

SC.080.110 - Adding and Updating User Preferences

Purpose	<ul style="list-style-type: none"> To add the overall User Preferences for a User ID. To update subsystem specific User Preferences for a User ID.
Description	<p>This topic demonstrates how to add and/or update User Preferences. User preferences are additional business rules based on module functionality. Overall preferences will need to be setup for all users. Each module will have additional documentation for their specific preferences.</p> <ul style="list-style-type: none"> User Preferences are used to set default values for certain fields for a User ID. User Preferences can be established at the overall system level as well as for specific subsystems.
Security Role	
Dependencies/ Constraints	
Additional Information	

Procedure

Below are step by step instructions on how to update user preferences.

For this topic, imagine that you want to add Business Unit 27000 as the default for User ID SSLOAN. In addition, you will update the default location for the procurement subsystem for this same User ID.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the vertical scrollbar.
4.	Click the Set Up Financials/Supply Chain link.
5.	Click the Common Definitions link.
6.	Click the vertical scrollbar.
7.	Click the User Preferences link.
8.	Click the Define User Preferences link.
9.	Enter " SSLOAN " in the begins with field.
10.	Click the Search button.
11.	Click the Overall Preference link.
12.	Click the Look up Business Unit (Alt+5) button.
13.	Click an entry in the Description column.
14.	Click the Save button.
15.	The next few screens will give an example of how to update procurement user preferences.
16.	Click the Define User Preferences link.
17.	Click the Search button.
18.	Click the Procurement link.
19.	Click the Look up Location (Alt+5) button.
20.	Click an entry in the Description column.
21.	Click the Save button.