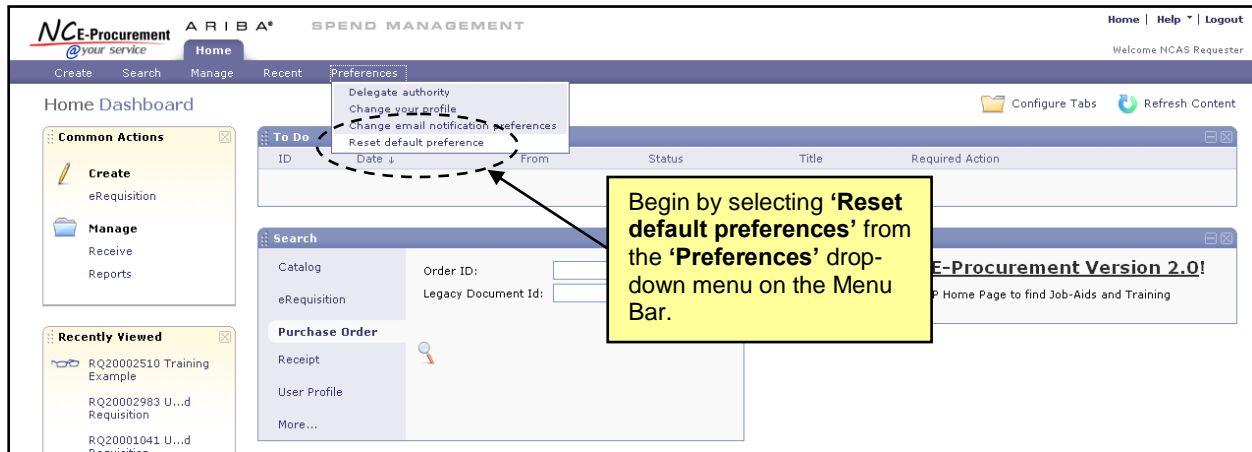
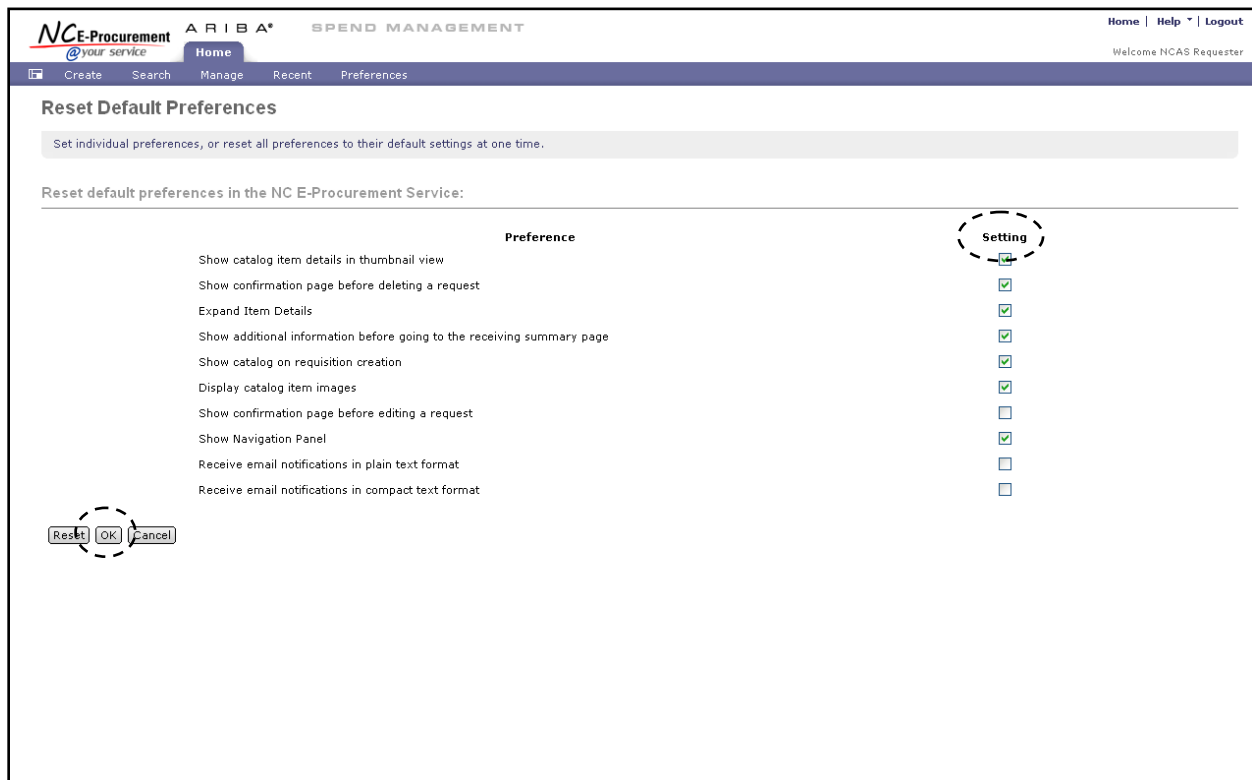


