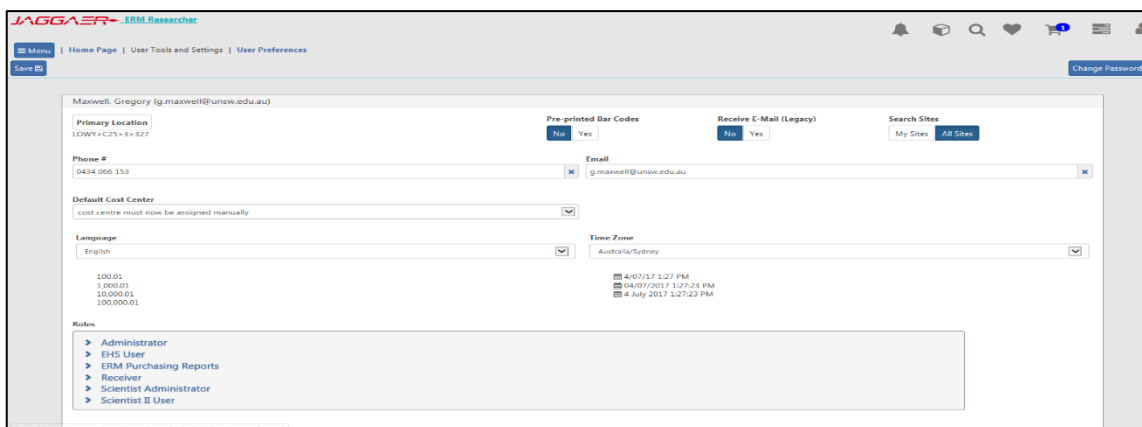
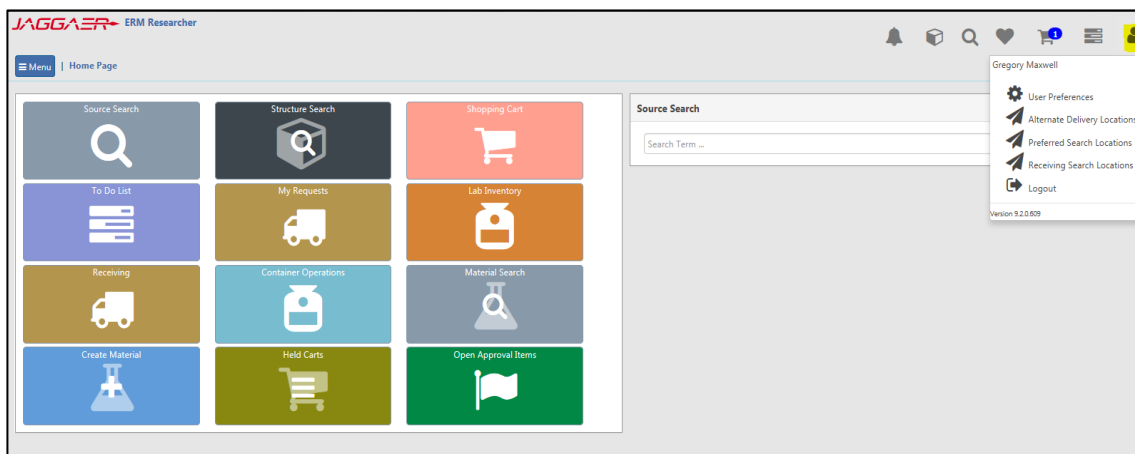


