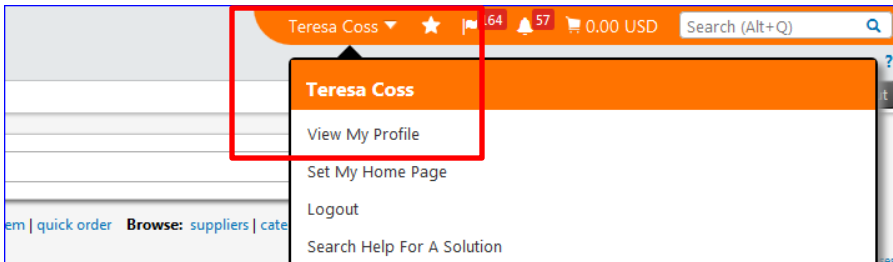


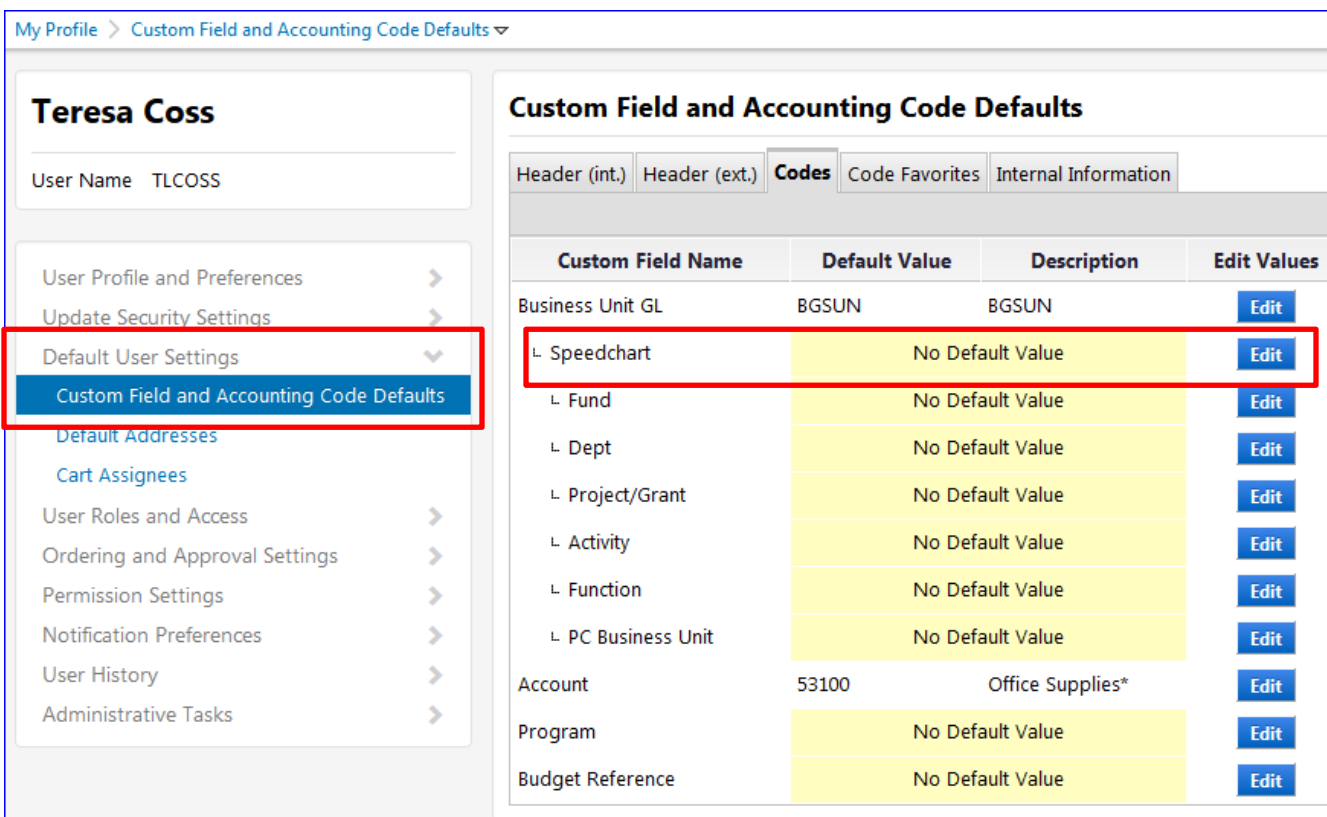
User Profile

Profile Settings

To set up your default profiles settings click on your name in the upper left corner of the Homepage. Select View My Profile to access the profile settings.



