



Shared Favorites Folder Request Form

This form is used to request a Shared Favorite Folder in Marketplace. Please complete the following information.

Date of Request:

Name of Requestor:

Phone number:

Email:

Department:

Requested Shared Folder Name:

Requested End Date (if applicable):

Intended Purpose of Shared Folder:

How would you like the Shared Folder set up?

By Department Department Name(s):

By Individual Users (complete section below):

Name	Read Only	Editor	Administrator
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Read Only Access - User can access and view Shared Favorites, and add items to their cart (no edit or add/remove rights).

Editor Access - User can access, view and add items to/edit items in the Shared Favorites Folder.

Administrator Access - User can view, edit, add to Shared Favorites Folder and create shared sub-folders. Permissions also include granting Read Only and Editor access to others.

Once complete, return this form to:

The Marketplace Help Desk

BFSupport: <https://bfsupport.ucsd.edu>

Please contact the Marketplace Help Desk (858-534-9494 or <https://bfsupport.ucsd.edu>) with any questions.



UC San Diego

Marketplace site: <http://marketplace.ucsd.edu>

Marketplace FAQ on Blink: <http://blink.ucsd.edu/buy-pay/ways/marketplace/faq.html>