User Preference Setup

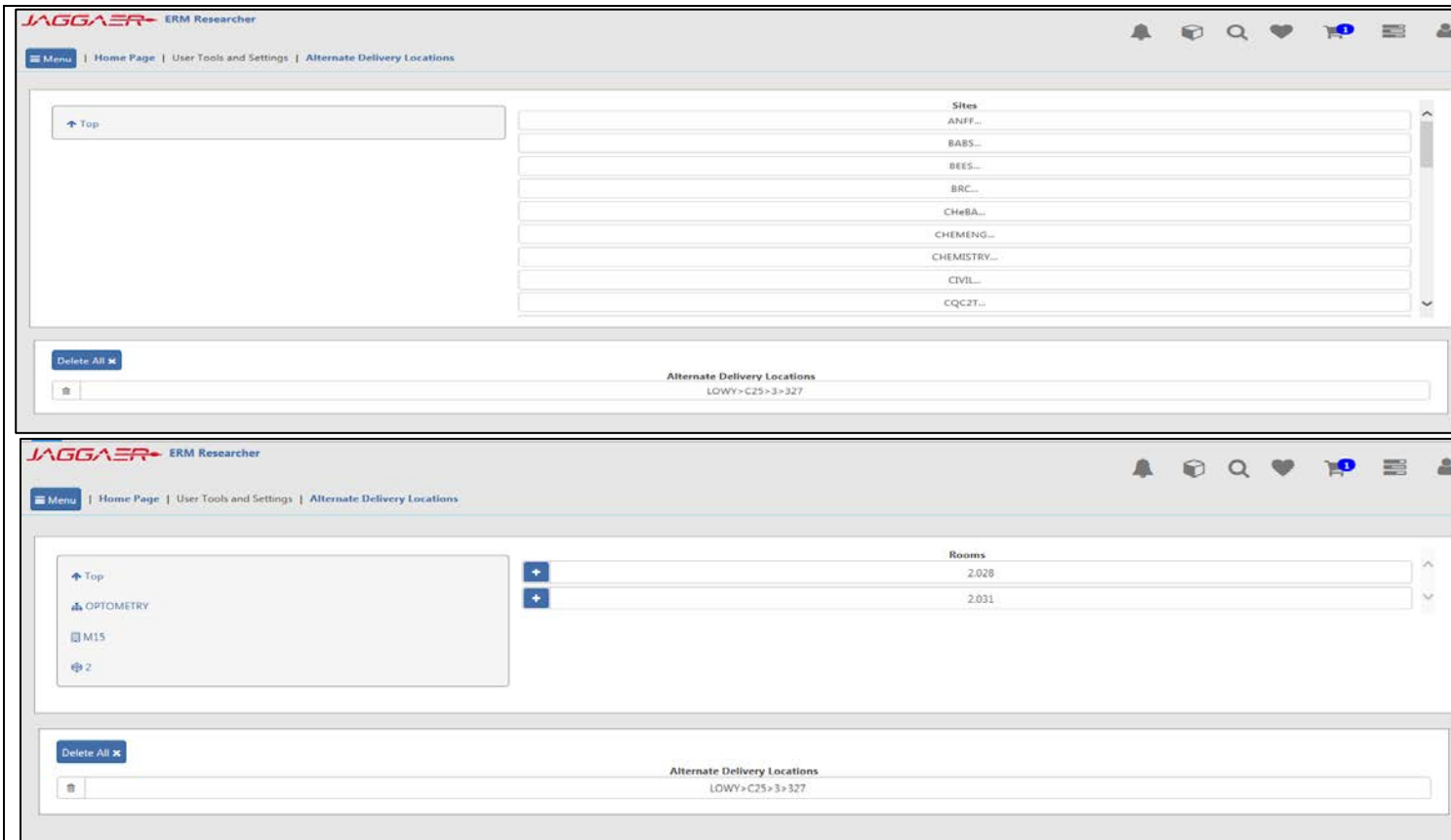| User Preference Setup (Researcher Module)	
	▶ Click on the user icon and select 'User Preferences' ▶ A new window will open to set up your user preferences ▶ Set the following user preferences ▶ To set your primary location: Go to 'Primary Location' and select your location from the dropdown menu ▶ Phone #: Enter contact phone number ▶ Email: enter your email address (zID@unsw.edu.au) ▶ Default Cost Centre: select default cost centre from drop down menu ▶ Receive Email: Select Yes/No, to receive email notifications ▶ Time Zone: Select Sydney, Australia
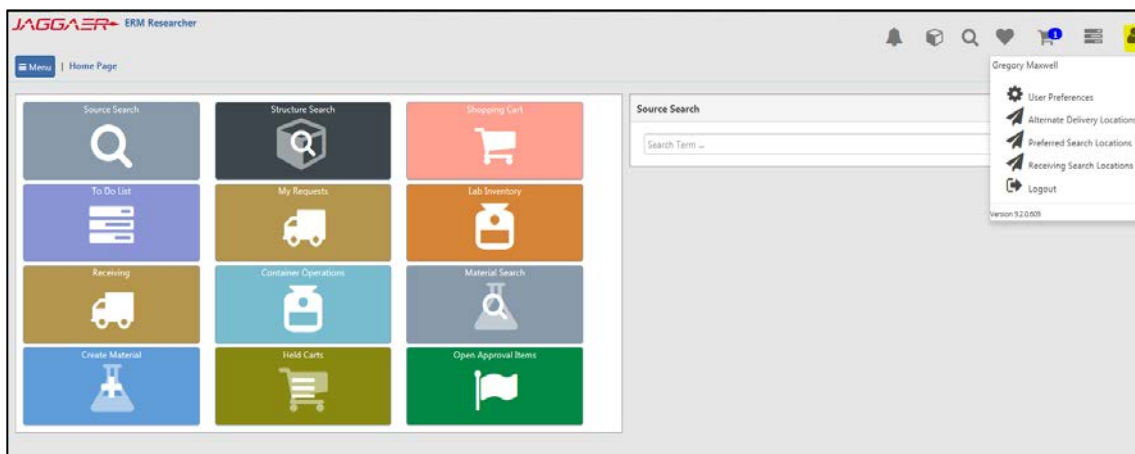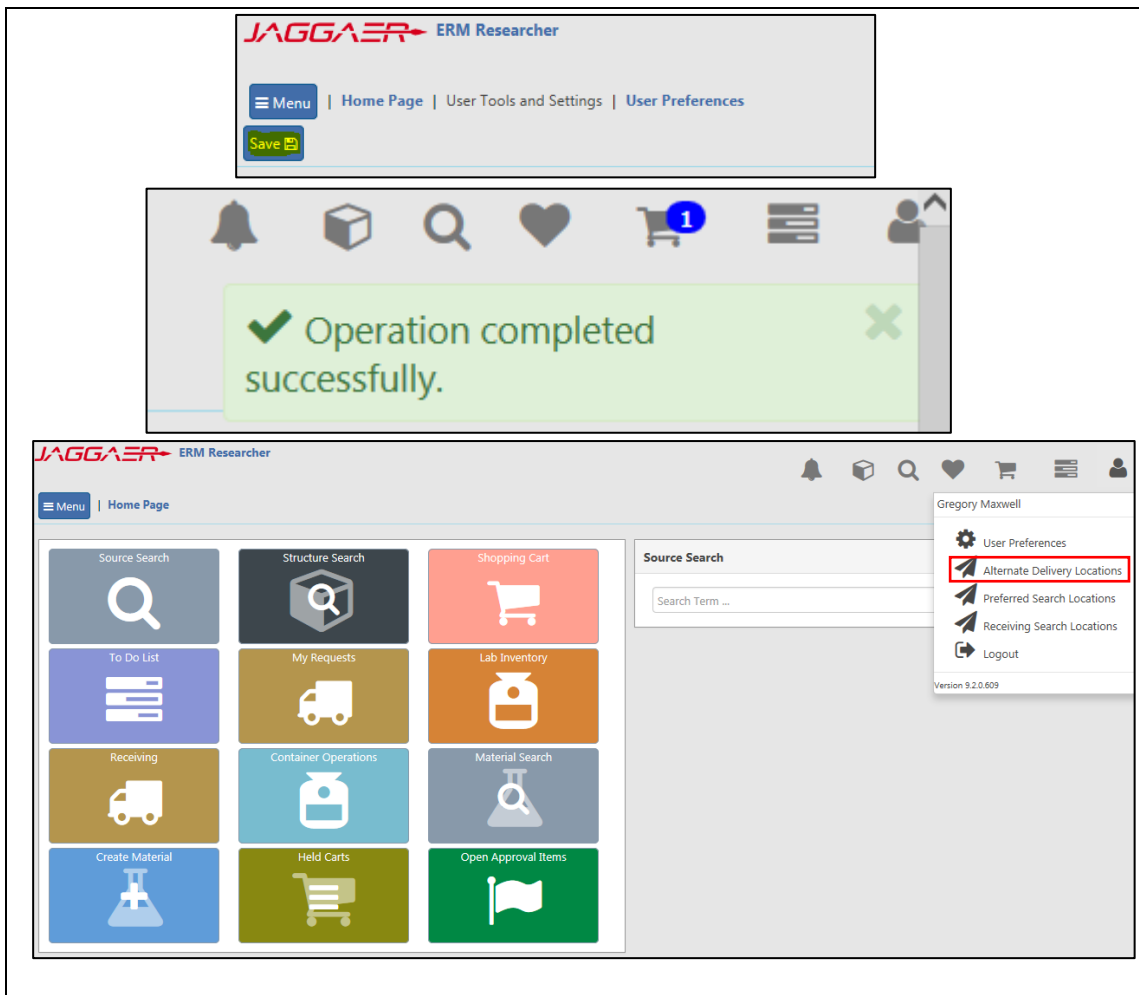
User Preference Setup

