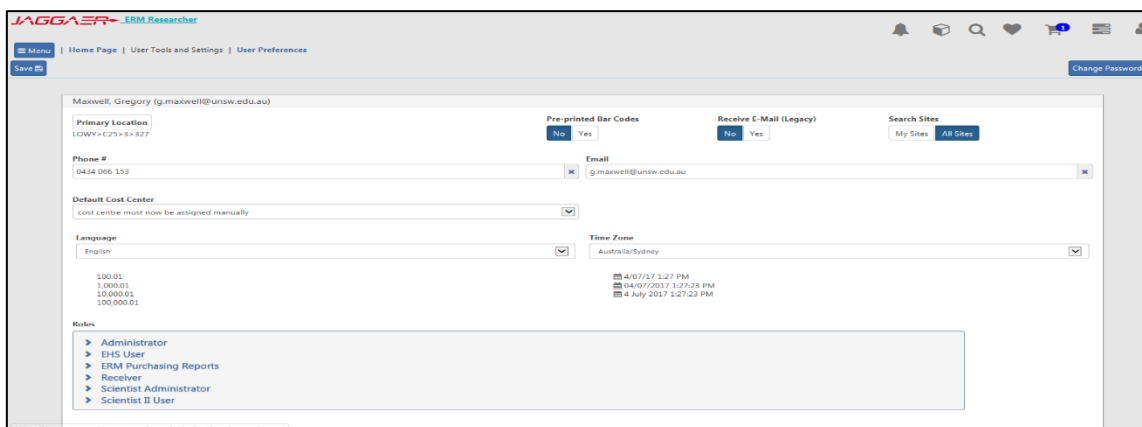
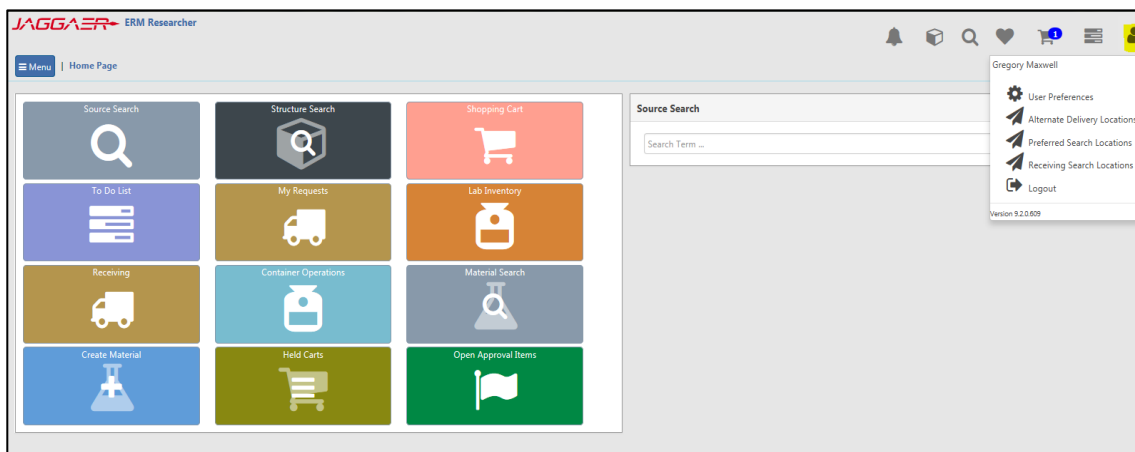


