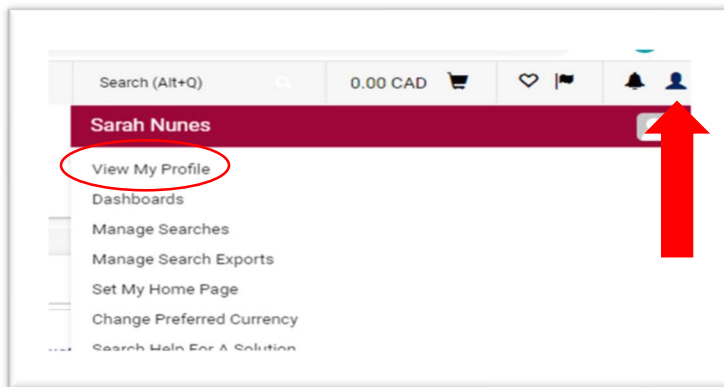


How to Setup User Profile

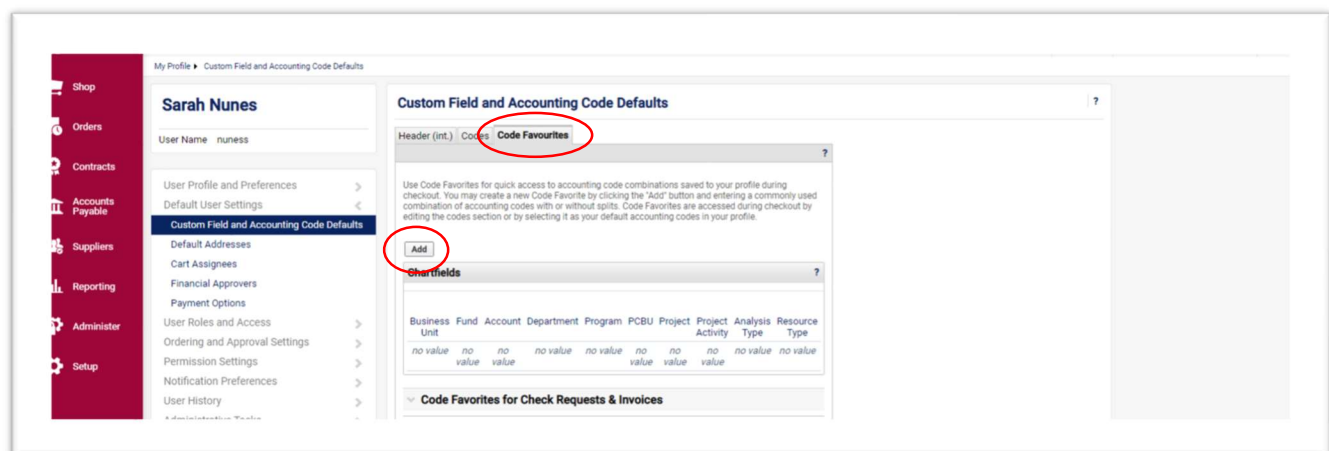
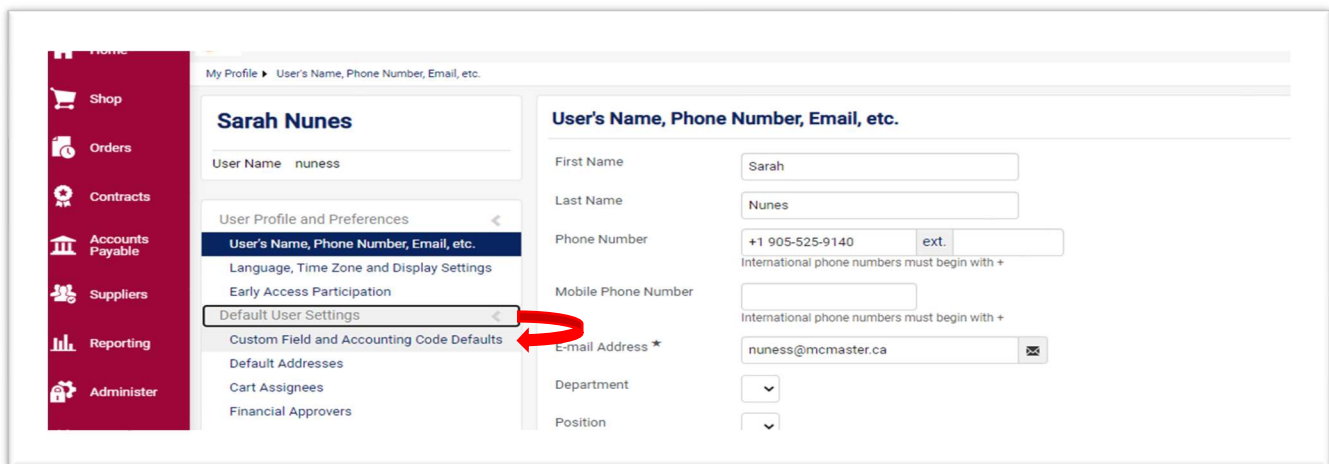
Choose the Person icon in the top right-hand corner of the screen, then go to View My Profile



