

# eSHOP Profile Management

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### **User Profile and Preferences**

Update your name, phone number or email addresses.

1. Click your name in the Top Banner

Ruby Requester 🔻 🛧 🏴 斗 📜 2,881.00 USD 🛛 Search (Alt+Q)	Q
 Ruby Requester	?
View My Profile Dashboards	
Set My Home Page Logout	
You do not have any recent orders	

- 2. Click View My Profile
- 3. Make necessary change(s) to User Name, Phone Number, Email etc. page

Ruby Requester		User's Name, Phone	Number, Email, etc.
User Name rubyr		First Name	Ruby
		Last Name	Requester
		Phone Number	
User Profile and Preferences	$\sim$		Country Code, Area, Phone Number, Extension
User's Name, Phone Number, Email, etc.		E-mail Address	rubyr@utsystem.edu Email Us
Language, Time Zone and Display Set	ttings	Business Unit	UT System Administration (utsystem.edu)
Default User Settings	>	Department	
User Roles and Access	>	Position	
Ordering and Approval Settings	>		
Permission Settings	>	User Name	rubyr
Notification Preferences	\$	Authentication Method	Local
User History			

- 4. Click Save
- 5. Click Language, Time Zone and Display Settings, make necessary changes to that page.

My Profile > Language, Time Zone and Display Settings  $m{
abla}$ 

Ruby Requester		Language, Time Zone and Display Settings		
User Name rubyr		Select a Language	•	
User Profile and Preferences	•	Country	Υ	
User's Name, Phone Number, Email, e	etc.	Currency	<b>T</b>	
Language, Time Zone and Display Se	ttings	Time Zone		
User Roles and Access	>	Color Theme	UT System Theme	
Ordering and Approval Settings	>	Enable Accessibility Mode	Ves 🖲 No	
Permission Settings Notification Preferences	>	Help on mouse over	•	
User History	>	Preferred email format		
		Access Training Content Configuration	Yes No	
		Home Page	Default      Override Shopping Home	
			Save Change	

6. Click Save Changes



#### **Cart Assignees**

A Cart Assignee is a Requester who can submit carts into UT Share/PeopleSoft. When you select a Requester and specify him/her as your preferred Cart Assignee, the cart for all of your subsequent orders will automatically be assigned to that Requester. When submitting the cart, you can reassign any of these carts to a different Requester, if needed.

#### Add Assignee to Profile

1. From the eSHOP homepage, access your profile by clicking your name and selecting the **View My Profile** link.



2. Within your profile, click on **Default User Setting > Cart Assignees**.

My Profile >	Cart Assignees 🗢
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Ruby Requester           User Name         rubyr		Cart Assignees	
		Add Assignee	
		My Cart Assignees	?
User Profile and Preferences	>	Name	Action
Default User Settings	~		
Custom Field and Accounting Code I	Defaults		
Default Addresses			
Cart Assignees			
User Roles and Access	>		
Ordering and Approval Settings	>		
Permission Settings	>		
Notification Preferences	>		

3. Click the **Add Assignee** button.



4. In the resulting pop-up window, enter the search criteria and press the **Search** button.

User Search		?
Last Name	requester	
First Name		
User Name		
Email		
Business Unit	UT System Administration (utsystem.edu)	
Results Per Page	10 🔻	
Search		

5. In the resulting window, click the [select] link next to the desired Requester.

New Search				
Name 🔺	User Name 🗠	Email 🗠	Phone	Action
Requester, Ruby	rubyr	rubyr@utsystem.edu		[select]
Requester, Rob	robrequester	robreq@utsystem.edu	+469 (284) 7386	[select]



### Notification/Email Preferences

For each system generated notification/email message, you have the ability to choose the way you want to receive the information. The options are:

- None no message is sent
- Email a message is sent to the email address stored in your eSHOP profile
- Notification a message is available under Notifications in the eSHOP Top Banner
- Email & Notification: a message is sent via email AND displayed under Notifications in the eSHOP Top Banner

#### To access your notification/email preferences:

- 1. Click your name in the banner
- 2. Click View My Profile
- 3. Click Notification Preferences in the side menu, a sub menu of links will display.

Ruby Requester	
User Name rubyr	
User Profile and Preferences	>
Default User Settings	>
User Roles and Access	>
Ordering and Approval Settings	>
Permission Settings	>
Notification Preferences	$\sim$
Shopping, Carts & Requisitions	
Purchase Orders	
Accounts Payable	
Contracts	
Supplier Management	
User History	>

#### 4. Click the area in which you wish to set a notification, i.e. Shopping, Carts & Requisitions

Ruby Requester		Notification Preferences: Shoppin	ng, Carts & Requisitions	Edit Section
Jser Name rubyr				
		Prepared By - Cart Assigned Notice 📀	None	
User Profile and Preferences	>	Drenared Ry - DR rejected/returned	None	
Default User Settings	>	Prepared by Prinejected/returned	None	
User Roles and Access	>	Cart Assigned Notice 📀	Email & Notification	
Ordering and Approval Settings	>	Receive PR and PO notifications for Carts	Email & Notification	
Permission Settings	>	Assigned to Me 😨		
Notification Preferences	~	Assigned Cart Processed Notification 💿	Email & Notification	
Shopping, Carts & Requisitions				
Purchase Orders		Assigned Cart Deleted Notification 🚱	Email & Notification	
Accounts Payable		Cart/PR rejected/returned 💿	Email & Notification	
Contracts				
Supplier Management				
User History	5			

#### 5. Click Edit Section to make changes

In Edit Mode, you can choose the system default, or override the default with your choice from the drop down list.

🟦 Home			Ruby Requester 🔻	🛧 🏴 🔎 📜 0.00 USD 🛛 Search (Alt+Q) 🔍
) Shop	My Profile > Notification Preferences > Shopping, C	arts & Requisitions 🗢		?
🗐 Documents	Ruby Requester	Notification Preferences: Shop	oping, Carts & Requisitio	ns ?
💋 Contracts	User Name rubyr	Prepared By - Cart Assigned Notice 📀	<ul> <li>Default          <ul> <li>Override</li> </ul> </li> </ul>	Email
<b>h.</b> Reporting	Notification Preferences	Prepared By - PR rejected/returned 😨	Default     Override     Default     Override	None
	Shopping, Carts & Requisitions Purchase Orders	Receive PR and PO notifications for Carts	Default     Override	Notification Email & Notification
	Contracts Supplier Management	Assigned Cart Processed Notification ③	<ul> <li>Default</li> <li>Override</li> </ul>	Email & Notification
	User History	Assigned Cart Deleted Notification 😨	Default Override	Email & Notification
Menu Search		Cart/PR rejected/returned 💿	Override	Email & Notification
(ut m)				Save Changes Cancel

6. Click Save Changes when finished