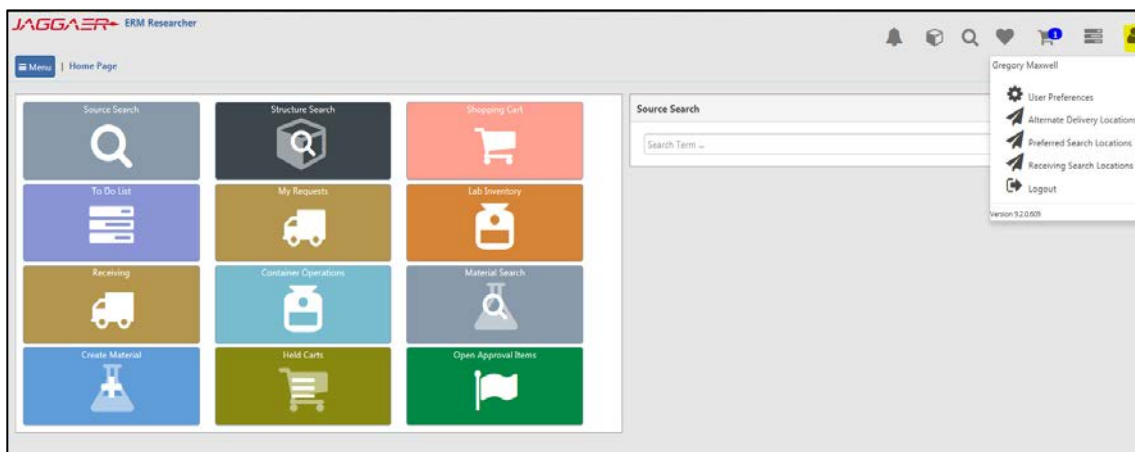
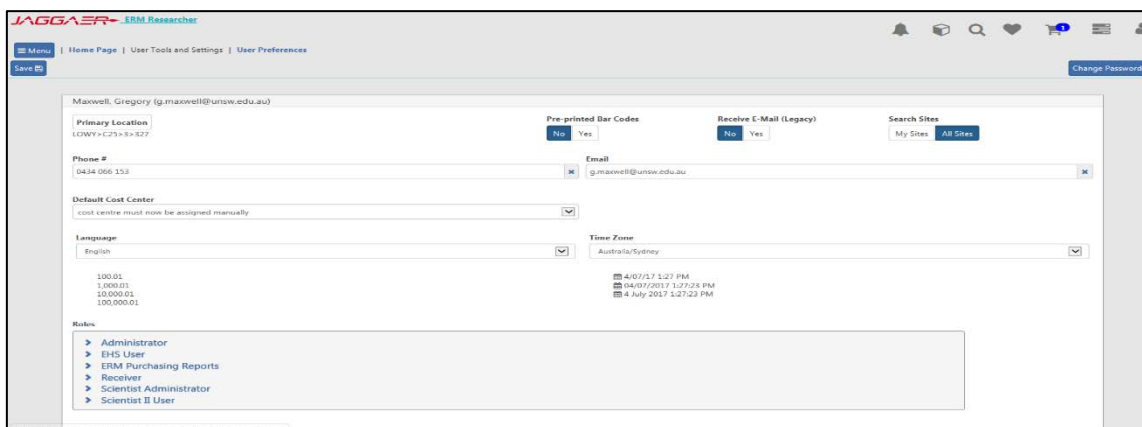


