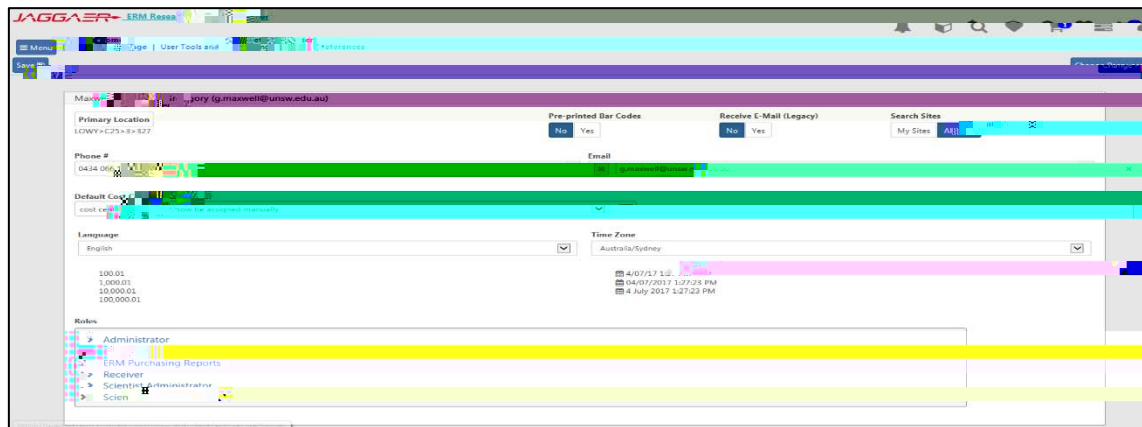
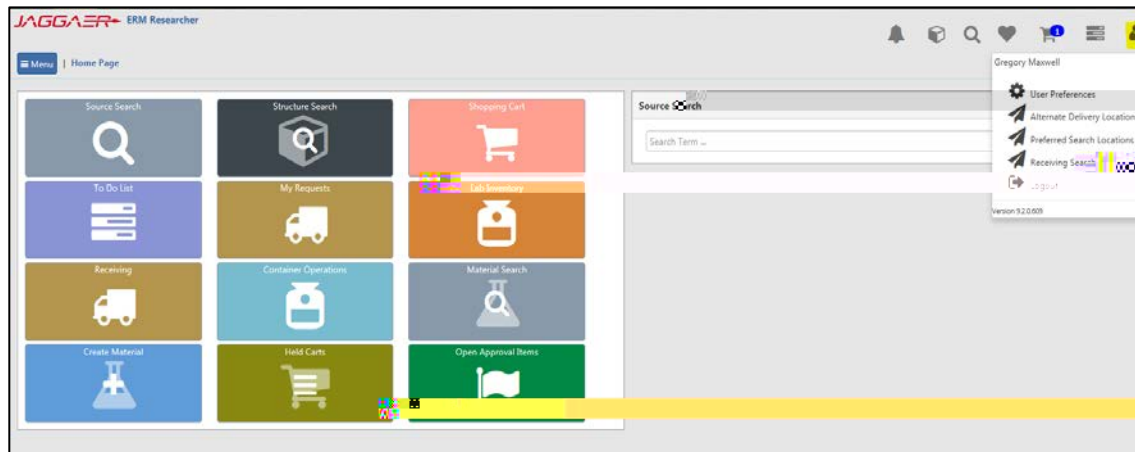


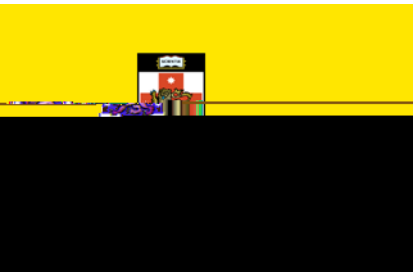
User Preference Setup



User Preference Setup (Researcher Module)



- % Click on the user icon and select **User Preferences**
- % A new window will open to set up your user preferences
- % Set the following user preferences
- % To set your primary location: Go to **Primary Location** and select your location from the dropdown menu
- % Phone #: Enter contact phone number
- % Email: enter your email address (zID@unsw.edu.au)
- % Default Cost Centre: select default cost centre from drop down menu
- % Receive Email: Select Yes/No, to receive email notifications
- % Time Zone: Select Sydney, Australia

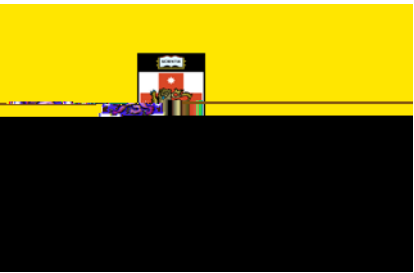


User Preference Setup



- % To save all changes click on the Save Button (top left)
- % A message will be generated to confirm all changes have been completed
- % Return to Main Menu. Click on the user icon and select **Alternate Delivery Locations**

Note: assigned locations serve as transfer locations within Container Search (see Container Search QRG).