## Reset Default Preferences Process Guide

Preferences support how a user chooses to work in NC E-Procurement. Users can edit their default display preferences by selecting **'Reset default preferences'** from the **'Preferences'** drop-down menu on the Menu Bar. Once opened, users can click the corresponding check box beside of the preference they wish to change.

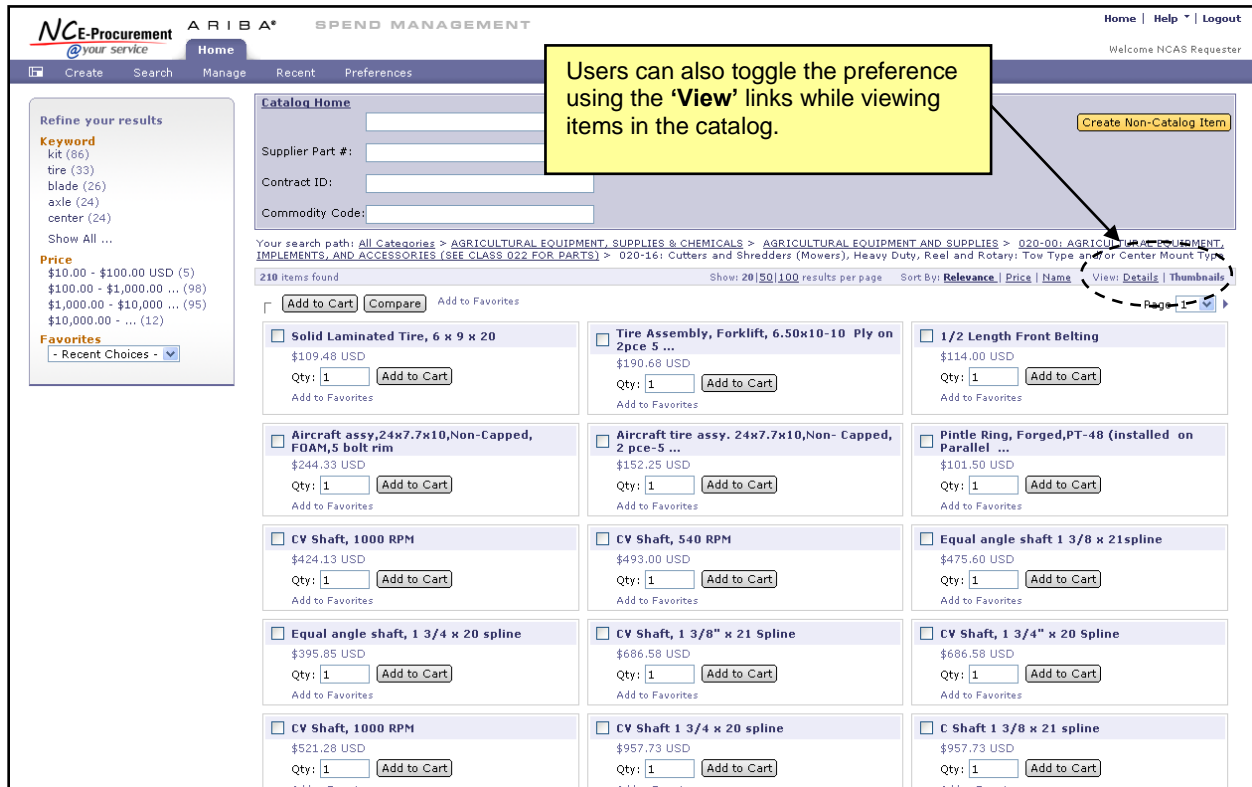


Users are presented with 10 preferences that they may edit. The preference choices are described in further detail below. Check or uncheck the boxes in the **'Setting'** column to edit preferences and click **'OK'** to save the changes.



