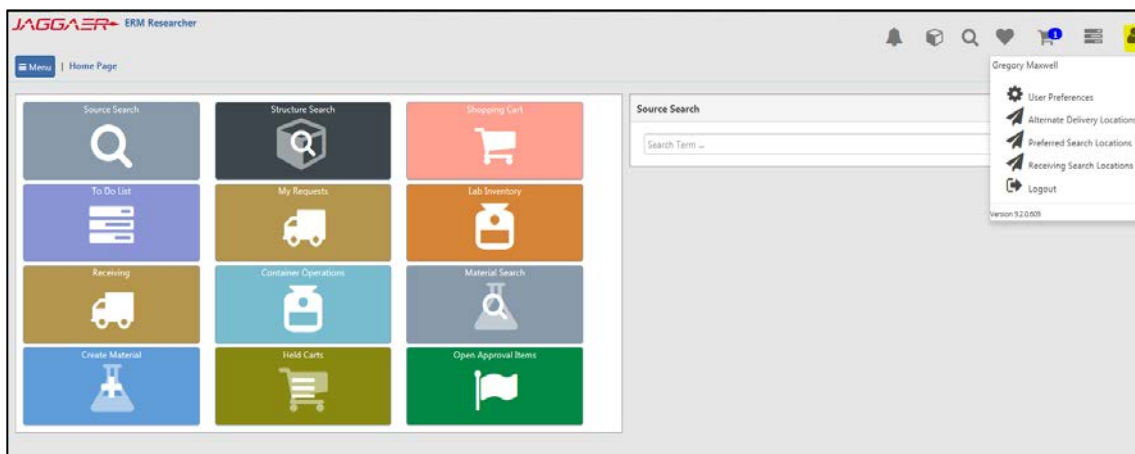
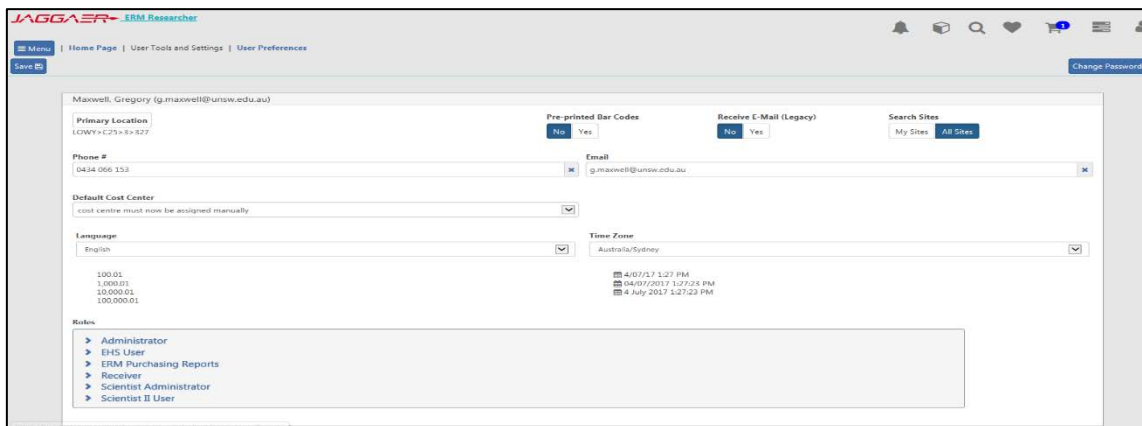


# User Preference Setup

## User Preference Setup (Researcher Module)

Maxwell, Gregory (g.maxwell@unsw.edu.au)

Primary Location:  Pre-printed Bar Codes:  No  Yes Receive E-Mail (Legacy):  No  Yes Search Sites:

Phone #:  Email:

Default Cost Center:

Language:  Time Zone:

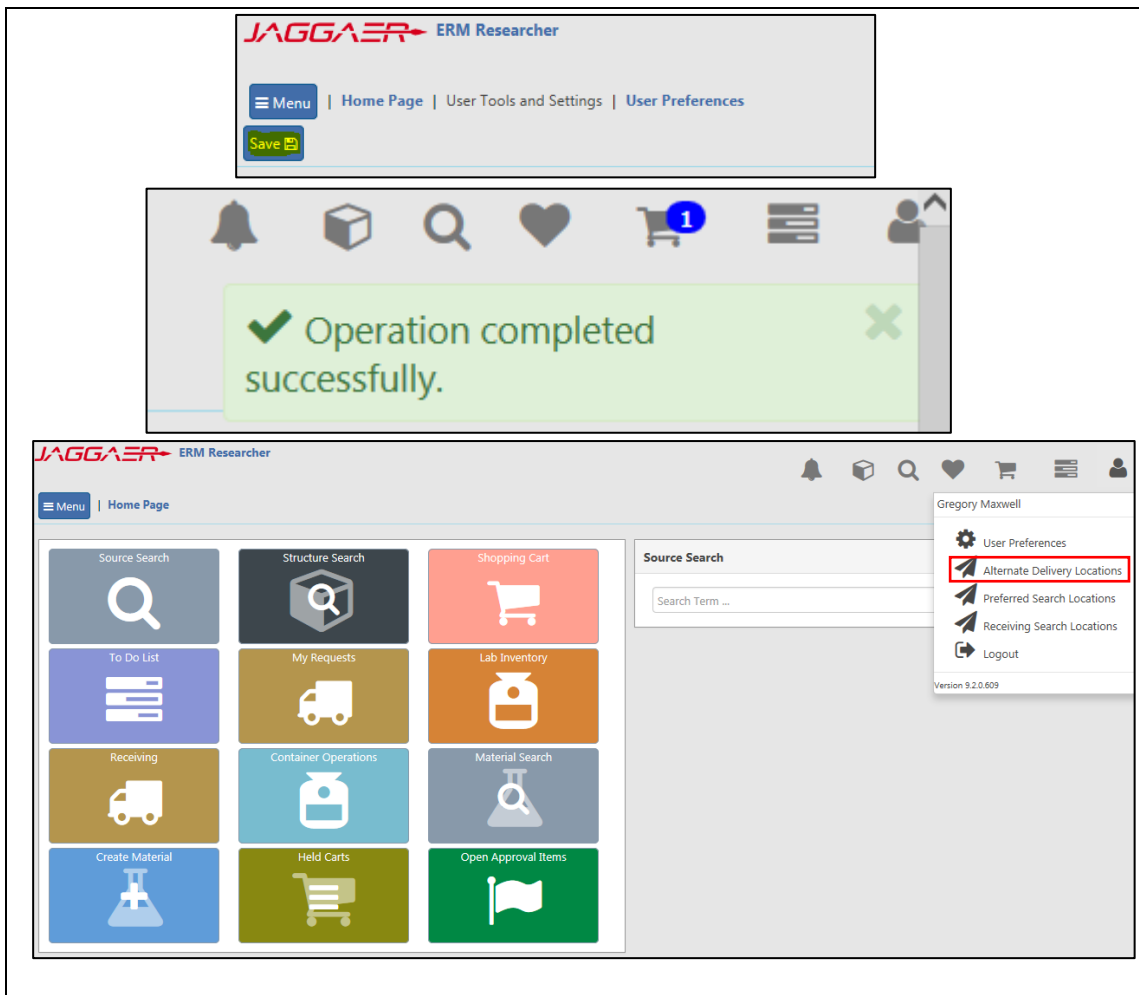
100.01: 4/07/17 1:27 PM  
 1.000.01: 04/07/2017 1:27:25 PM  
 10.000.01: 4 July 2017 1:27:23 PM  
 100.000.01:

Roles:


- > Administrator
- > EHS User
- > ERM Purchasing Reports
- > Receiver
- > Scientist Administrator
- > Scientist II User

