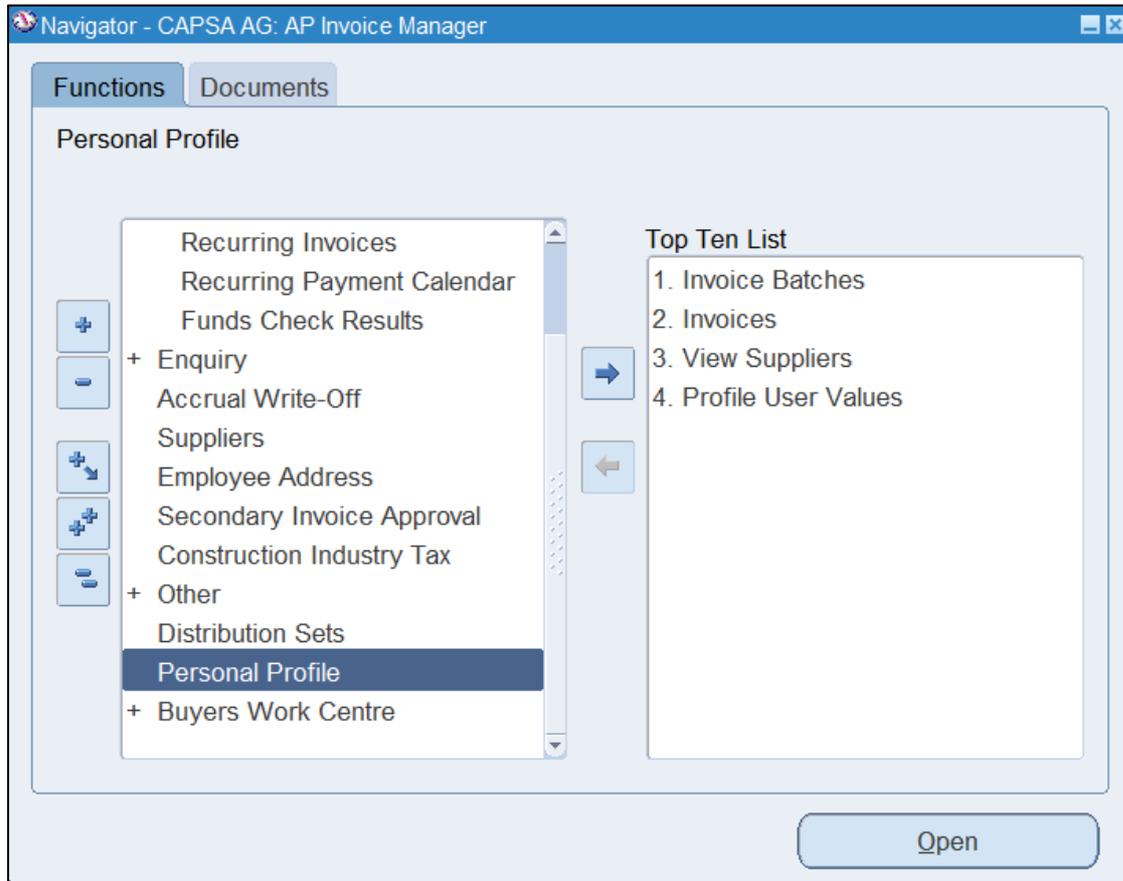


Personal profiles

Personal profiles allow you to change defaults within the system. They are user specific and contain information entered by the user who has signed onto the system. You may find them useful to set up a default account code for iProcurement ordering.



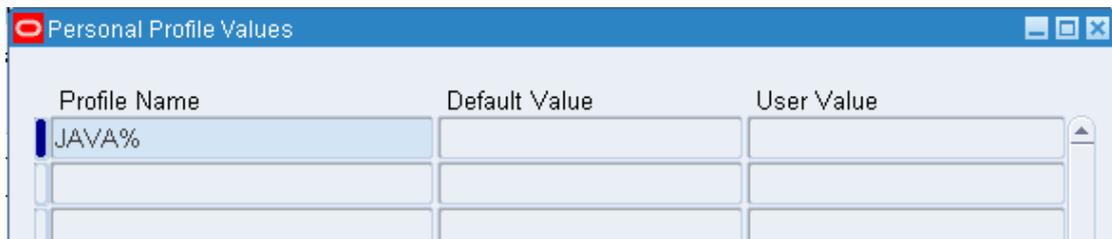
1. Navigate to **Personal Profile** either from your task list on E Business Suite Home page or from Navigator once you have selected a task. A blank screen will appear.
2. Press **F11** on your keyboard or using the view menu select **Query by Example** then **Enter** to put the screen into query mode, the first line should go blue.

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	

Save your changes to update your personal profile.

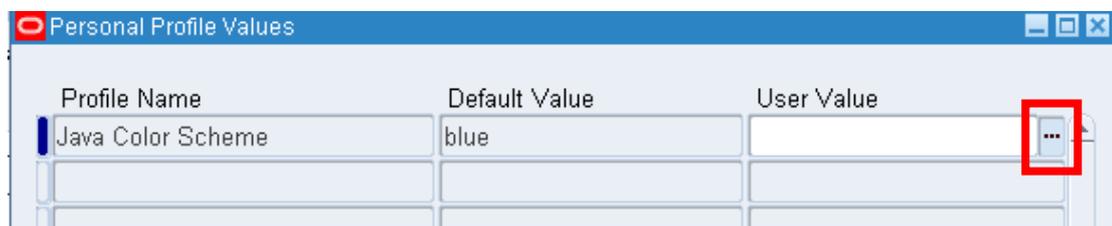
Changing the colour scheme in CUFS

1. On the Personal Profile screen press **F11** (or select **View > Query By Example > Enter** from the menu) to put the screen into query mode.
2. Type in **JAVA%** into the first **Profile Name** cell.



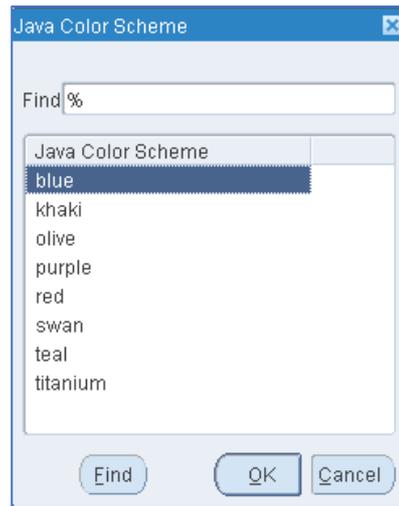
Profile Name	Default Value	User Value
JAVA%		

3. Now press **Ctrl + F11** (or **View > Query By Example > Run** from the menu) to run the query and pull up the values for this parameter.



Profile Name	Default Value	User Value
Java Color Scheme	blue	...

4. Now click into the **User Value** field and then press the **List of Values** button to see the available colour schemes.



Select a colour scheme and press OK (blue is a high-contrast, dark blue scheme, while swan is the light-blue colour CUFS R12 originally launched with).

5. Finally, save your changes (the yellow disc icon). Your new colour scheme will take effect the next time you log into CUFS.