CHARTFIELDS

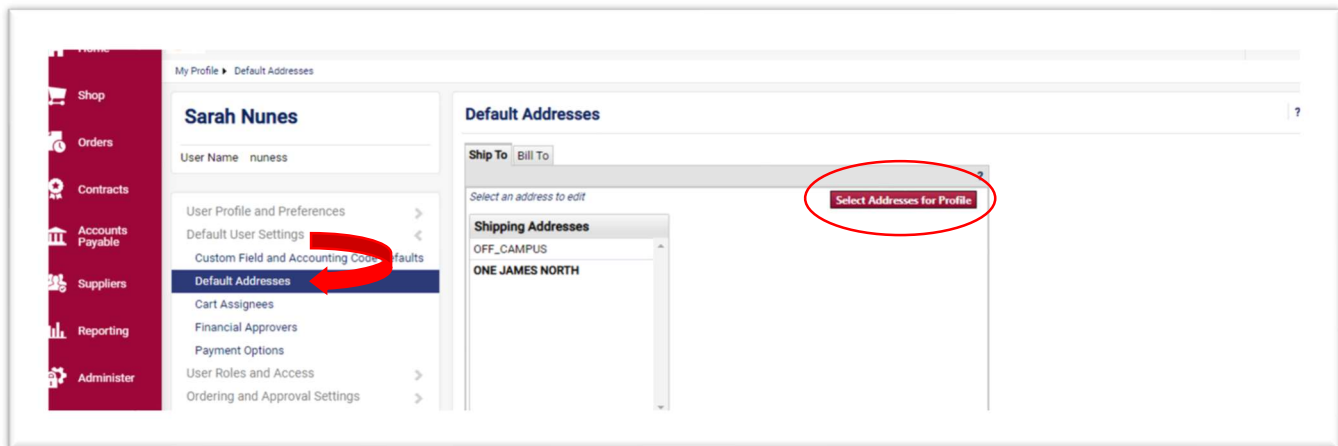
To add a chartfield to your profile, click on Defaults User Settings – Custom Field and Accounts Code Defaults – Code Favourites tab – Add – Enter chartfield and nickname - Save

Note: PDA Accounts cannot be used in MacBuy



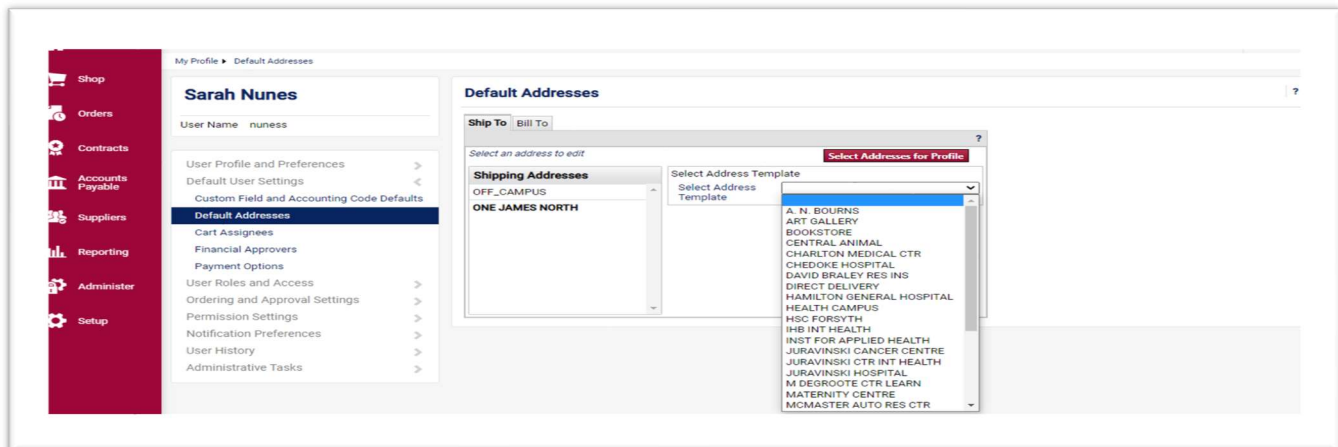
SHIPPING ADDRESS

To add a defaults shipping address, click on Default User Settings – Defaults Addresses – Select Addresses for Profile - Choose your location from the list provided – Add Name, Bldg/Room - Save



