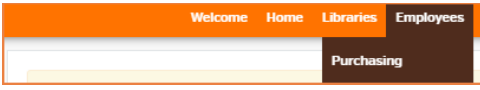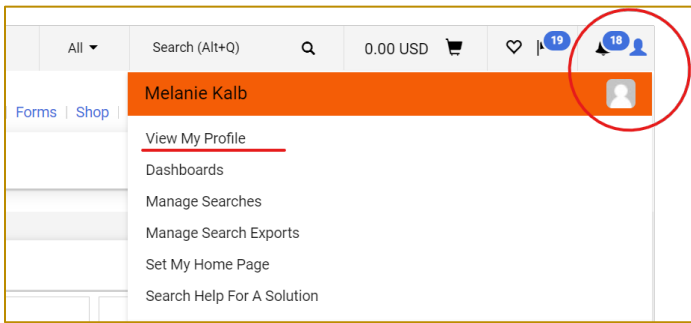# User Profile Settings

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo


Profile Settings

To set up your default profiles settings click on the silouette in the upper right corner of the Homepage. Select <u>View My Profile</u> to access the profile settings.
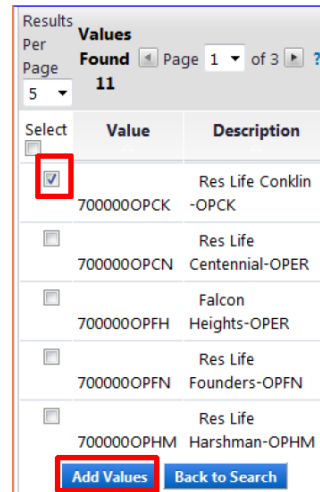

Click on Default User Settings. To set up a default <u>Speedchart</u> and account, select Custom Field and Accounting Code Defaults. On the right select the Codes tab and then Edit from the value you want to set.
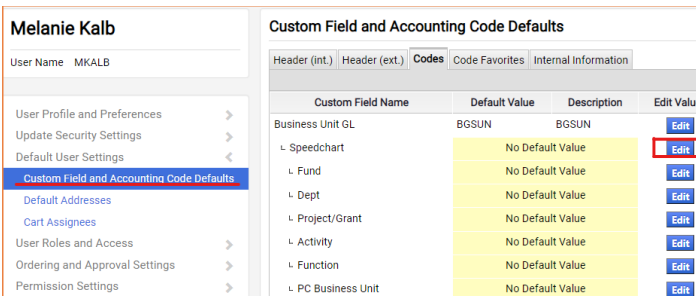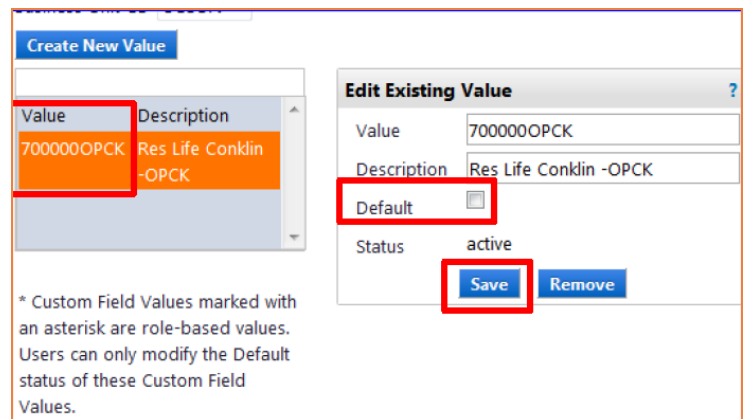

Click Create New Value. Enter your 6-digit department number in the Value field and click on Search.
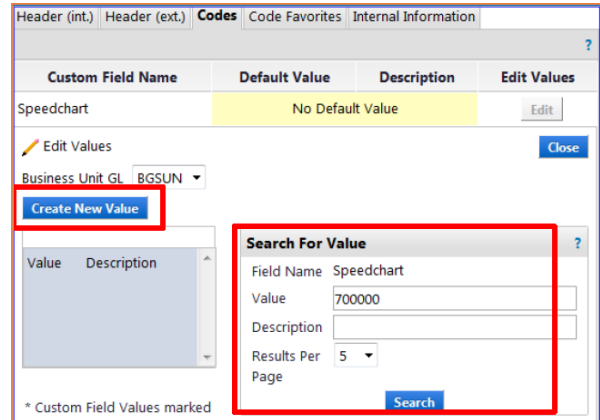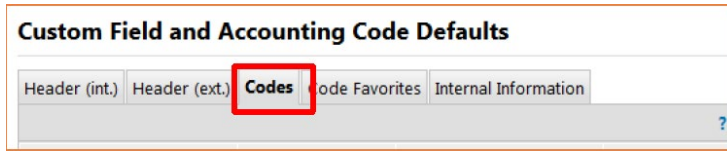