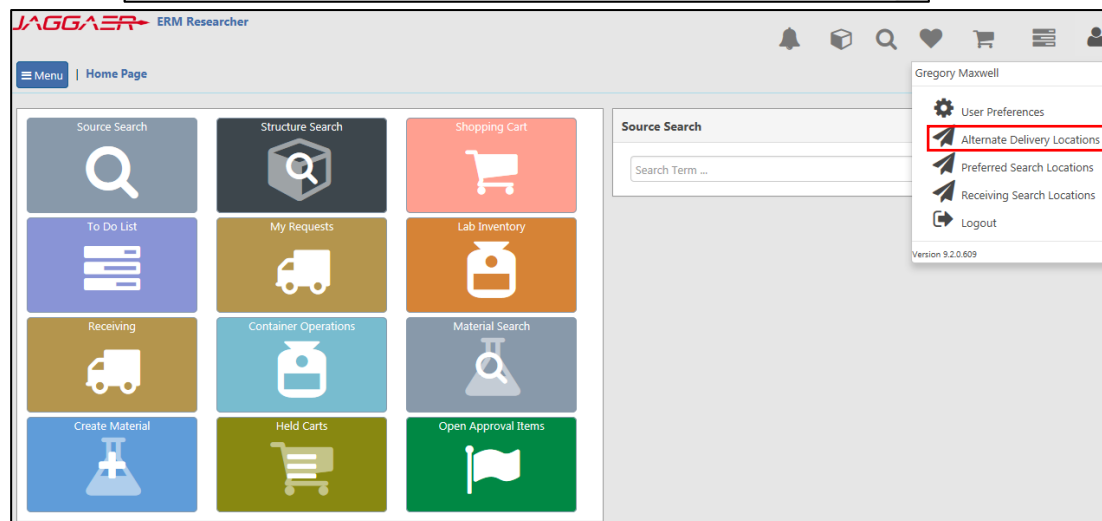
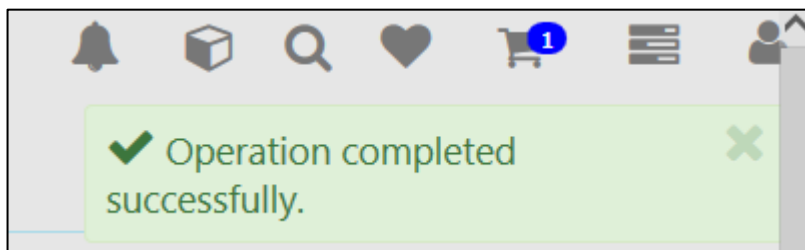
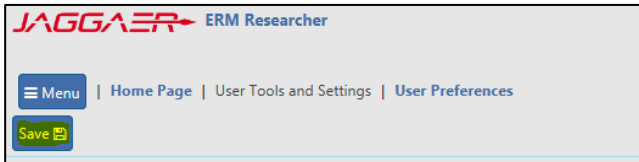
User Preference Setup


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 and lab inventory 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...
CIVL...
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