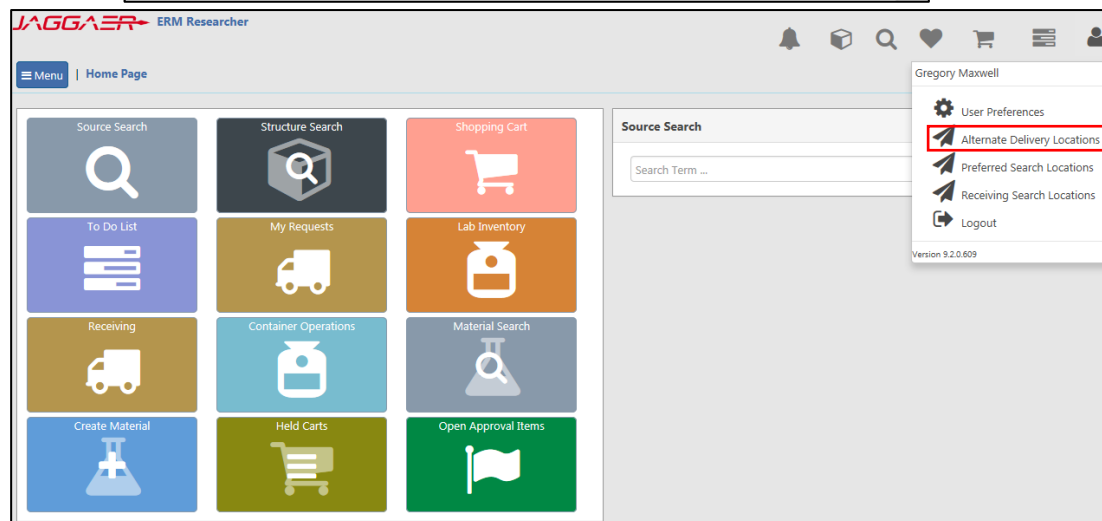
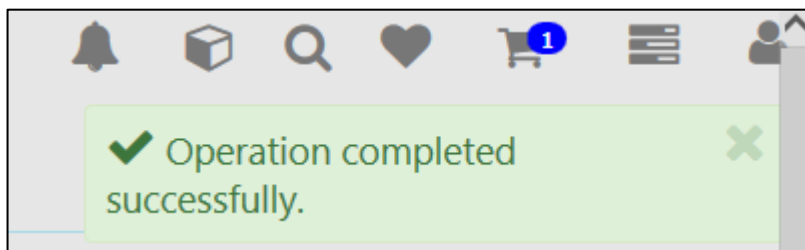
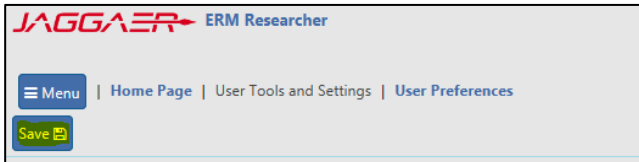
# User Preference Setup