- ▶ 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

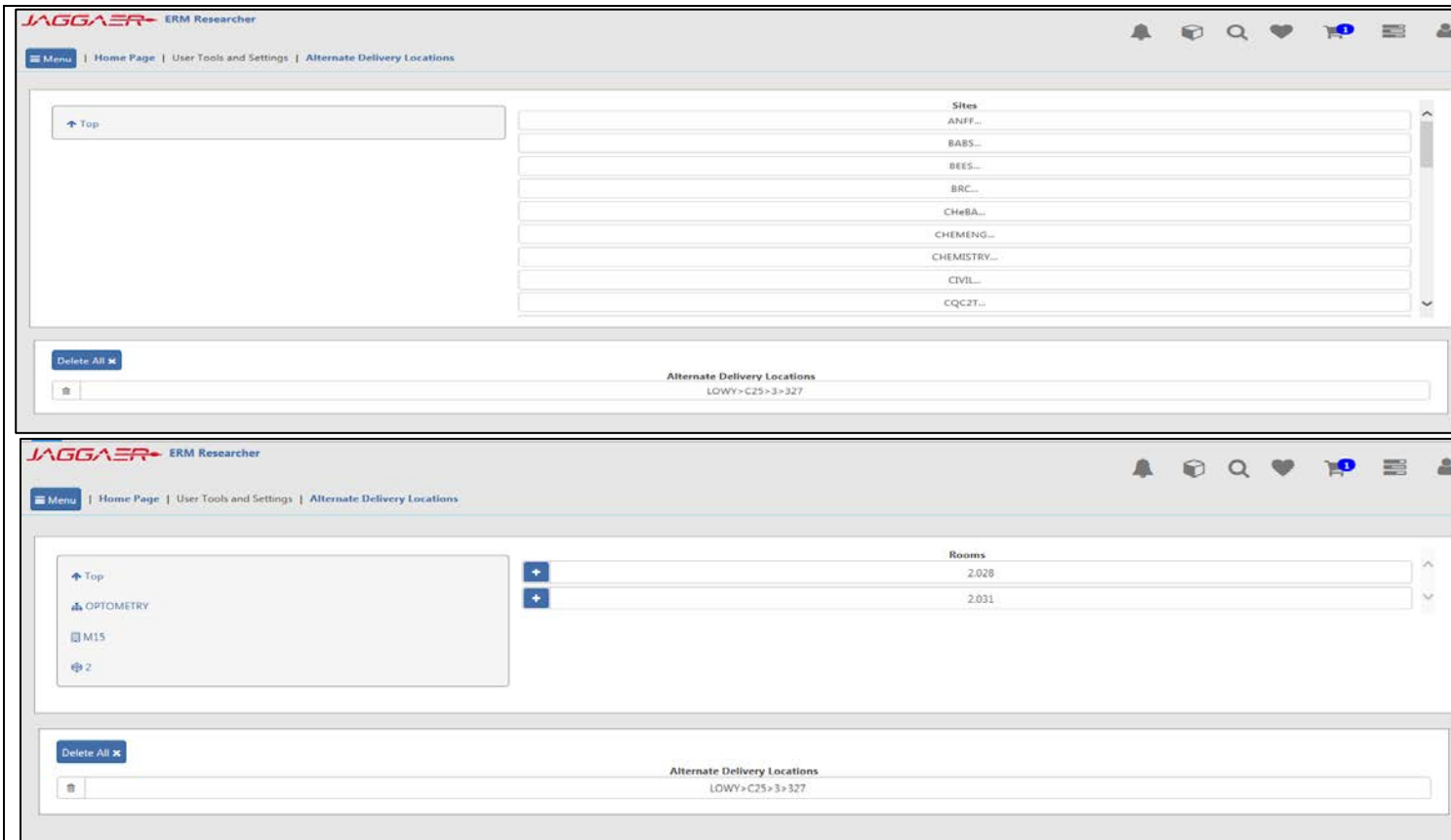


The screenshot displays the JAGGAER ERM Researcher interface. At the top, the breadcrumb trail reads: Menu | Home Page | User Tools and Settings | User Preferences. A 'Save' button is visible in the top left corner. A green notification banner in the center states: 'Operation completed successfully.' Below this, the main dashboard features a grid of functional tiles: Source Search, Structure Search, Shopping Cart, To Do List, My Requests, Lab Inventory, Receiving, Container Operations, Material Search, Create Material, Held Carts, and Open Approval Items. On the right side, the user profile dropdown for Gregory Maxwell is open, with 'Alternate Delivery Locations' highlighted in red. Other options include User Preferences, Preferred Search Locations, Receiving Search Locations, and Logout. The version number 9.2.0.609 is displayed at the bottom of the dropdown menu.