- ▶ To save all changes click on the Save Button (top left)
- ▶ A message will be generated to confirm all changes have been completed
- ▶ Return to Main Menu. Click on the user 👤 icon and select 'Alternate Delivery Locations'

Note: assigned locations serve as transfer locations within Container Search (see Container Search QRG).

User Preference Setup
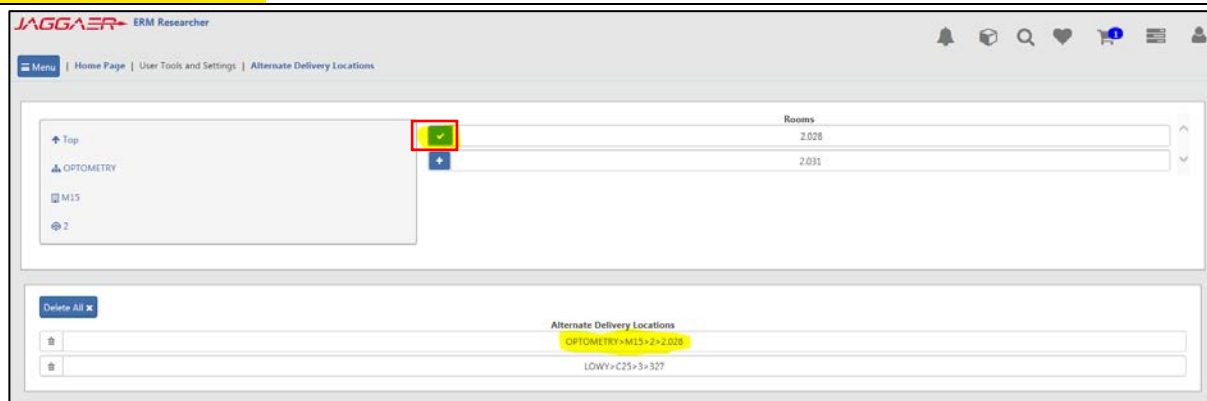
► Select your "Preferred Alternate Delivery Location" (final step click on the add button to select a room)