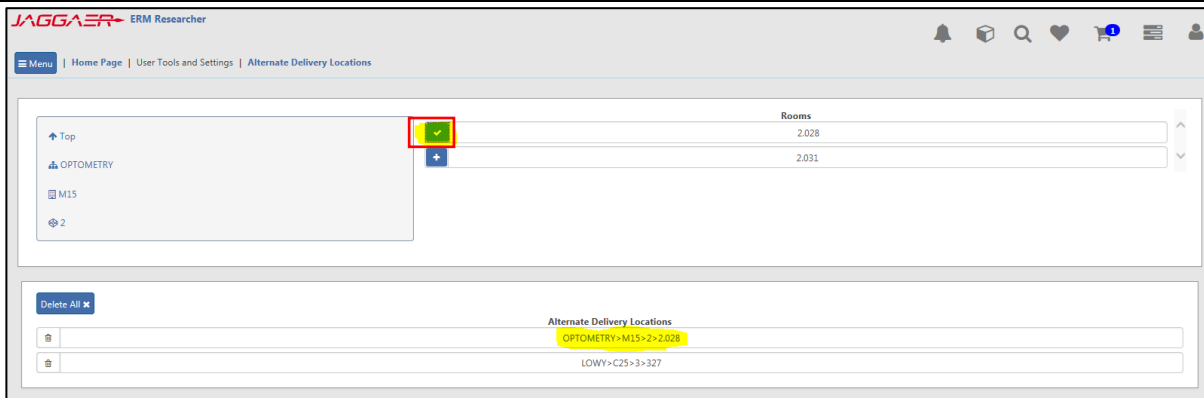
Rooms
2.028
2.031

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

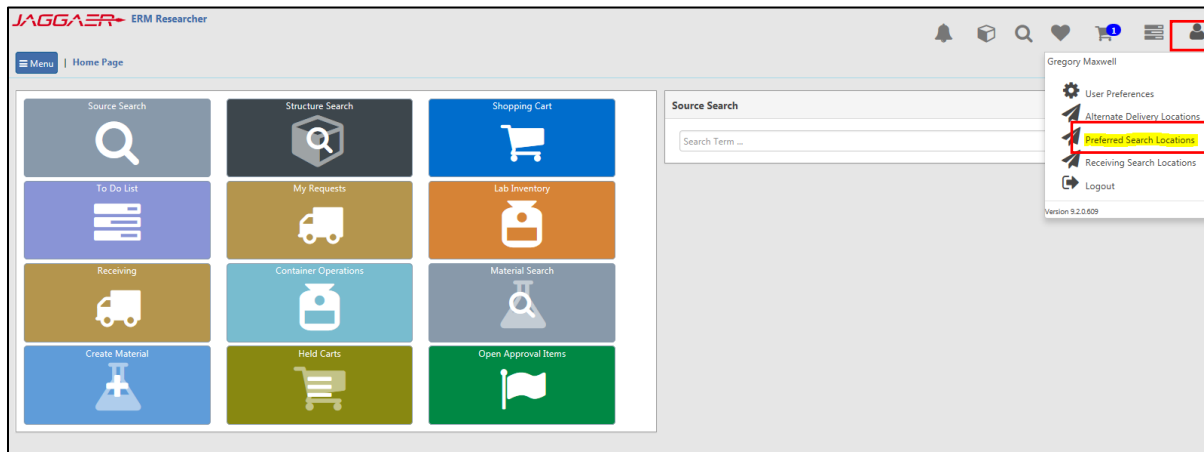
	Rooms
↑ Top	2.028
OPTOMETRY	2.031
M15	
2	

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 ...

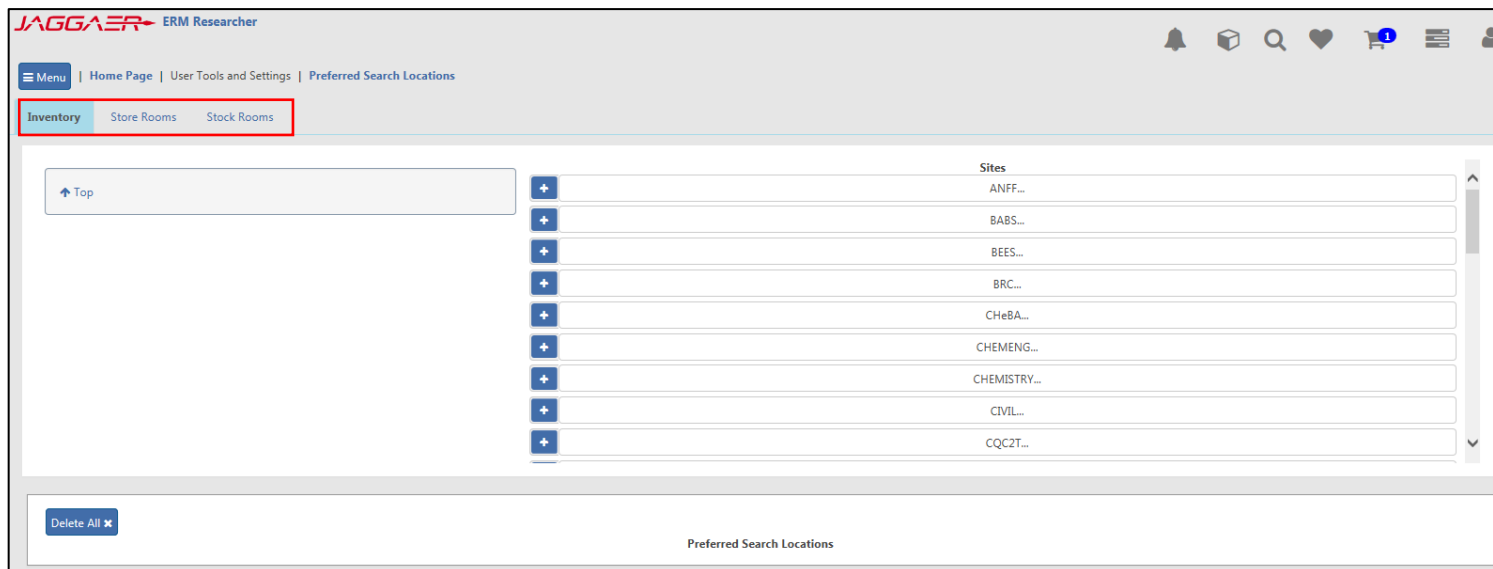
Gregory Maxwell

- 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



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)