



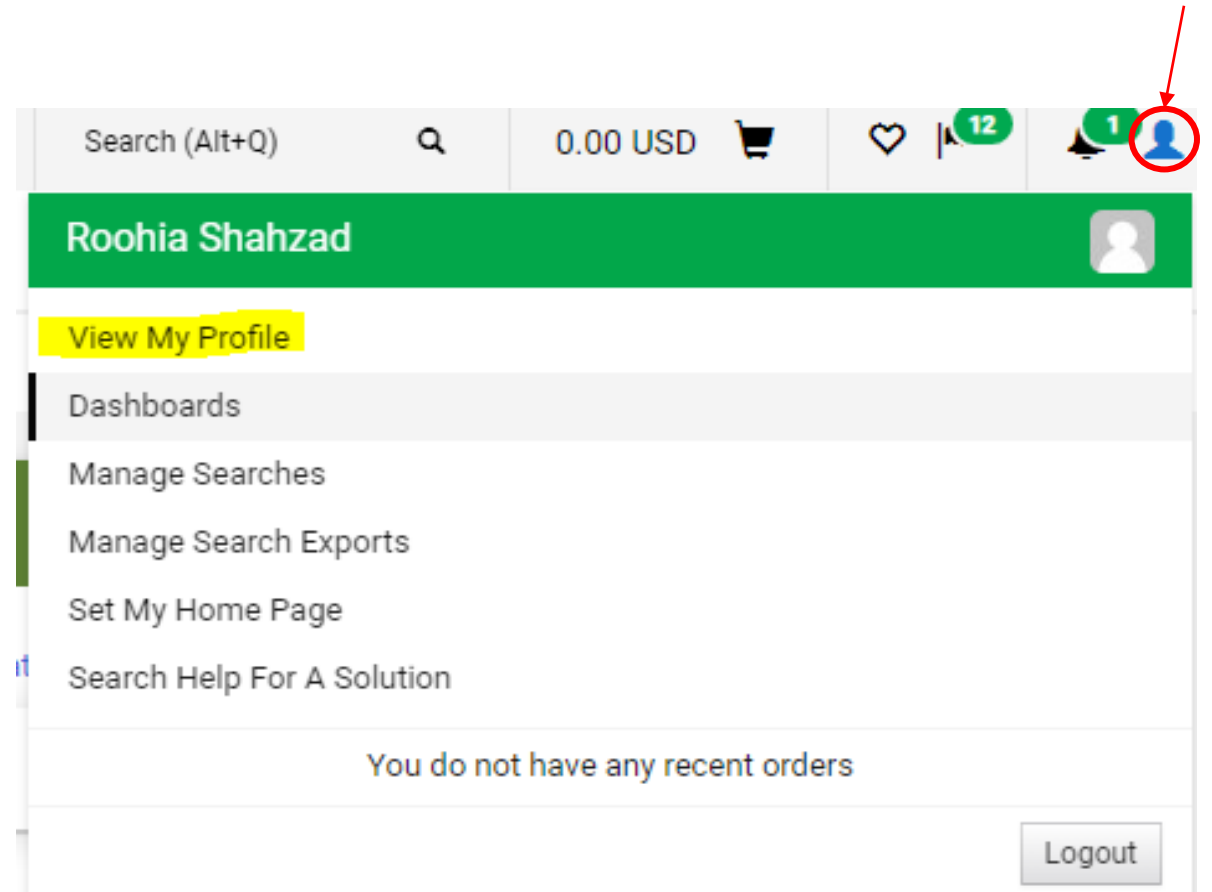
Profile Management

Shopping is Easy in ePro!



Once you are logged in, you can go to view/manage your profile settings by clicking on the person icon on the top right of your screen.

Click on “View my Profile”





You can view your user profile settings including your name, contact information and department associated with you.

Roohia Shahzad

User Name

User Profile and Preferences <

- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Early Access Participation
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

User's Name, Phone Number, Email, etc.

