

## **Profile Management**

## Shopping is Easy in UNT System Marketplace!

## -WUNT SYSTEM" MARKETPLACE

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"

Search (Alt+Q)	۹	0.00 USD	Ä	♡	<b>-</b> (
Roohia Shahzad					
View My Profile					
Dashboards					
Manage Searches					
Manage Search Exp	orts				
Set My Home Page					
Search Help For A S	olution				
	You do no	t have any rece	ent orde	rs	
					Logout



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

Roohia Shahzad		User's Name, Phone Number, Email, etc.		
ser Name		First Name	Roohia	
		Last Name	Shahzad	
Jser Profile and Preferences	<	Phone Number	_	
User's Name, Phone Number, Email, e	etc.			
Language, Time Zone and Display Se	ttings	Mobile Phone Number		
App Activation Codes			International phone numbers must begin with	
Early Access Participation		E-mail Address *	RoohiaShahzad@my.unt.edu	
Default User Settings	>			
Jser Roles and Access	>	Business Unit	Univ. of North Texas System (SY769)	
Ordering and Approval Settings	>	Department		
Permission Settings	>	Department	Procurement (92/100)	
Notification Preferences	>	Position	~	
User History	>			
Administrative Tasks	5	Authentication Method	SAML 🗸	
		User Name *		



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

Roohia Shahzad		Language, Time Zone and Display Settings			
User Name rs0820		Select a Language	English 🗸		
User Profile and Preferences	<	Country	United States 🗸		
User's Name, Phone Number, Email,	etc.	Currency	USD ¥		
Language, Time Zone and Display Se	ettings				
App Activation Codes		Time Zone	CDT/CST - Central Standard Time (US/Central)		
Early Access Participation		Color Theme			
Default User Settings	>		UNT mene V		
User Roles and Access	>	Preferred email format	HTML 🗸		
Ordering and Approval Settings	>	Access Training Content Configuration			
Permission Settings	>	Access fraining content configuration	0		
Notification Preferences	>	Home Page	Default Override Shopping Home		
User History	>				



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.

#### Roohia Shahzad User Name User Profile and Preferences > Default User Settings > User Roles and Access ~ Assigned Roles Assigned Roles Access Price File Approvals Approver Assigned Shopping Personas System Administrator Assign Business Unit Administration



## To Configure Email and Notification Delivery Options:

1. Click on the "View My Profile" from the top right corner of your UNTS Marketplace 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		Notification Preferences: Purchase Orders				✓ Edit Section		
User Name								
		Prepared By - PO Workflow complete 9	None					
User Profile and Preferences	<	Prepared By - PO sent to Supplier 🔮	None					
User's Name, Phone Number, Email, e	etc.	Prepared By - PO line item(s) rejected 0	None					
Language, Time Zone and Display Se	ettings	Prenared Rv - PO rejected	None					
App Activation Codes								
Early Access Participation		PO Confirmation/Acknowledgem	nent 😧	Default	<ul> <li>Override</li> </ul>	None		
Default User Settings	>	DO Line Item Chin Nation			Override	Notification		
User Roles and Access	>			O Delddir	e overnide	Notification		
Ordering and Approval Settings	>	PO line item(s) rejected 🔞		Default	Override	None		
Permission Settings	>			Defeut	O Questida	News		
Notification Preferences	>	PO rejected <b>O</b>		Default	Override	None		
		PO line item Backorder notice	)	Default	○ Override	None		
		PO line item Cancellation notice	0	Default	O Override	None		
							Save Changes	Ca



### To view and delete Notifications:

•	Search (Alt+Q)	۵	0.00 USD	Ä	♡ 🔽	2				
•	Notifications									
E	Administration & Integrat	ion								
	TSM Supplier XML Imp	ort Failure	e Notice			Feb 13 ×				
e	TSM Supplier XML Imp	ort Failure	e Notice			Feb 10 ×				
d	TSM Supplier XML Imp	ort Failure	e Notice			Feb 10 ×				
	TSM Supplier XML Imp	ort Failure	e Notice			Feb 10 ×				
	Click here to see all notifications									

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