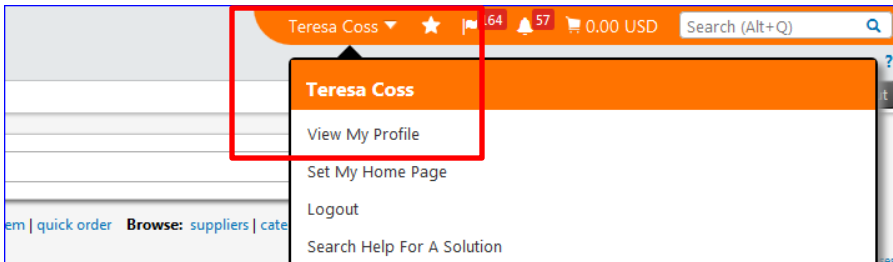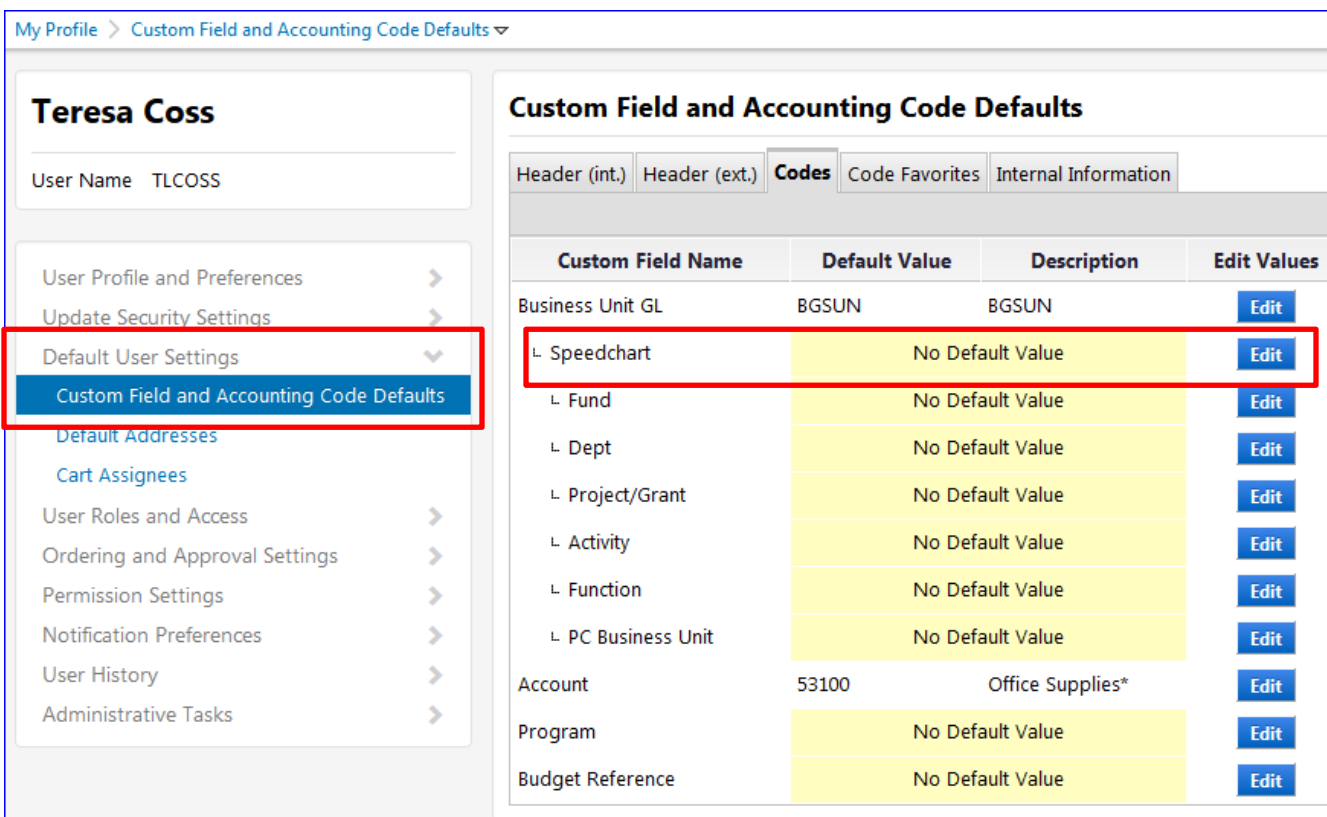# User Profile

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.

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.

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Custom Field and Accounting Code Defaults