Click on Default User Settings. To set up a default speedchart 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.



Header (int.) | Header (ext.) | **Codes** | Code Favorites | Internal Information

Custom Field Name	Default Value	Description	Edit Values
Speedchart	No Default Value		Edit

Edit Values Close

Business Unit GL: BGSUN

Create New Value

Search For Value

Field Name: Speedchart

Value:

Description:

Results Per Page: 5

Search

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

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

Results Per Page: 5

Values Found 11 Page 1 of 3

Select	Value	Description
<input checked="" type="checkbox"/>	700000OPCK	Res Life Conklin -OPCK
<input type="checkbox"/>	700000OPCN	Res Life Centennial-OPER
<input type="checkbox"/>	700000OPFH	Falcon Heights-OPER
<input type="checkbox"/>	700000OPFN	Res Life Founders-OPFN
<input type="checkbox"/>	700000OPHM	Res Life Harshman-OPHM

Add Values **Back to Search**

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

Create New Value

Value	Description
700000OPCK	Res Life Conklin -OPCK

Edit Existing Value

Value: 700000OPCK

Description: Res Life Conklin -OPCK

Default:

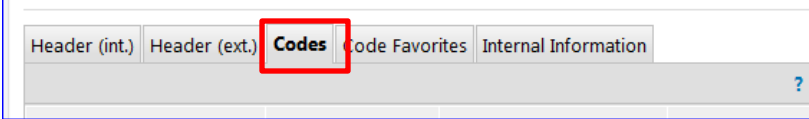
Status: active

Save **Remove**

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

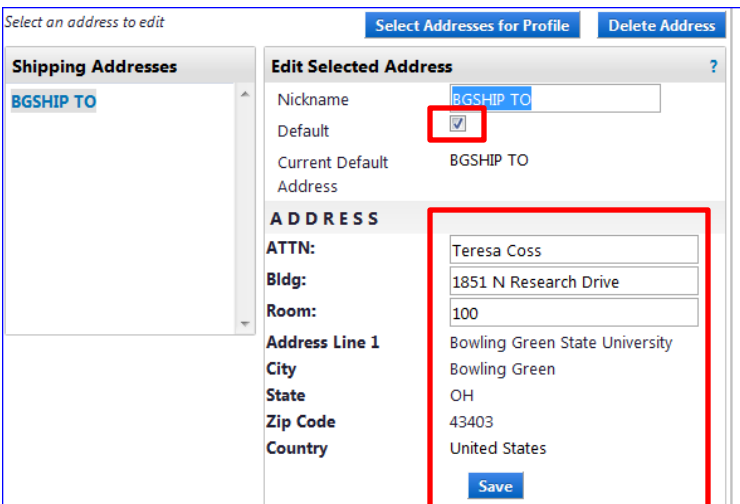
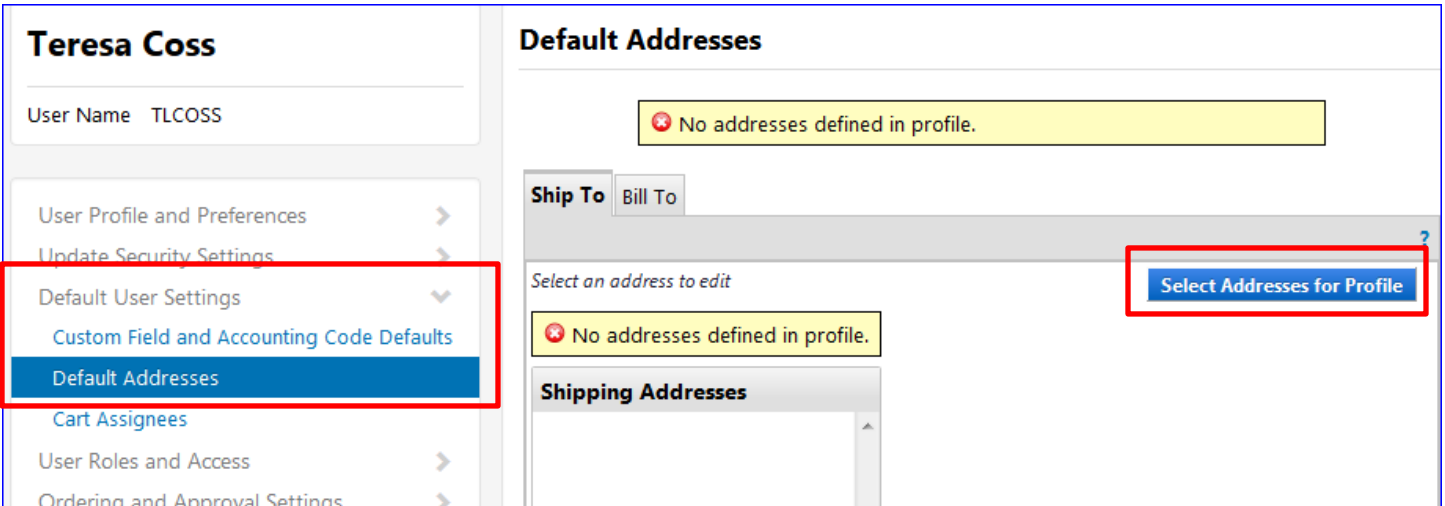
Click on the Value you just added (700000OPCK), checkmark Default and Save. You can continue to add multiple speedtypes to your list.