First Name	Roohia
Last Name	Shahzad
Phone Number	-
Mobile Phone Number	<input type="text"/> <small>International phone numbers must begin with +</small>
E-mail Address *	RoohiaShahzad@my.unt.edu
Business Unit	Univ. of North Texas System (SY769) ▾
Department	Procurement (927100) ▾
Position	▾
Authentication Method	SAML ▾
User Name *	<input type="text"/>

★ Required



You can configure display settings in the “Language, Time Zone and Display Settings”

Roohia Shahzad

User Name rs0820

User Profile and Preferences <

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

App Activation Codes

Early Access Participation

Default User Settings >

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

User History >

Language, Time Zone and Display Settings

Select a Language

English ▾

Country

United States ▾

Currency

USD ▾

Time Zone

CDT/CST - Central Standard Time (US/Central) ▾

Color Theme

UNT Theme ▾

Preferred email format

HTML ▾

Access Training Content Configuration

Yes No

Home Page

Default Override

Shopping Home



You can view your user roles under the “User Roles and Access” tab in “Assigned Roles”.

Refer to the detailed internal documentation to see how to setup your default Ship To/ Bill To Addresses and how to setup Chart-field values.

The screenshot shows the user profile for **Roohia Shahzad**. The user name is masked with asterisks. The navigation menu includes:

- User Profile and Preferences >
- [Default User Settings](#) >
- User Roles and Access <
- Assigned Roles** (highlighted)
- [Access](#)
- [Price File Approvals](#)
- [Assigned Shopping Personas](#)
- [Assign Business Unit Administration](#)

The **Assigned Roles** section is expanded, showing the following roles:

- Approver
- System Administrator

A red arrow points from the 'Assigned Roles' menu item to the expanded view.



To Configure Email and Notification Delivery Options:

1. Click on the “View My Profile” from the top right corner of your ePro portal dropdown.
2. Click “Notification Preferences”
3. Click on the document type or category you wish to change
4. Click the “Edit Section” link in the upper right corner of the screen.
5. Select Override next to the notification you wish to change.
6. Click on the drop down
7. Select the way you want wish to be notified
8. Click “Save Changes”



To Configure Email and Notification Delivery Options:

Roohia Shahzad

User Name

User Profile and Preferences <

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

App Activation Codes

Early Access Participation

Default User Settings >

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

Notification Preferences: [Edit Section](#)

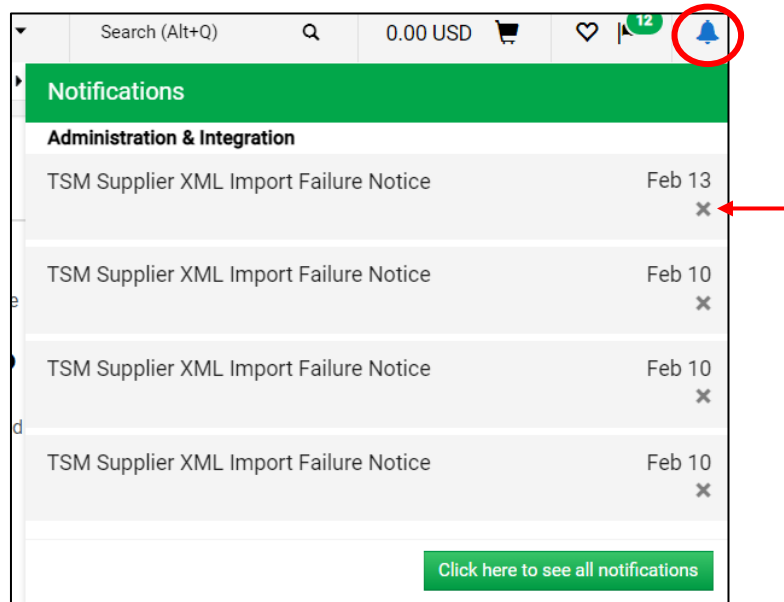
Purchase Orders

Prepared By - PO Workflow complete ?	None
Prepared By - PO sent to Supplier ?	None
Prepared By - PO line item(s) rejected ?	None
Prepared By - PO rejected ?	None

PO Confirmation/Acknowledgement ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PO Line Item Ship Notice ?	<input type="radio"/> Default <input checked="" type="radio"/> Override	Notification
PO line item(s) rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PO rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PO line item Backorder notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PO line item Cancellation notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None



To view and delete Notifications:



Click on the bell icon on the top right to view your notifications. Click on the 'x' to delete the notification.