

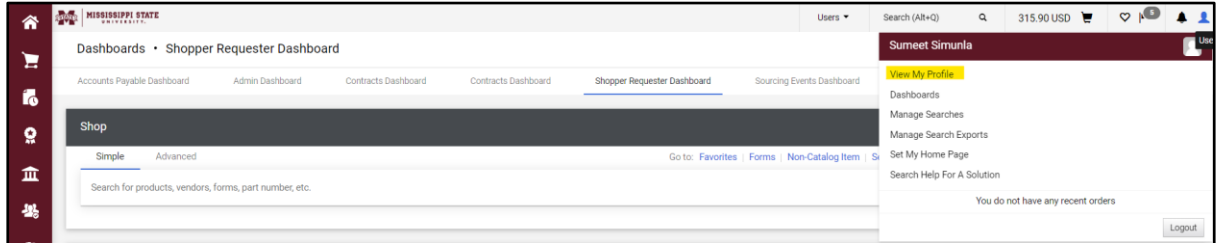


User Profile Setup

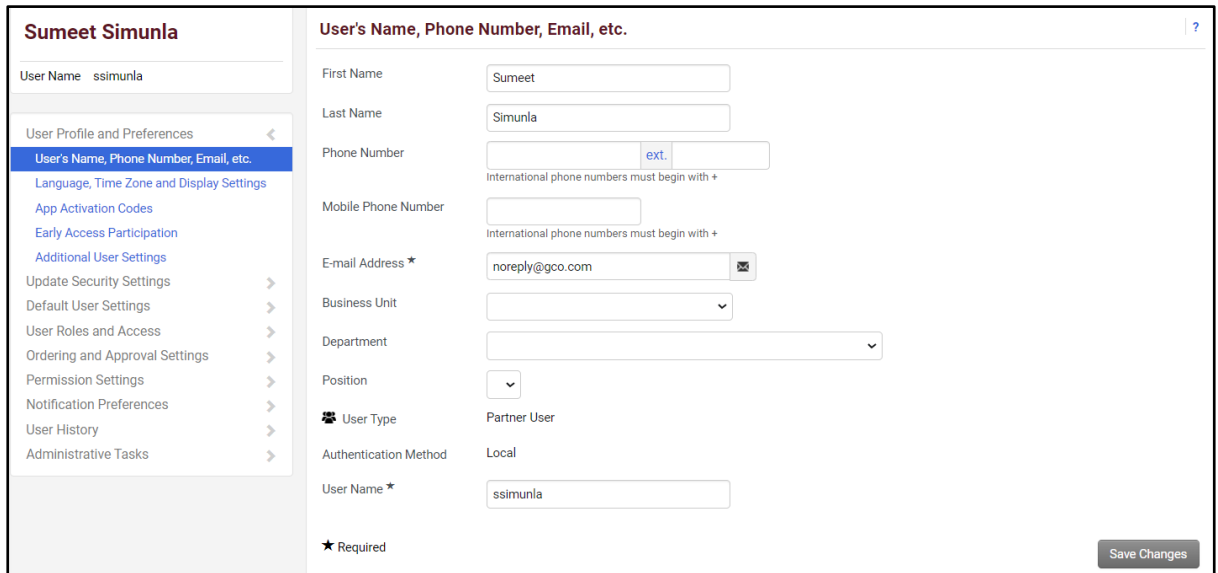
(Setting up default shipping addresses and FOAPAL elements)

. This guide outlines the process to add or update the default shipping address and FOAPAL (Funds, Organization, Account, Program, Activity, Location) information.