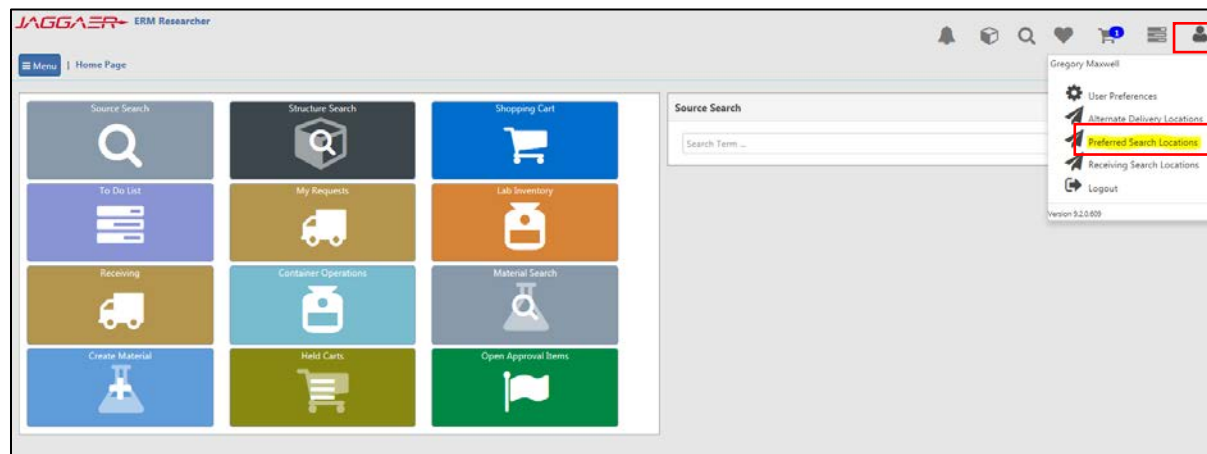
User Preference Setup
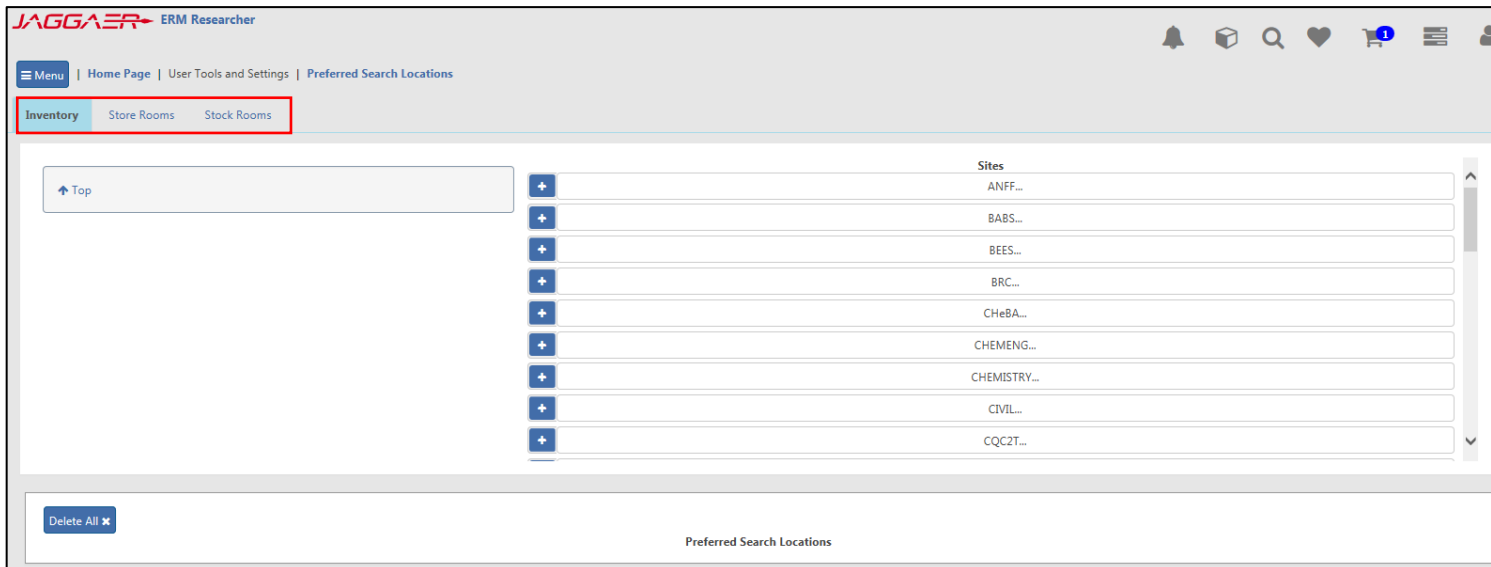
▶ Alternate delivery location will be automatically saved (once green tick ✅ icon is selected)

▶ On the same page, click on the 👤 user icon and select 'Preferred Search Locations'

User Preference Setup

- ► Select locations for your "Preferred Search Location"
- ► Inventory (e.g. laboratory and sub-locations)
- ► Store Rooms (e.g. Repository)
- ► Stock Room (UNSW Stores: ChemStore or Upper Campus Store)