- ▶ 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



The top screenshot shows the 'Alternate Delivery Locations' page with a list of sites on the right and an empty table for adding locations. The bottom screenshot shows the same page with a tree view on the left and a table of rooms on the right, with plus signs indicating where to click to add a room.

**Sites**

- ANFF...
- BABS...
- BEE5...
- BRC...
- CheBA...
- CHEMENG...
- CHEMISTRY...
- CIVIL...
- CQC2T...

**Alternate Delivery Locations**  
LOWY> C25> 3> 327

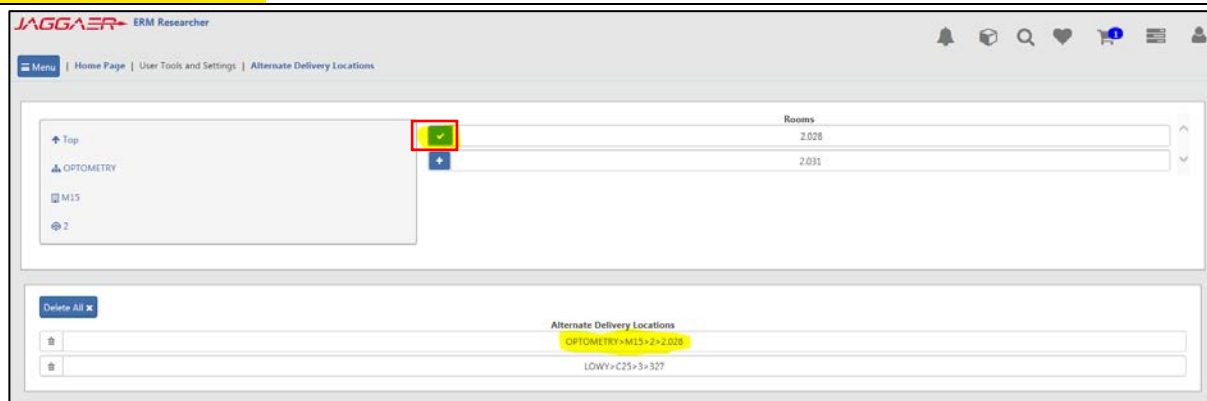
**Rooms**

- 2.028
- 2.031

**Alternate Delivery Locations**  
LOWY> C25> 3> 327

- ▶ Select your “Preferred Alternate Delivery Location” (final step click on the add button to select a room)