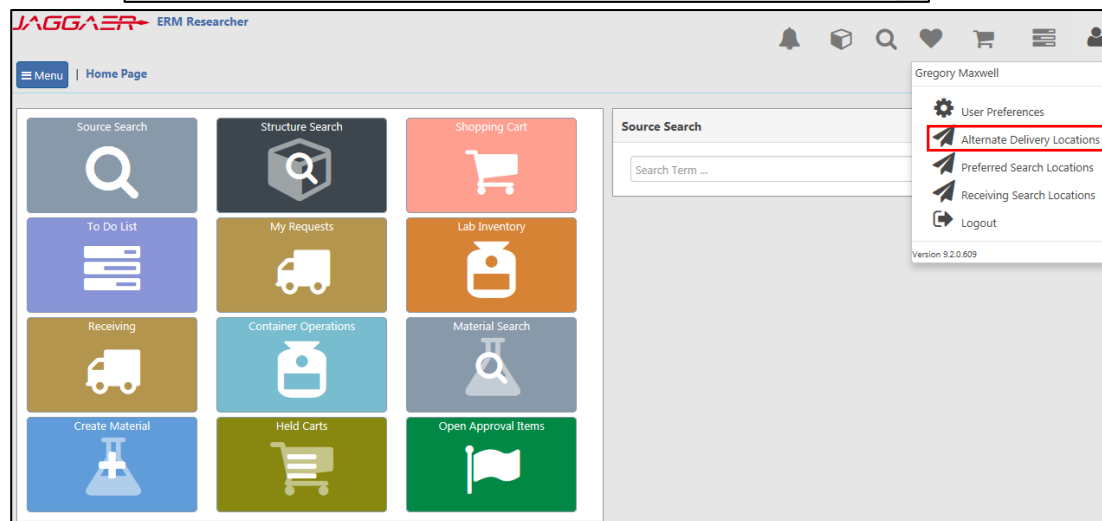
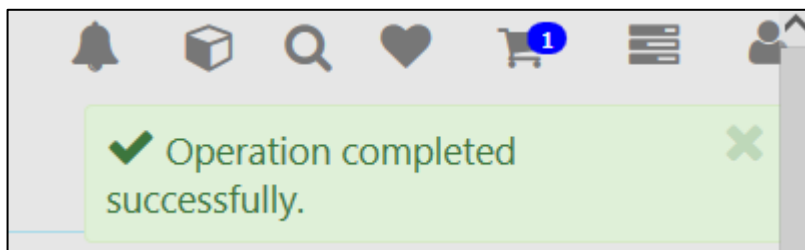
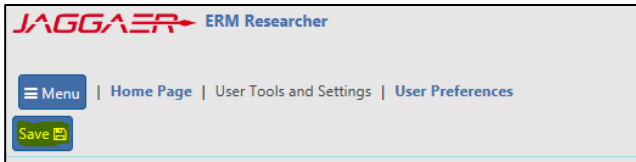
# User Preference Setup


## 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 (firstname.lastname@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