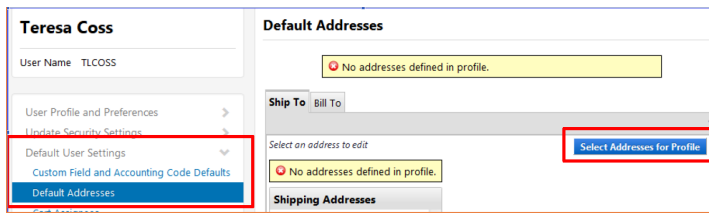Select the speedchart by clicking on the box. Select Add Values.

Click on the Value you just added (700000OPCK), checkmark Default and Save. You can continue to add multiple speedtypes to your list.
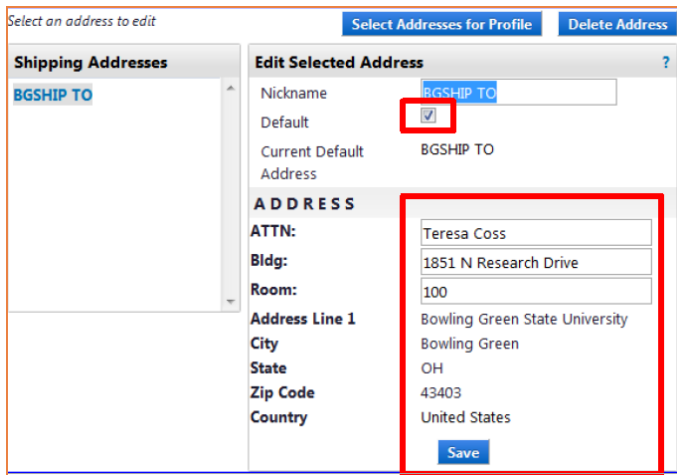
Click on the Codes tab to add a default Account (53100).

Under Default User Settings select Default Addresses. From the Ship To tab, click on Select Addresses for Profile.
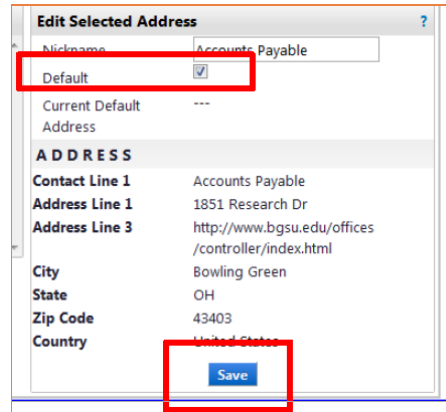

A dropdown box will appear, select BGSHIP TO. Checkmark the Default box. Enter your building and room number. Save
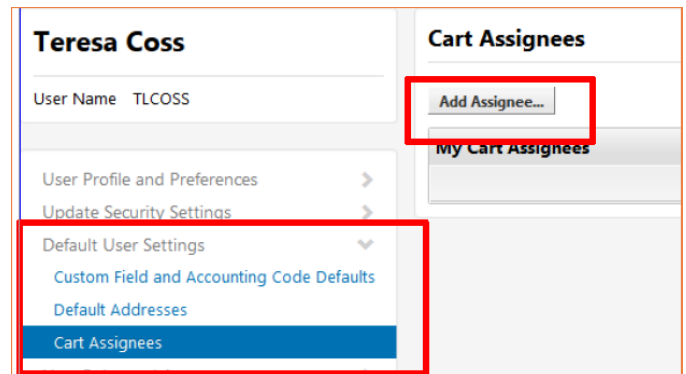

