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.

1. Click on any of the Notification Preferences sections.
2. To edit a setting, click on Edit Section.
3. Click on Override and select from the dropdown menu: None, Email, Notification, and Email & Notification.
4. Click on Save Changes.

SET YOUR DEFAULT UNLOADING POINT

1. Click the Default User Settings, then select Custom Fields and Accounting Code Defaults.
2. Select the Header (ext.) tab and click Edit to the right of the Unloading Point row.
3. 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.

4. 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.

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.

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.
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2. Click on Add Assignee...
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Note: you can always toggle between Advanced Checkout and Express Checkout from within the Cart.

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