Custom Field and Accounting Code Defaults

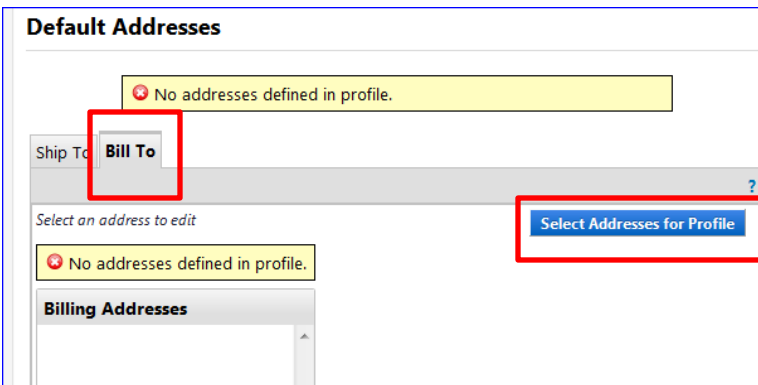


Click on the Codes tab to add a default Account (53100).

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.

Ship To **Bill To**

Select an address to edit Select Addresses for Profile Delete Address

No addresses defined in profile.

Billing Addresses

Edit Selected Address

Nickname Accounts Payable

Default

Current Default ---

Address

ADDRESS

Contact Line 1 Accounts Payable

Address Line 1 1851 Research Dr

Address Line 3 http://www.bgsu.edu/offices/controller/index.html

City Bowling Green

State OH

Zip Code 43403

Country United States

Save

Mark as default and Save.

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

Teresa Coss

User Name TLCOSS

Cart Assignees

Add Assignee...

My Cart Assignees

Name	Action

User Profile and Preferences >

Update Security Settings >

Default User Settings >

- Custom Field and Accounting Code Defaults
- Default Addresses
- Cart Assignees**

User Roles and Access >

Ordering and Approval Settings >

User Search

Last Name

First Name

User Name

Email

Department

Results Per Page

Search

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

Clark, Jane	JHCLARK	JHCLARK@bgsu.edu	+1 (419) 372-9289	[select]
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Cart Assignees

Add Assignee...

My Cart Assignees ?

Name	Action
Jane Clark	<input type="button" value="Set as Preferred"/> <input type="button" value="Remove"/>

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.

Teresa Coss

User Name TLCOSS

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences**
 - Administration & Integration
 - Shopping, Carts & Requisitions**
 - Purchase Orders
 - Catalog Management
 - Accounts Payable
 - Contracts
 - Form Requests
 - User History >
 - Administrative Tasks >

Notification Preferences: Shopping, Carts & Requisitions ?

The in-application notifications are not yet available for all Email Notifications.

Prepared By - Cart Assigned Notice ?	None
Prepared By - PR line item(s) rejected ?	None
Prepared By - PR rejected/returned ?	Email
Cart Assigned Notice ?	None
Receive PR and PO notifications for Carts Assigned to Me ?	None
Assigned Cart Processed Notification ?	None
Assigned Cart Deleted Notification ?	None
PR submitted into Workflow ?	None
PR pending Workflow approval ?	None
PR Workflow Notification available ?	None
PR Workflow complete / PO created ?	None
PR line item(s) rejected ?	None

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.

Notification Preferences: Shopping, Carts & Requisitions

The in-application notifications are not yet available for all Email Notifications.

Prepared By - Cart Assigned Notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override <input type="radio"/> None
Prepared By - PR line item(s) rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override <input type="radio"/> None
Prepared By - PR rejected/returned ?	<input type="radio"/> Default <input checked="" type="radio"/> Override <input type="text" value="Email"/>