Go to the Bill To tab and click on Select Addresses for Profile. Choose Accounts Payable from the dropdown.
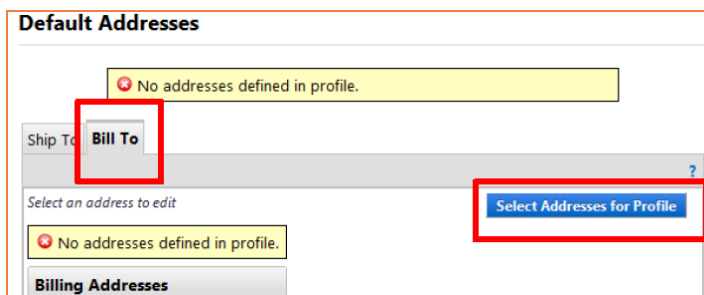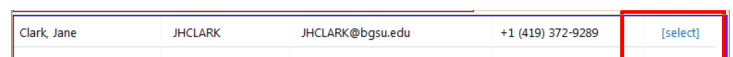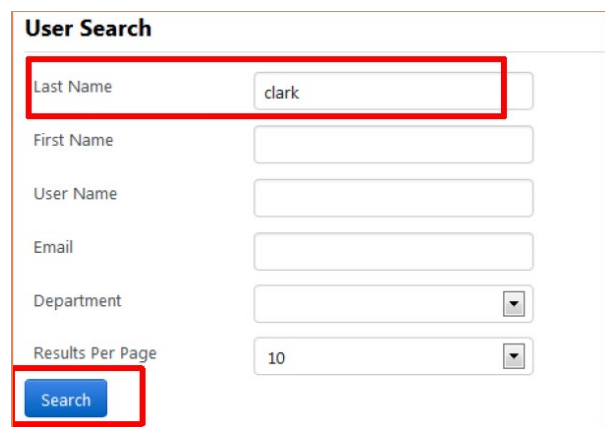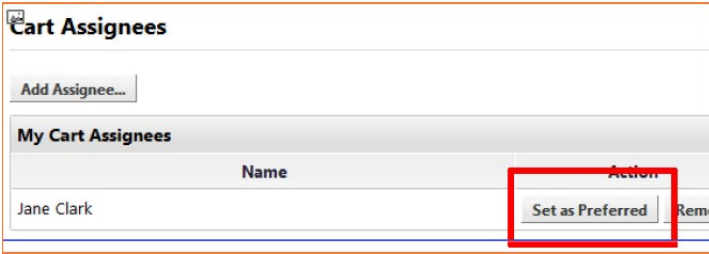

Mark as default and Save.

To add a default for your Cart Assignees, select Cart Assignees and click Add Assignee...

From the pop up window, enter the last name of the individual you would like to assign your carts to. Search and then select the name.
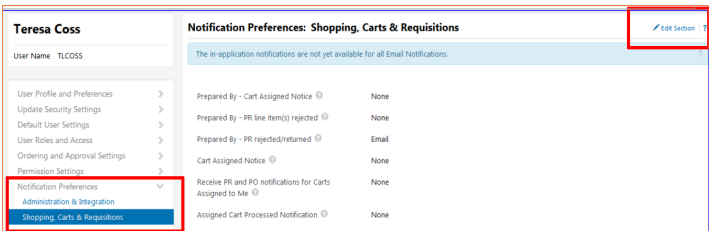

Select Set as Preferred.

Notification Preferences

The E-mail Preferences screen is used to determine when and why you will receive e-mail notifications and/or notifications in the top menu bar.

Select Notification Preferences, select Shopping, Carts & Requisitions. Click on Edit Selection in the upper right corner.
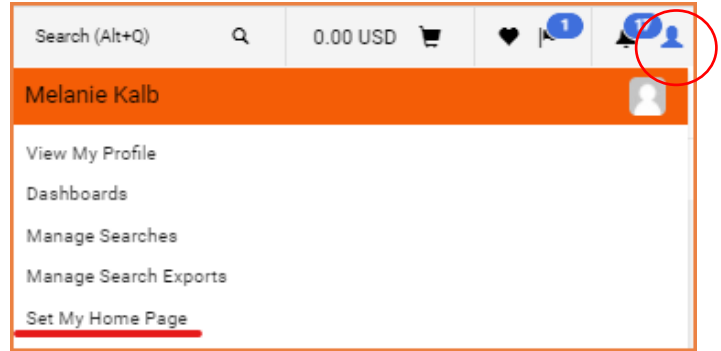

The Default setting is None, meaning there will be no emails or notifications. Click on Override to change the setting. When done, click on Save Changes in the lower right corner.
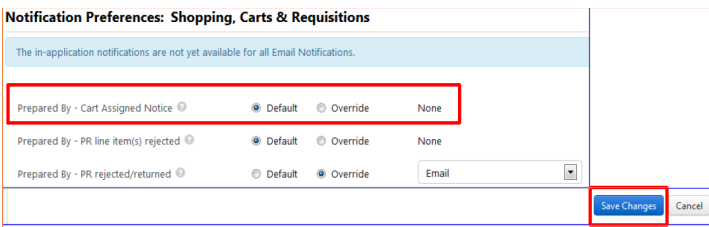
Dashboards

Dashboards provide visibility to all system features on the home screen of Falcons Purch. Click on the silhouette and select Set My Home Page.

Choose Current Page/Shopping Dashboard. Click Save.

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