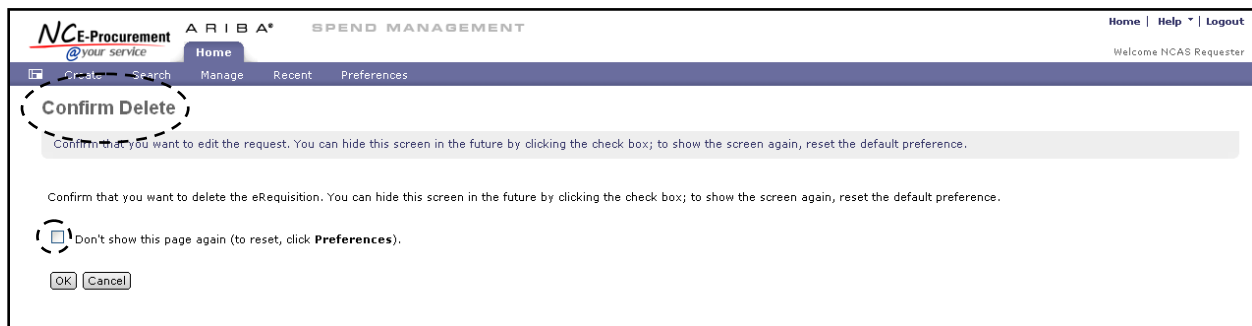
Following is a brief description of the 10 preference choices:

1. **'Show catalog item details in thumbnail view'** – This sets the default view of items in the catalog to the **'Thumbnail'** view. If this box is unchecked, catalog items will appear in the **'Details'** view.

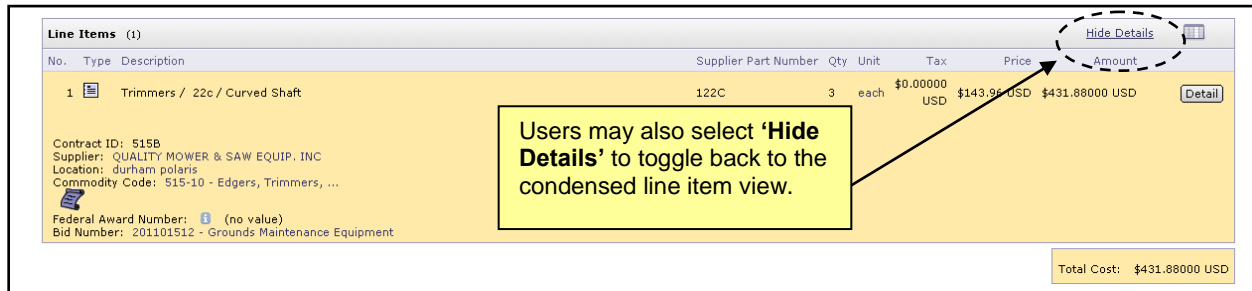


2. **'Show confirmation page before deleting a request'** – This presents users a confirmation page before a request (i.e., eRequisition, UserMaintenance, etc.) may be deleted. If this box is unchecked, requests may be deleted in one step.

**Note:** Users may check the box **'Don't show this page again (to reset, click Preferences)'** to edit the **'Confirm Delete'** preference while in the request. Checking this box will disable the preference for all requests until the user returns to the **'Preferences'** tab on the Menu Bar.