## 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 (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

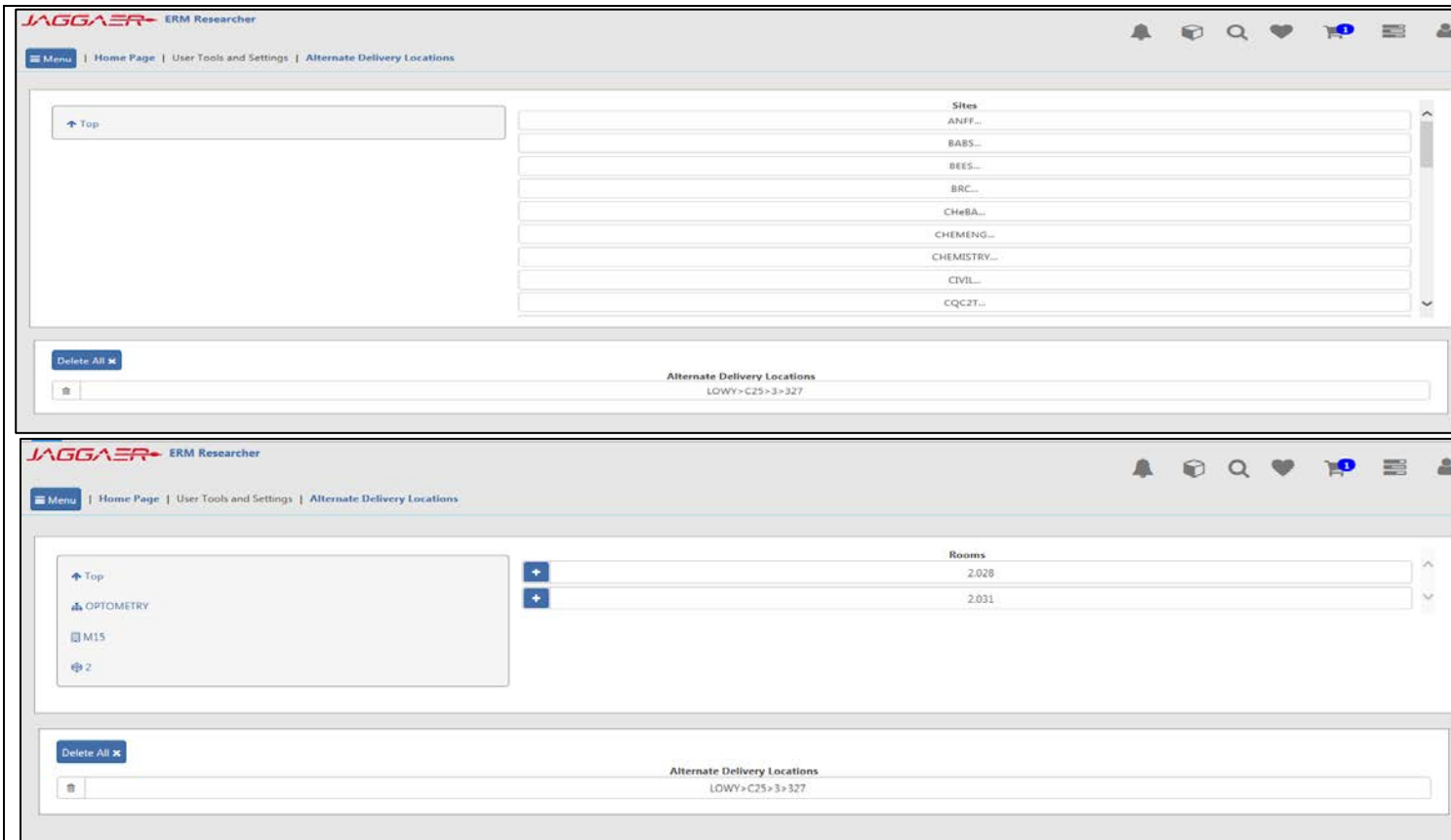
# User Preference Setup



- ▶ 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).*

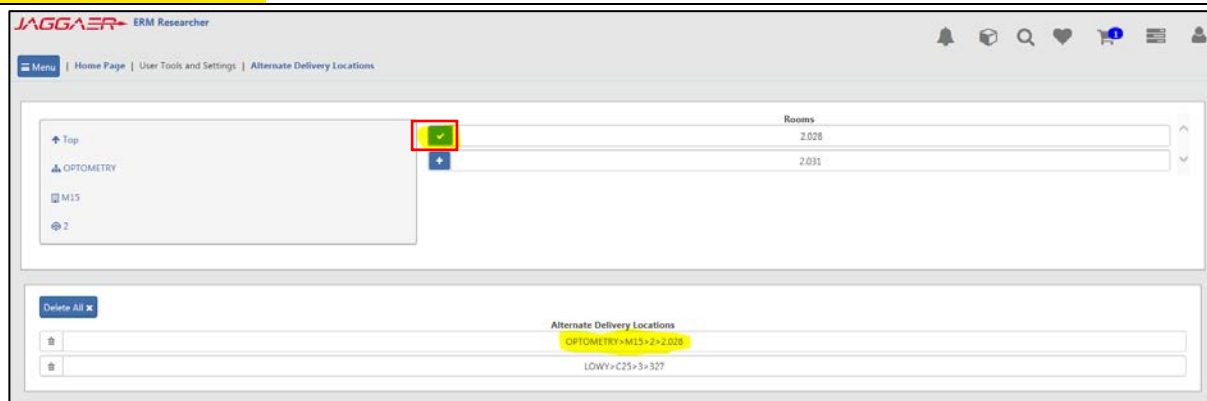
# User Preference Setup



The top screenshot shows the 'Alternate Delivery Locations' page with a list of sites on the right and an empty field for selecting locations. The bottom screenshot shows the same page with two rooms, 2.028 and 2.031, added to the field.

- ▶ Select your “Preferred Alternate Delivery 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