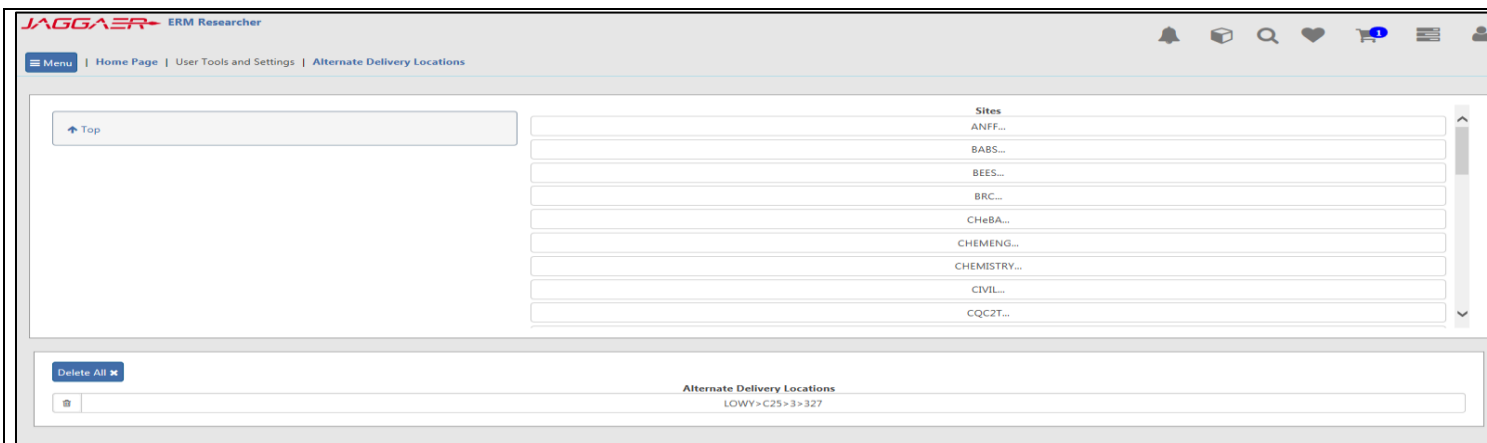
# User Preference Setup



- ▶ 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: these locations serve as location where user can perform container operations within the Researcher Module.*

# User Preference Setup



JAGGAER ERM Researcher

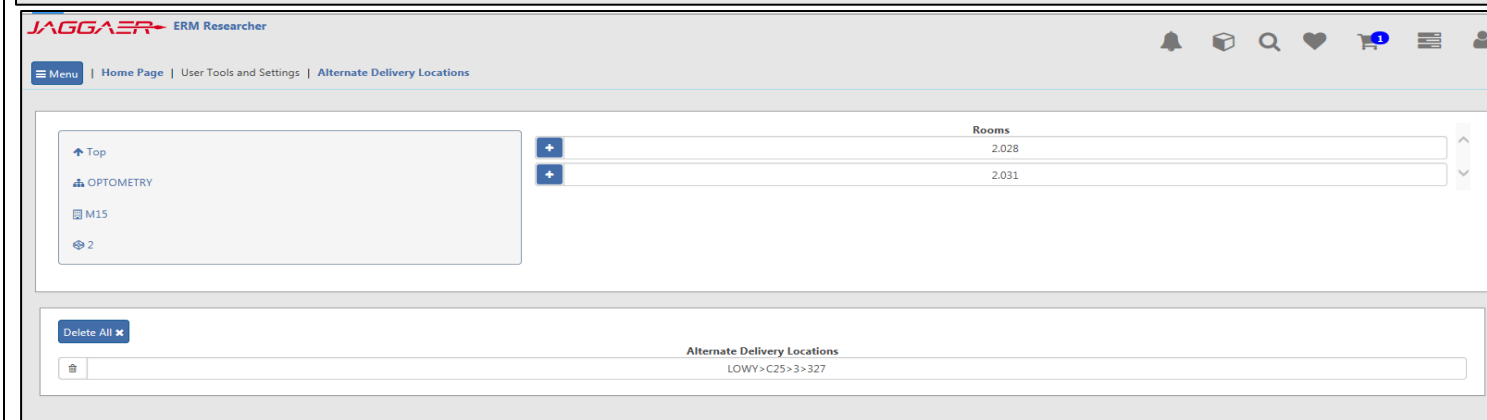
Menu | Home Page | User Tools and Settings | Alternate Delivery Locations

↑ Top

Sites
ANFF...
BABS...
BEES...
BRC...
CHeBA...
CHEMENG...
CHEMISTRY...
CIVIL...
CQC2T...

Delete All ✕

Alternate Delivery Locations  
LOWY> C25> 3> 327



JAGGAER ERM Researcher

Menu | Home Page | User Tools and Settings | Alternate Delivery Locations

↑ Top

OPTOMETRY

M15

2

Rooms
2.028
2.031

Delete All ✕

Alternate Delivery Locations  
LOWY> C25> 3> 327

▶ Select your preferred alternate location (final step click on the add button to select a room)

# User Preference Setup

JAGGAER-ERM Researcher

Menu | Home Page | User Tools and Settings | Alternate Delivery Locations

	Rooms
↑ Top	2.028
OPTOMETRY	2.031
M15	
2	

Delete All ✕

Alternate Delivery Locations

OPTOMETRY>M15>2>2.028

LOWY>C25>3>327

JAGGAER-ERM Researcher

Menu | Home Page

Source Search

Structure Search

Shopping Cart

To Do List

My Requests

Lab Inventory

Receiving

Container Operations

Material Search

Create Material

Held Carts

Open Approval Items



Source Search

Search Term ...