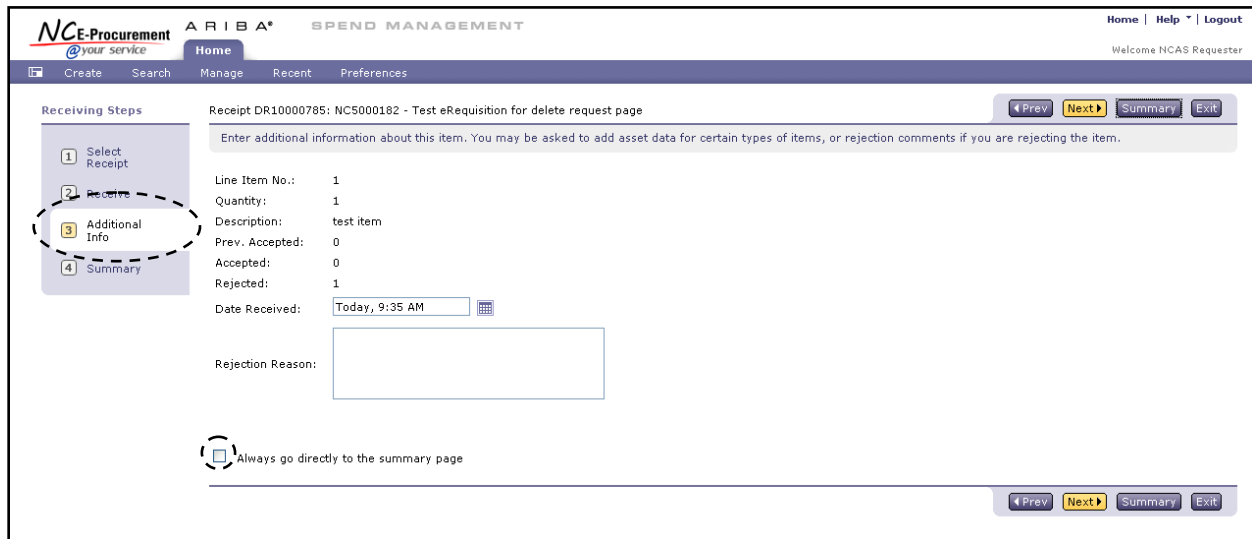
3. **'Expand Item Details'** – This allows users to view more detailed information about each line item from the eRequisition summary page. If this box is unchecked, users will see an abbreviated view of each line item at the summary level.



The screenshot shows a table with columns: No., Type, Description, Supplier Part Number, Qty, Unit, Tax, Price, and Amount. A callout box highlights the 'Hide Details' button in the top right corner of the table area.

4. **'Show additional information before going to the receiving summary page'** – This allows users to view the **'Additional Info'** page when an item has been rejected on the **'Receive'** page while editing a receipt. This preference gives users the opportunity to enter comments as to why an item is being rejected. If this box is unchecked, users will skip directly to the receipt **'Summary'** page.

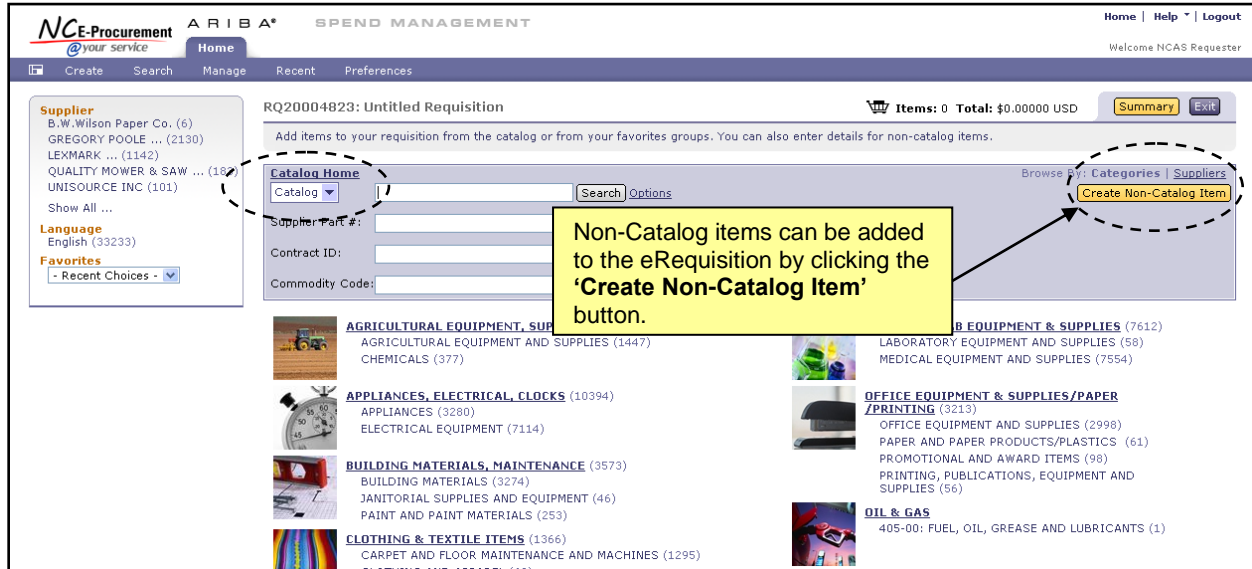
**Note:** Information regarding rejected items does not transfer to NCAS and is used exclusively for the purposes of a user's internal tracking. For more information on receiving and rejecting items, please see the **'NCAS – Receiving a Line Item'** Process Guide.



