



Personal Profiles

- Allow you to change defaults within the system.
 - Specific to user and contains information entered by the user who has signed onto the system.
 - Examples include changing requisition or purchase order defaults.
1. Navigate to **Personal Profile** either from your task list on E Business Suite Home page or from Navigator once you have selected a task. A blank screen will appear.
 2. Press **F11** on your keyboard or using the view menu select **Query by Example then Enter** to put the screen into query mode, the first line should go blue.
 3. Enter %CAPSA% and then press **ctrl F11** or using the view menu select **Query by Example then Run**, this will display the options where you can default in the following fields:
 - a. **CAPSA GL...** profile names (five in all) can be changed by clicking in the User Value field for the relevant profile name. Enter your own relevant account code segments. Useful within iProcurement.
 - b. **CAPSA PO...** profile names relate specifically to purchase orders. You can enter your telephone number (max 20 characters), fax if you have one (max 20 characters) and email address (max 30 characters) by clicking in the user value and entering. Buyers can also select whose details will appear on the purchase order under PO Queries.
 4. **Save** your changes to update your personal profile.

NB: Printing hardcopies is discouraged. All printers have been removed from CUFS. You can still print documents to a PDF and then save or email as required.

For iProcurement orders, see Buyers Work Centre: [Printing orders](#)