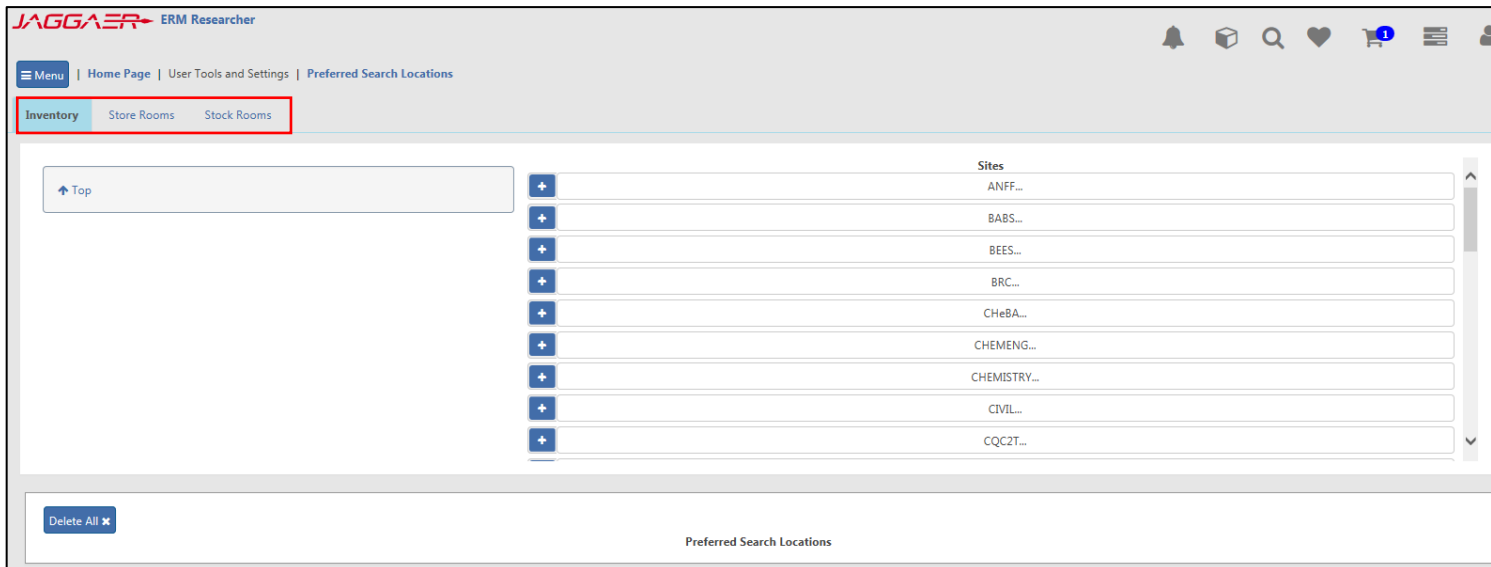
Gregory Maxwell

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

Version 9.2.0.609

- ▶ 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



The screenshot shows the JAGGAER ERM Researcher interface. The top navigation bar includes a menu icon, Home Page, User Tools and Settings, and Preferred Search Locations. Below the navigation bar, there are three tabs: Inventory (highlighted with a red box), Store Rooms, and Stock Rooms. The main content area displays a list of sites with a search bar on the left and a list of site names on the right. Each site name is preceded by a blue plus sign icon. The sites listed are: ANFF..., BABS..., BEES..., BRC..., CheBA..., CHEMENG..., CHEMISTRY..., CIVIL..., and CQC2T... At the bottom left, there is a 'Delete All' button. At the bottom center, the text 'Preferred Search Locations' is displayed.

Site Name
ANFF...
BABS...
BEES...
BRC...
CheBA...
CHEMENG...
CHEMISTRY...
CIVIL...
CQC2T...

- ▶ 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)