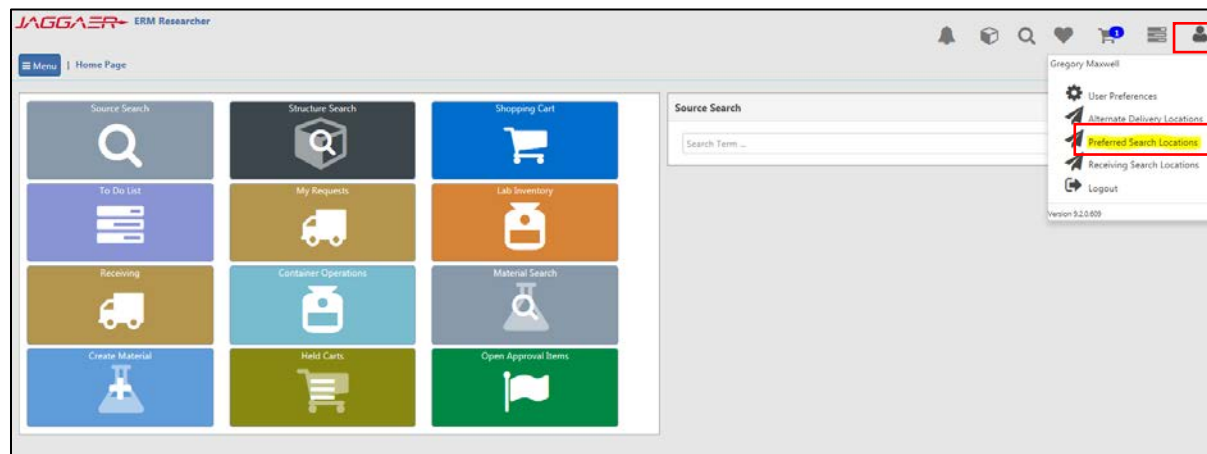
# User Preference Setup



	Rooms
Top	2.028
OPTOMETRY	2.031

Alternate Delivery Locations



- OPTOMETRY>M15>2>2.028
- LOWY>C25>3>327



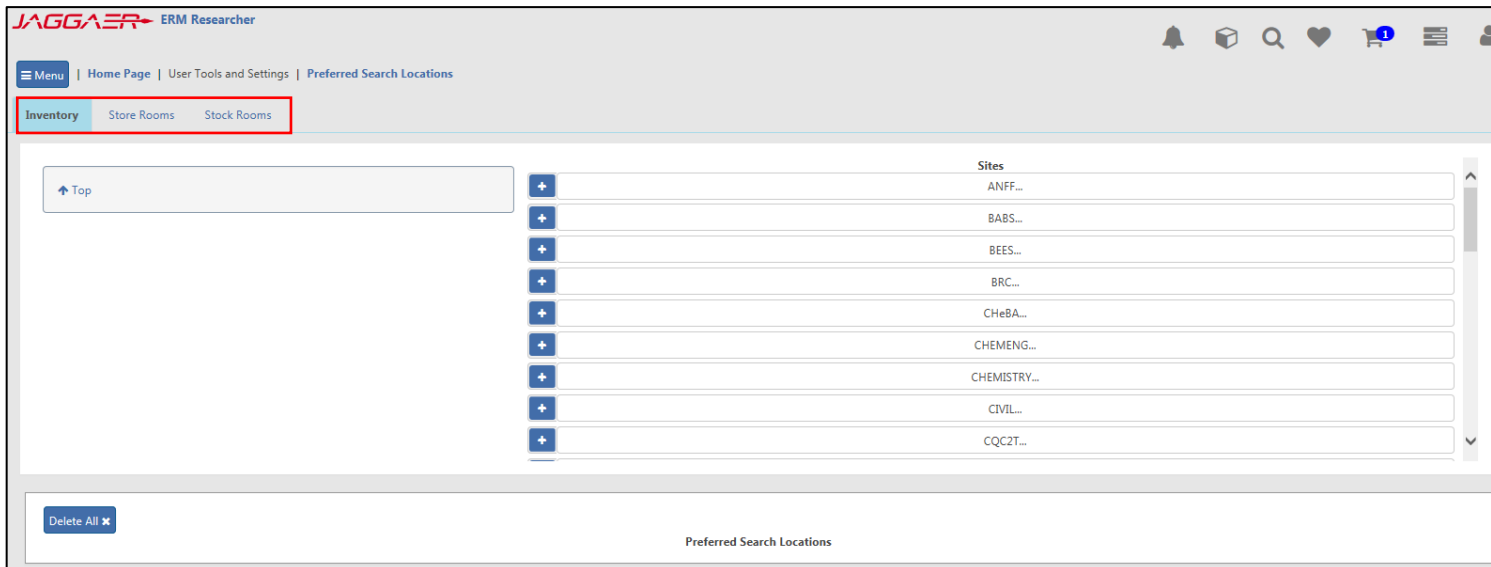
Gregory Maxwell

- User Preferences
- Alternate Delivery Locations
- Preferred Search Locations**
- Receiving Search Locations
- Logout

Version 9.2.0.809

- ▶ 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



JAGGAER ERM Researcher

Menu | Home Page | User Tools and Settings | Preferred Search Locations

Inventory | Store Rooms | Stock Rooms

↑ Top

Sites	
+	ANFF...
+	BABS...
+	BEEs...
+	BRC...
+	CHeBA...
+	CHEMENG...
+	CHEMISTRY...
+	CIVIL...
+	CQC2T...

Delete All ✕

Preferred Search Locations

- ▶ 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)