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

?
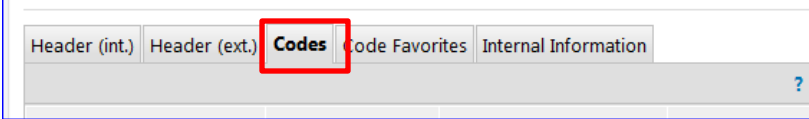
> Click on the Codes tab to add a default Account (53100).
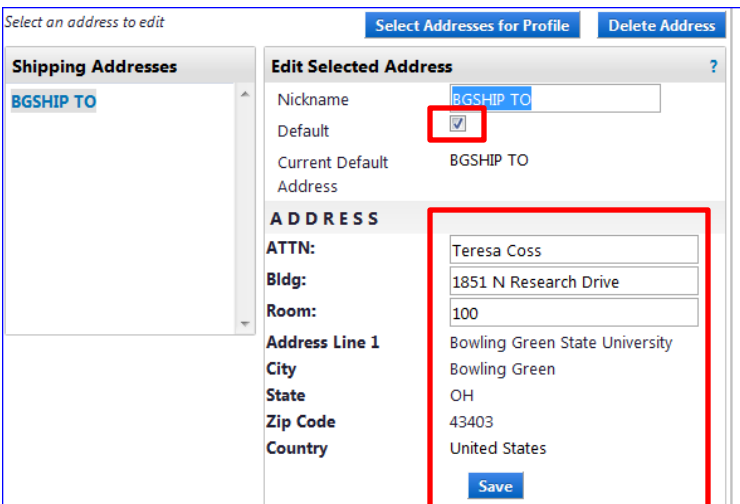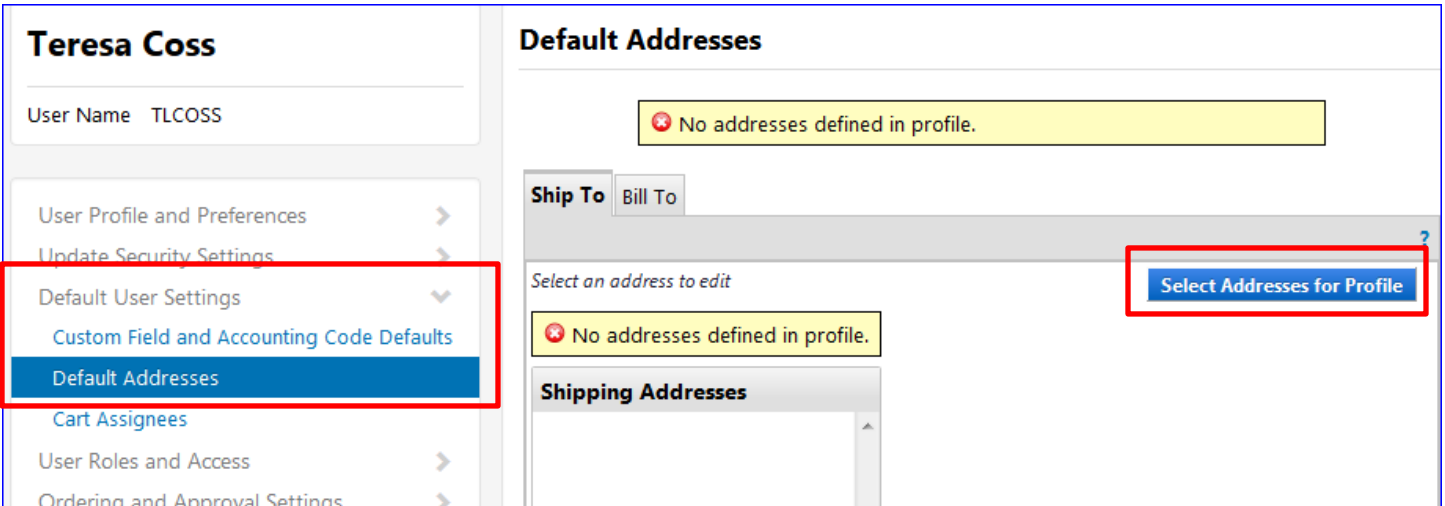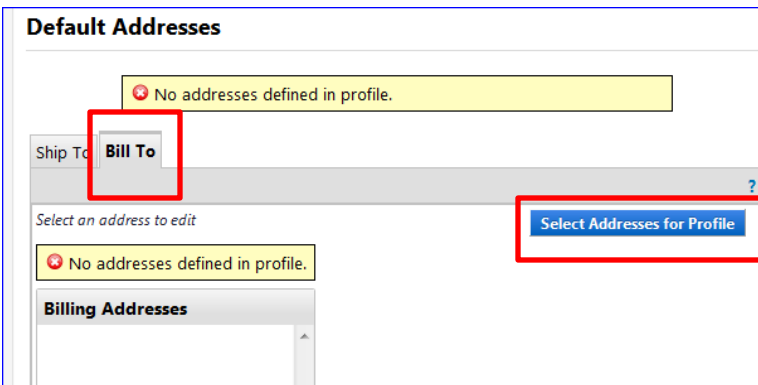
Under Default User Settings select Default Addresses. From the Ship To tab, click on Select Addresses for Profile.

Teresa Coss

User Name   TLCOSS

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 >

Default Addresses

⊗ No addresses defined in profile.

Ship To | Bill To

?

Select an address to edit
                      Select Addresses for Profile

⊗ No addresses defined in profile.

Shipping Addresses

Select an address to edit | **Select Addresses for Profile** | **Delete Address**

Shipping Addresses | **Edit Selected Address** ?

BGSHIP TO

Nickname   BGSHIP TO
Default   ☑
Current Default   BGSHIP TO
Address
A D D R E S S
ATTN: Teresa Coss
Bldg: 1851 N Research Drive
Room: 100
Address Line 1   Bowling Green State University
City   Bowling Green
State   OH
Zip Code   43403
Country   United States
Save

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

Default Addresses

⊗ No addresses defined in profile.

Ship To | **Bill To**

?

Select an address to edit   **Select Addresses for Profile**

⊗ No addresses defined in profile.

Billing Addresses

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

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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

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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.

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