eSHOP Getting Started Quick Guide

ACCESSING THE SYSTEM...
1. Open your web browser.
2. Navigate to the following web address: http://firefly.nebraska.edu
3. Enter your user ID and password and click the Login button.
4. Once you are logged in to Firefly, select the eSHOP tab, followed by the button to launch eSHOP.

UPDATING YOUR PROFILE
Your Profile contains information about yourself, your default settings in eSHOP, and allows you to change the navigation setup of the site for yourself. You can access your profile by clicking the link beside your name to the right of the eSHOP logo.

SETTING YOUR DEFAULT COST OBJECTS
You have access to add cost objects to your profile and set one as your default.
1. From your profile, click on the Purchasing tab.
2. Click on the Custom Fields tab followed by the Codes tab.
3. Click the Edit button next to the code that you wish to update.
4. To make a code your default, click on the applicable code.
5. Check the Default box and click Save.

ADDING AN UNLOADING POINT TO YOUR PROFILE
The Unloading Point is a required field that tells the supplier exactly where the item should be sent.
1. From your profile, click on the Purchasing tab.
2. Click on the Custom Fields tab followed by the Header (int.) tab.
3. Click the Edit button and Create New Value.
4. Enter the Unloading Point in the Value field. This should be the Building and Room number and campus zip code.
5. Check the Default checkbox to make this your default.
6. If necessary, repeat the process to add additional Unloading points.
7. Click the Save button when you are finished.

ADDING A NEW SHIP-TO AND BILL-TO ADDRESS TO YOUR PROFILE
You may add any of the Ship-to addresses in the system to your profile, and make one of them your default. There is one Bill-to address per campus, so once you set it, you should never have to change it.
1. From your profile, click on the Purchasing tab.
2. Click on the Addresses tab. Click on the Ship-to or Bill-to tab.
3. Click the Select Addresses for Profile button.
4. Search for the appropriate address and then select the one that you wish to add to your profile.
5. Verify the address is correct and click the Save button.
6. To make the address your default, click the Default box and then the Save button.

DESIGNATING A CART ASSIGNEE
You can set a default Cart Assignee to streamline the process of assigning a cart.
1. From your profile, click on the Purchasing tab followed by the Cart Assignees tab.
2. Click Add Assignee... and search to find the desired person. Click [select] by their name.
3. To choose a default, click Set as Preferred beside their name.