bar includes the user's name, a star icon, a notification bell, and a balance of 0.00. The breadcrumb trail reads "My Profile > User's Name, Phone Number, Email, etc.". The left sidebar contains a vertical menu with icons for Home, Shopping Cart, Profile, and a bar chart. The main content area is titled "User's Name, Phone Number, Email, etc." and contains the same form as shown in the previous image. A yellow arrow points to the Home icon in the sidebar.