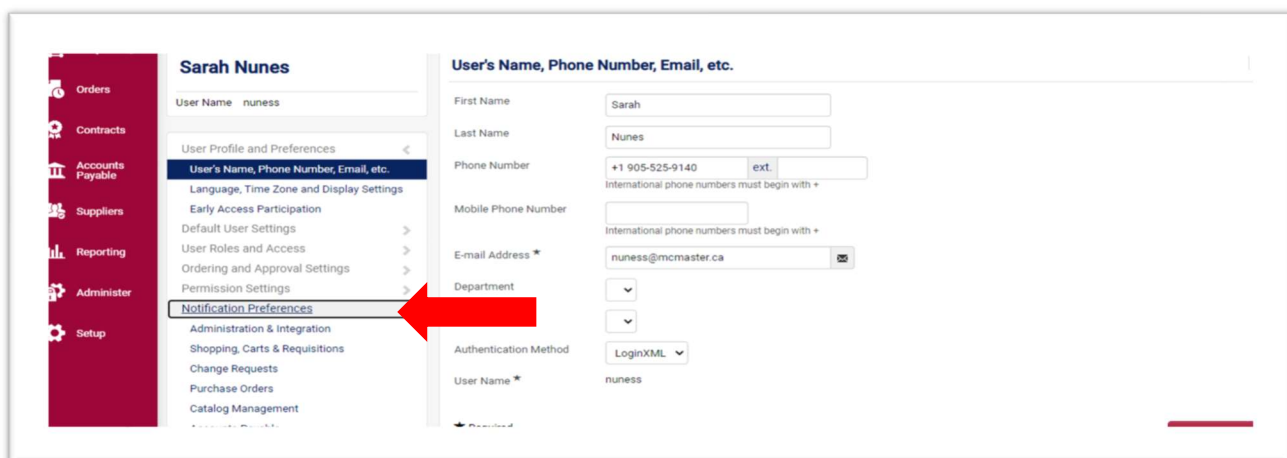
Note: Most main campus buildings not specifically listed would use the WEST CAMPUS location for General Receiving

Note: OFF CAMPUS can be used for any location not shown in the list



NOTIFICATIONS

View My Profile – Notification Preferences



Choose the heading where you want to make changes - E.g. Shopping, Carts & Requisitions. You will see a list of default notifications that have been assigned to you. If you want to turn notifications on/off, choose Edit Section

The screenshot shows the 'Notification Preferences: Shopping, Carts & Requisitions' page for user Sarah Nunes. The left sidebar contains a navigation menu with 'Shopping, Carts & Requisitions' highlighted. The main content area displays a list of notifications and their current status. The 'Edit Section' link in the top right corner is circled in red.

Notification	Status
Prepared By - Cart Assigned Notice	None
Prepared By - PR line item(s) rejected	None
Prepared By - PR rejected/returned	None
Cart Assigned Notice	Email & Notification
Receive PR and PO notifications for Carts Assigned to Me	None
Assigned Cart Processed Notification	None
Assigned Cart Deleted Notification	None
Cart Shared Notice	None
PR submitted into Workflow	None
PR pending Workflow approval	Email & Notification
PR pending Ad-Hoc Workflow approval	None
PR Workflow Notification available	None
PR Workflow complete / PO created	None
PR line item(s) rejected	Email & Notification
Cart/PR rejected/returned	Email & Notification
Receive PR and PO notifications for shared carts I am a participant of	None

Choose Override to change settings – then Save Changes

The screenshot shows the 'Notification Preferences: Shopping, Carts & Requisitions' page with 'Override' selected for all notifications. The 'Save Changes' button is highlighted in red.

Notification	Default	Override	Status
Prepared By - Cart Assigned Notice	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Prepared By - PR line item(s) rejected	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Prepared By - PR rejected/returned	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Cart Assigned Notice	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Email & Notification
Receive PR and PO notifications for Carts Assigned to Me	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Assigned Cart Processed Notification	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Assigned Cart Deleted Notification	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Cart Shared Notice	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR submitted into Workflow	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR pending Workflow approval	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
PR pending Ad-Hoc Workflow approval	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow Notification available	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow complete / PO created	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR line item(s) rejected	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Cart/PR rejected/returned	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Receive PR and PO notifications for shared carts I am a participant of	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None