



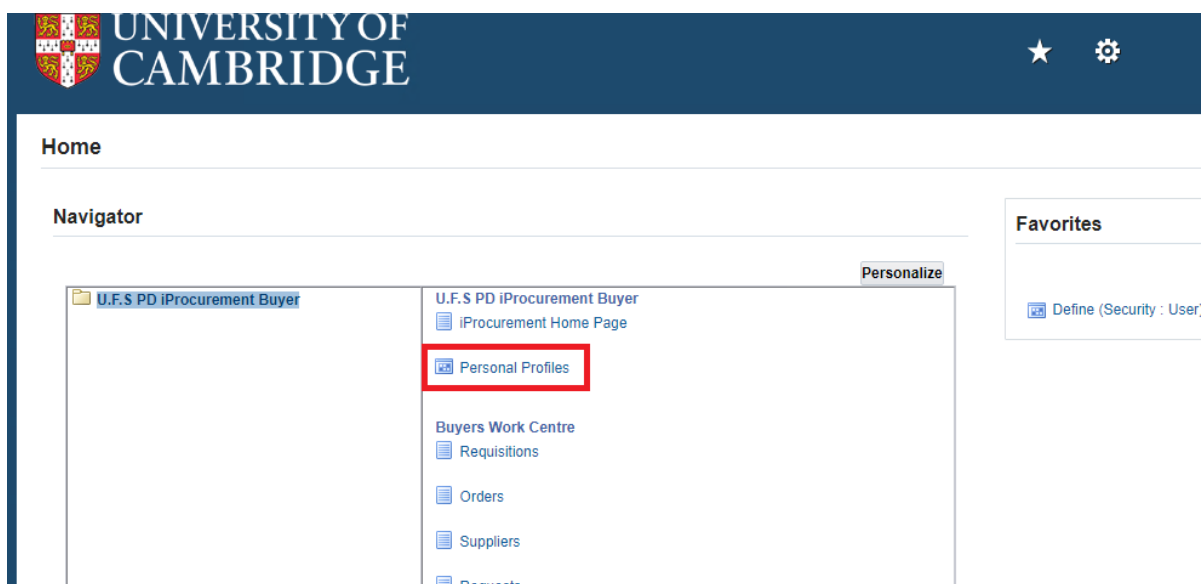
Essential set up: Personal Profiles

Personal Profiles is a one-off set up that must be completed the first time you use iProc. It enables you to set up your phone numbers, contact email address and favourite cost centre code.

Please note that all printers have been removed from CUFS, but you can still print to a PDF.

From the homepage, click on the **iProcurement Buyer** responsibility.

Click on **Personal Profiles** and a blank profile page will display.



To put the screen into query mode and search for the field you need to check, you have two options:

- Press **F11** on your keyboard to put the screen in query mode OR
- Click **View > Query by Example > Enter**.

The first line of the screen will go blue, which indicates it is in query mode. Once you have entered your search keyword, using the %wildcard, use **Ctrl F11** to perform the search.

Step 1: Setting your contact details and default GL coding

It is important to include some contact details on a purchase order so that suppliers can contact someone in the event of a query. The contact details that appear on the purchase order are determined by preferences set by the Buyer who approves that purchase order, whether via self-approval or on behalf of someone else.

- a) Search using the keyword '**%CAPSA%**'. Then input your **email address** (character limit of 30), and **telephone number** (character limit of 20) in the associated fields.

Profile Name	Default Value	User Value
CAPSA GL Cost Centre Default		
CAPSA GL Department Default		
CAPSA GL Entity Default	U	
CAPSA GL Source of Funds Defa		
CAPSA PO Email Address		john.smith@cam.ac.uk
CAPSA PO Fax No.		01223456789
CAPSA PO Queries		
CAPSA PO Telephone No.		01223765432
CAPSA WPM Delivery Finance C	U.AG.AGBA.GAAA.LAAA.C	
CAPSA: Allow WF Creation of PO	Yes	

- b) Find the **CAPSA GL Cost Centre Default** profile and enter your four-letter cost centre into the corresponding User Value field.
- c) You can repeat this process for the **CAPSA GL Source of Funds Default** value too if you wish.

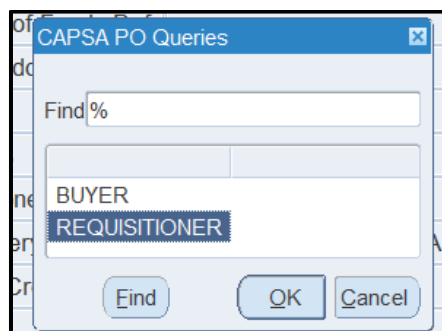
Do not change the CAPSA GL Entity Default or CAPSA GL Department Default

Step 2: Choose whose details appear on Purchase Orders (Buyers Only)

- a) In the **%CAPSA%** details of the Personal Profiles section (as in Step 1), click in the **User Value field** for CAPSA PO Queries and the list of values icon will appear (three dots). Click on the icon.

CAPSA PO Fax No.		01223456789
CAPSA PO Queries		...
CAPSA PO Telephone No.		01223765432

- b) A window will appear allowing you to select either Buyer or Requisitioner.
 - **BUYER** Your contact details will show on any purchase orders that you approve. If you have not entered your contact details in your personal profile then the purchase order will just show your name with no other contact details.
 - **REQUISITIONER** The contact details of the requisition creator will pull through (be that you, another Buyer or Requisitioner). If that person has not entered any contact details then the purchase order will just show their name but no other details.



- c) Click **OK** to confirm and then **Save** the changes.