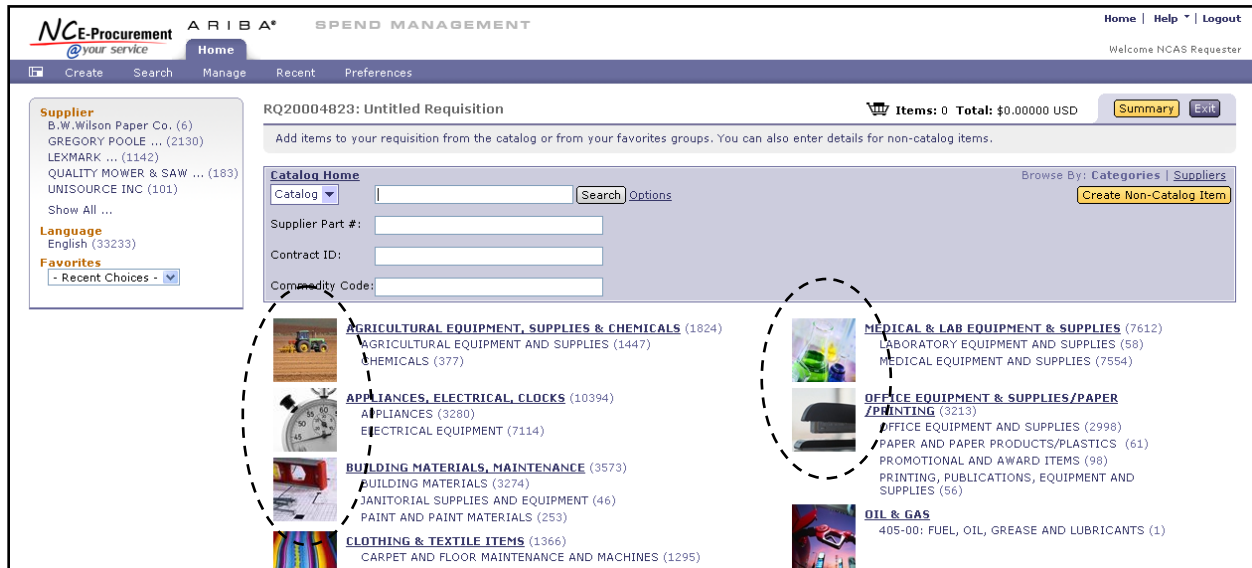
The screenshot shows the 'Receiving Steps' page with a navigation pane on the left containing steps: 1 Select Receipt, 2 Receive, 3 Additional Info, and 4 Summary. A callout box highlights step 3. The main content area shows receipt details for 'Receipt DR10000785: NC5000182 - Test eRequisition for delete request page'. At the bottom, there is a checkbox labeled 'Always go directly to the summary page'.

**Note:** Users may check the box **'Always go directly to the summary page'** to edit the **'Additional Info'** preference while in the receipt. Checking this box will disable the preference for all receipts until the user returns to the **'Preferences'** tab on the Menu Bar.

5. **'Show catalog on requisition creation'** – This brings the user directly to the **'Catalog Home'** page when the user chooses to create an eRequisition. If this box is unchecked, users will be directed to the eRequisition summary page.



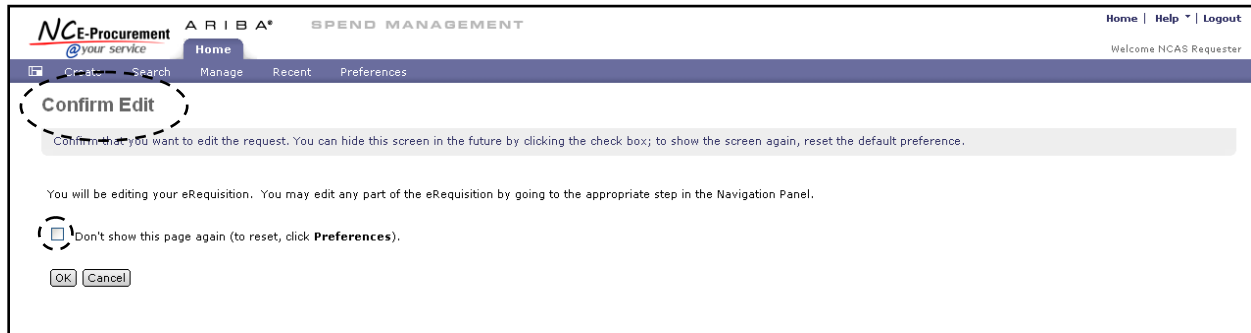
6. **'Display catalog item images'** – This displays an image representing items available from a supplier's catalog. If this box is unchecked, catalog information is displayed as text only with no images.