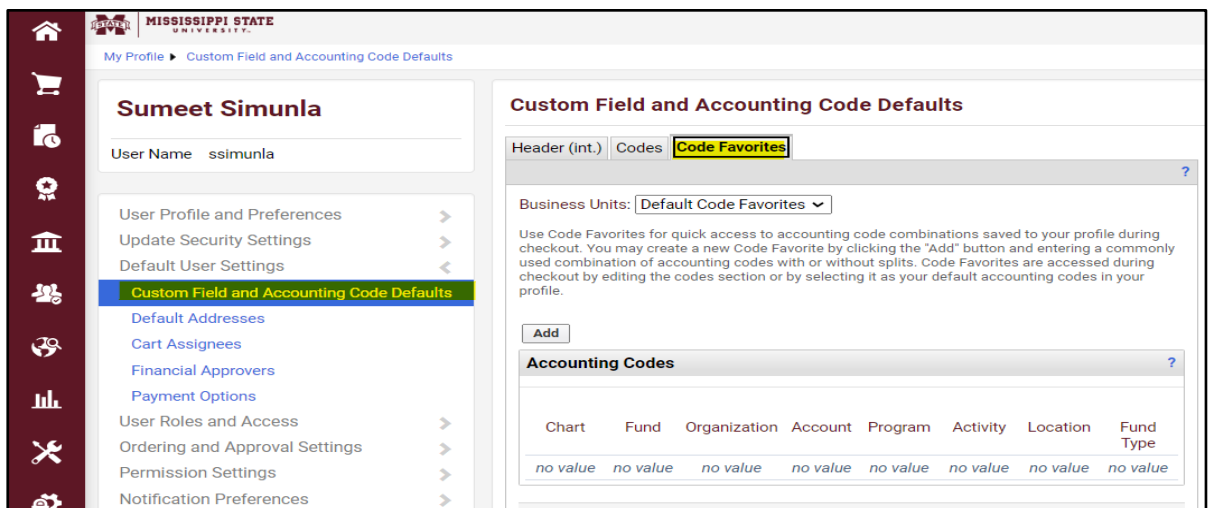
- From the home page, click on the *Profile Icon* which is on the right top of the screen and click *View My Profile from the menu*



- Under 'User's Name, Phone Number, Email, etc.' confirm your full name, email address and username.



- Click Default User Settings -> Custom Field and Accounting Code Defaults -> Code Favorites to add Default Code Favorites.





- Click 'Add' -> Search and add your favorite codes -> Add a Nickname -> Select Save.

The screenshot shows the 'Accounting Codes' form. At the top, there is a 'Nickname' field and a 'Default' checkbox. Below this is a table with columns: Chart, Fund, Organization, Account, Program, Activity, Location, and Fund Type. The 'Fund' column contains '107000', 'Organization' contains '010203', and 'Account' contains '405131'. The 'Fund Type' column contains '1A'. Below the table are 'Save' and 'Cancel' buttons. On the left side of the form, there is a sidebar with options: 'Custom Field and Accounting Code Defaults', 'Default Addresses', 'Cart Assignees', and 'Financial Approvers'. The 'Default Addresses' option is highlighted.

- To add a default address, click on Default Addresses -> Select Addresses for Profile -> Select.

The screenshot shows the user profile page for 'Sumeet Simunla'. The user name is 'ssimunla'. The left sidebar contains various profile settings: 'User Profile and Preferences', 'Update Security Settings', 'Default User Settings', 'Custom Field and Accounting Code Defaults', 'Default Addresses' (highlighted), 'Cart Assignees', 'Financial Approvers', 'Payment Options', 'User Roles and Access', 'Ordering and Approval Settings', 'Permission Settings', 'Notification Preferences', and 'User History'. The main content area is titled 'Default Addresses'. It shows a message: 'No addresses defined in profile.' with a red error icon. Below this is a 'Ship To' and 'Bill To' section. The 'Ship To' section also shows 'No addresses defined in profile.' and a 'Select Addresses For Profile' button. There is an 'Address Search' section with a search box for 'Nickname / Address Text', a 'Results Per Page' dropdown set to '10', and a 'Search' button.



- The list of addresses loaded into the system will appear. Select your default ship to address, add the Attn To information to be applied to all requisitions, select *Save*.

Ship To | Bill To

Select an address to edit Select Addresses For Profile

No addresses defined in profile.

Shipping Addresses

Address Search

Nickname / Address

Text

Results Per Page

Addresses Found: 154 Page 1 of 16

Name	Address
<input type="radio"/> 4-H State Leader - Extension	Attn To 190 Bost Dr. Room 402 Mississippi State, MS 39762 United States
<input type="radio"/> Academic Advising	Attn To 252 Famous Maroon Band St. Mississippi State, MS 39762 United States
<input type="radio"/> Admissions & Scholarships	Attn To 25 Old Main 101 Montgomery Hall Mississippi State, MS 39762 United States
<input type="radio"/> Advanced Composites Institute	Attn To 110 Airport Rd. Starkville, MS 39759 United States

Default Addresses

No addresses defined in profile.

Ship To | Bill To

Select an address to edit Select Addresses For Profile | Delete Address

No addresses defined in profile.

Shipping Addresses

Edit Selected Address

Nickname

Default

Current Default Address ---

ADDRESS

Attn To *

Address Line 1

Address Line 2

City

State

Zip Code

Country