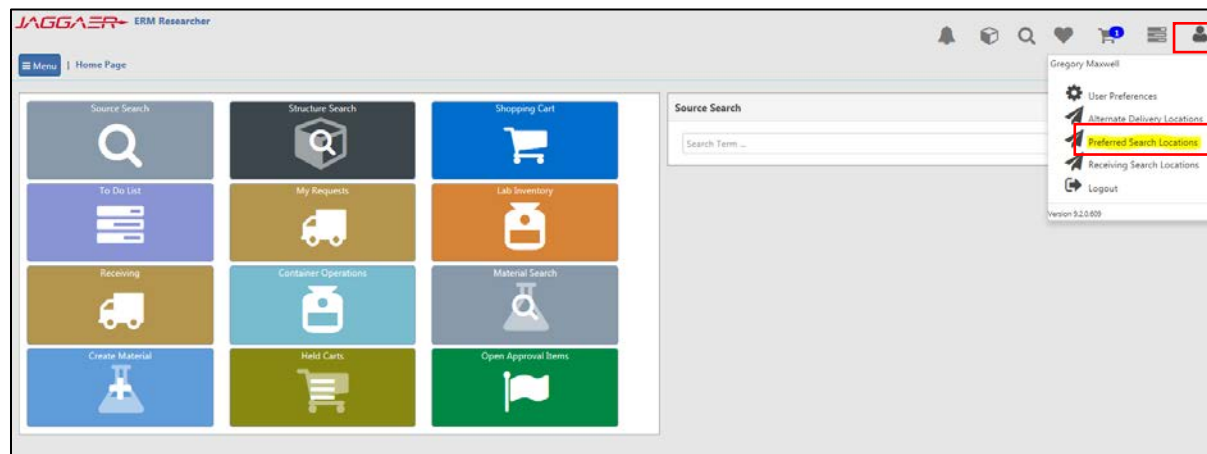
	Rooms
Top	2.028
OPTOMETRY	2.031

Delete All ✕

Alternate Delivery Locations

OPTOMETRY-M15-2->2.028

LOWY-C25-S->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 ...

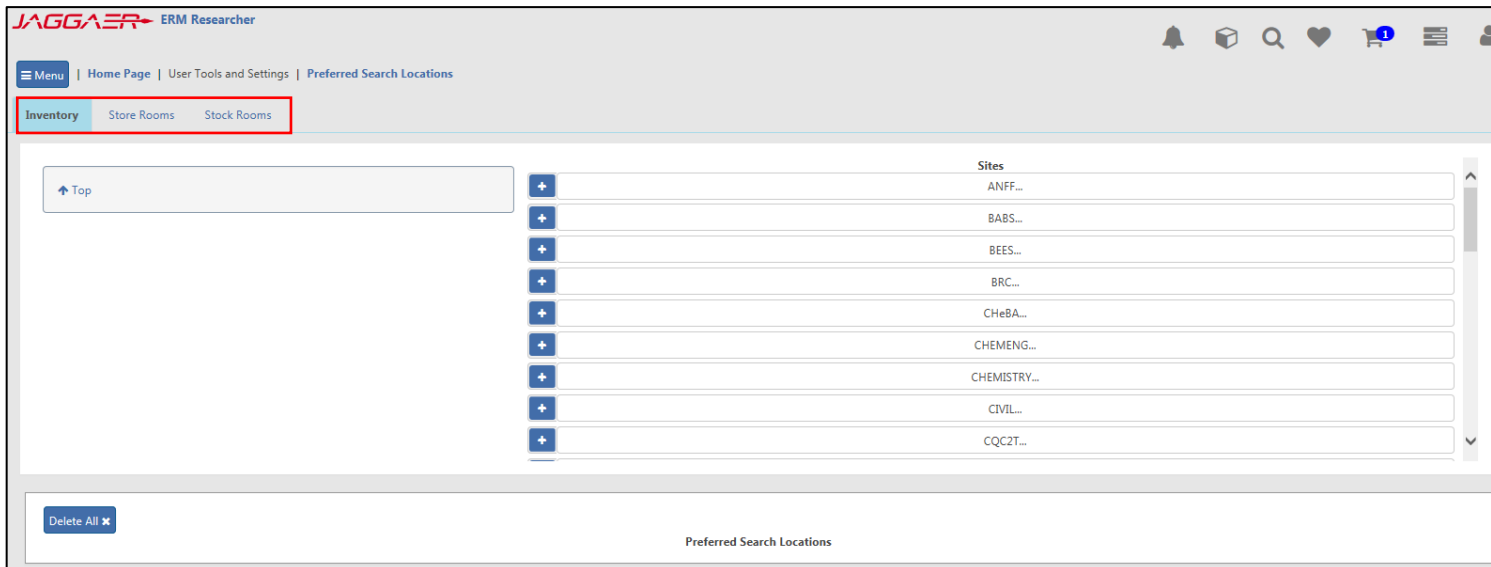
Gregory Maxwell

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

Version 9.2.0.809

- ▶ 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



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 plus sign icon next to each site name, indicating that they can be added to the preferred search locations. The sites listed are: ANFF..., BABS..., BEES..., BRC..., CheBA..., CHEMENG..., CHEMISTRY..., CIVIL..., and CQC2T... At the bottom of the page, there is a 'Delete All' button and the text 'Preferred Search Locations'.

Sites	
+	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)