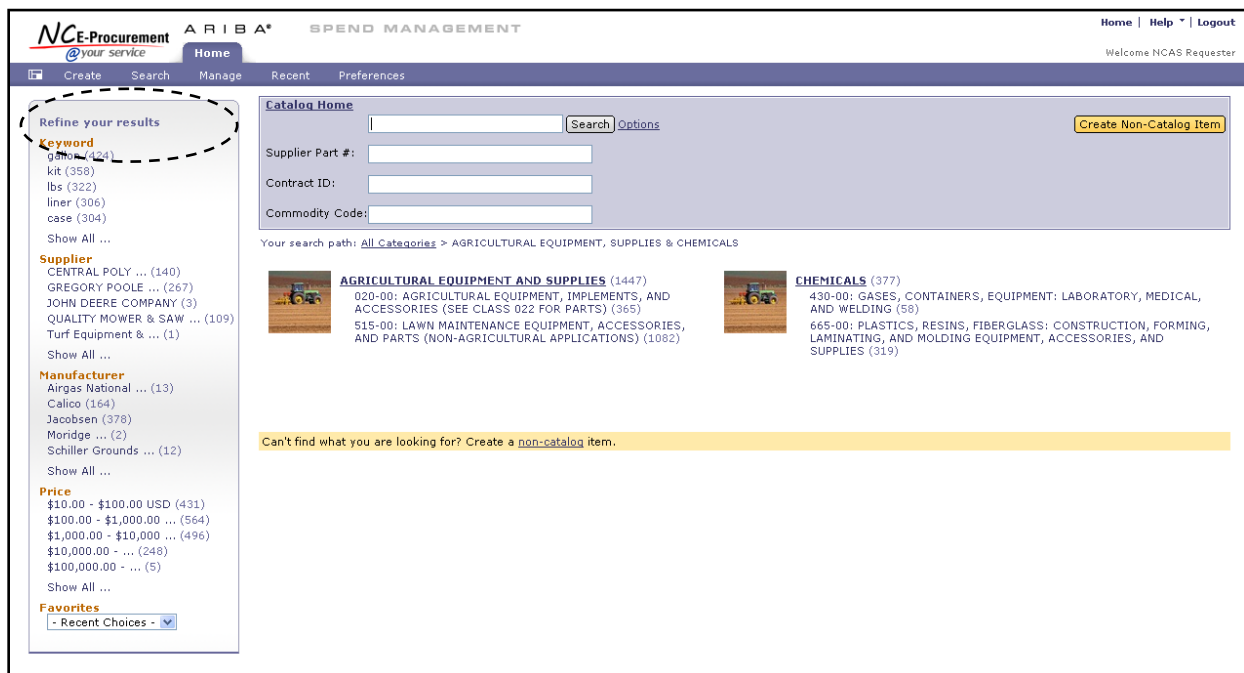
## NC E-Procurement @ Your Service Navigation Course Reset Default Preferences Process Guide

7. **'Show confirmation page before editing a request'** – This shows the user the **'Confirm Edit'** page before any changes can be made to a request. If this box is unchecked, users will skip this step and be directed to the request summary page.



**Note:** Users may check the box **'Don't show this page again (to reset, click Preferences)'** to edit the **'Confirm Edit'** preference while accessing the request. Checking this box will disable the preference for all requests until the user returns to the **'Preferences'** tab on the Menu Bar.

8. **'Show Navigation Panel'** – This allows users to utilize the search filters when performing a catalog search. If this box is unchecked, the **'Refine your results'** Navigation Panel will not appear on the left-hand side of the screen when a user performs a catalog search.





9. **'Receive email notifications in plain text format'** – This generates the user's email notifications in plain text format.

**Note:** While plain text format supports standard characters, including numbers, symbols, and spaces, it does not support any type of text formatting, links, or images. Therefore users would not have the ability to see bold, italics, underlining, or different font sizes in a plain text document.

10. **'Receive email notifications in compact text format'** – This generates the user's email notifications in compact text format.

**Note:** Compact text format allows for images and connection to the open Web.