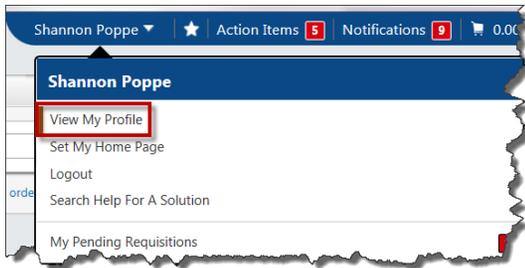
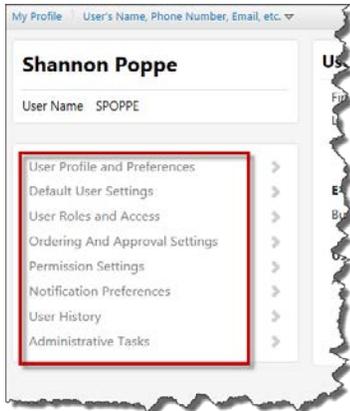


Profile – Updating Your Profile

To access your profile, click on your name on the banner and select View My Profile.



The My Profile page contains several sections to customize your settings in eSHOP.

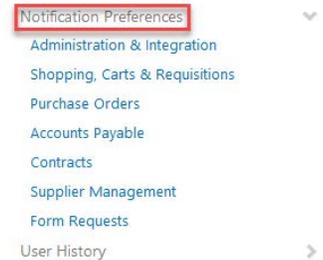


- From **User Profile and Preference**, select Language, Time Zone, and Display Settings to change your color theme. Select a theme and click on Save. This will change your colors in each page throughout eSHOP.

CHANGING YOUR NOTIFICATION PREFERENCES

Your profile was originally set up by your eSHOP administrators to send you email notifications when certain actions occur for your transactions within the system. You may select or deselect any of the events you want to change from the default setting.

Notification Preferences allows you to set email and in-app preferences for your notifications, such as Assigned Carts, PR pending workflow approval, PO sent to supplier, etc. You can set the desired options for notifications. These can include email only, notification only, both, or none.



- Click on any of the Notification Preferences sections.
- To edit a setting, click on [Edit Section](#).
- Click on Override and select from the dropdown menu: None, Email, Notification, and Email & Notification.
- Click on [Save Changes](#).

SET YOUR DEFAULT UNLOADING POINT

- Click the **Default User Settings**, then select Custom Fields and Accounting Code Defaults.
- Select the Header (ext.) tab and click [Edit](#) to the right of the Unloading Point row.

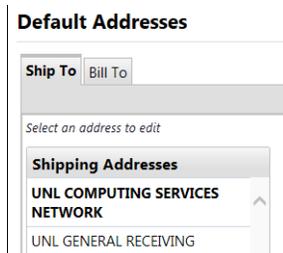
Custom Field and Accounting Code Defaults			
Header (int.)	Header (ext.)	Codes	Code Favorites
			?
Custom Field Name	Default Value	Description	Edit Values
Remit ID Override	No Default Value		Edit
Unloading Point	No Default Value		Edit
Quote Number	No Default Value		Edit

- The Unloading Point is a free-form field to indicate an exact room address for delivering the order. Since this is not a searchable field, you will need to enter the information yourself, including the building, room number and campus zip (if necessary).
Setting your Unloading Point will help with product deliveries. Unloading point varies per campus. For UNMC, use the building, room, and first initial with last name.
- Click on [Create New Value](#).

5. Click in the Value field. Enter the address where you want all your orders delivered to. You can add a description for this unloading point to make it easier to identify if you wish.
6. Check the Default box to make this address the default.
7. Click on **Save**. You can add additional unloading points if necessary.

UPDATE YOUR SHIP TO AND BILL TO ADDRESSES

1. From the **Default User Settings**, click on **Default Addresses**.
2. eSHOP defaults Ship To and Bill To information by campus. You can add additional ship-to locations if needed which can be selected in the cart.



3. Click on **Select Addresses for Profile**. Enter search criteria in the Nickname/Address field and click on **Search**.
4. The details for all shipping addresses that match your criteria will be displayed below. Select the address you wish to add to your Profile.
5. If you would like this address to be the default, click the Default box. Click the Save button to add this address to your list of available addresses. To add another shipping address to your list, click 'Select Address for Profile' button again.
6. Click the **'Bill To'** tab to set your billing address preference by following the steps previously listed.

ADD COST OBJECT VALUE

1. To add cost objects to your favorites list or to set a default value, click on **Custom Field and Accounting Code Defaults**.
2. Click on **Codes** tab and click on **Edit** to the right of the Cost Object row.

Profile – Updating Your Profile

3. Click on **Create New Value**.
4. Use the description search to find the value you would like to place in your favorites list of values you want to make default.
5. Click on **Search**.
6. Click the select box to select the values you wish to add. Click Add Values to add them to the list.
7. When you have added the cost object to your favorites list, you can make this value a default for your carts by clicking on the Cost Object number on the left.
8. Click the Default box and then click **Save**.
9. Repeat this process for additional cost objects you wish to set in your profile.

ADD CART ASSIGNEE

You specify a default and additional assignees as substitutes when assigning a cart.

1. From Default User Settings, click on Cart Assignees.
2. Click on **Add Assignee...**
3. Type in your criteria for a search and click **Search**.
4. Find the employee you wish select and click on their name.
5. The employee name is now added to your list of cart assignees. You can add additional names if desired. You can set an assignee as preferred or remove the name at any time.

CHECKOUT SETTINGS

Two checkout options are available: Advanced Checkout and Express Checkout. The default is set to Advanced Checkout. Express Checkout is ideal for users who shop infrequently because the preset checkout steps are simplified for less detailed entries.

1. From Default User Settings, click on Checkout Settings.
2. To change the default, click on **Edit Section**.
3. Select your desired checkout and click **Save Changes**.

Note: you can always toggle between Advanced Checkout and Express Checkout from within the Cart.