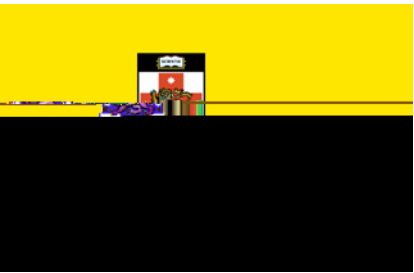
User Preference Setup



The first screenshot shows the 'Alternate Delivery Locations' configuration page. A list of sites is displayed on the right, including ANFF, BABS, BEES, BRC, CheBA, CHEMENG, CIVIL, and CQC2. A pink highlight is placed over the 'CIVIL' site entry.

The second screenshot shows the 'Rooms' configuration page. A list of rooms is displayed on the right, including 2.028 and 2.032. A green highlight is placed over the '2.032' room entry.

% Select your Preferred Alternate Delivery Location (final step click on the add button to select a room)

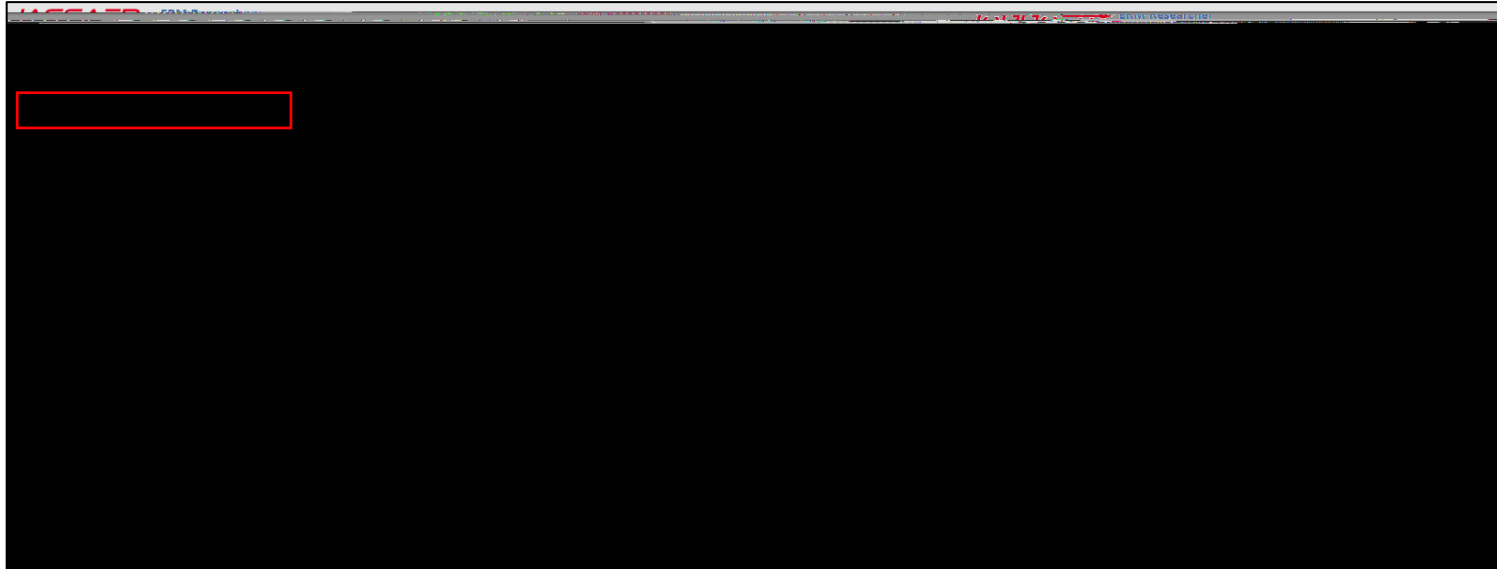


User Preference Setup



- % Alternate delivery location will be automatically saved (once green tick icon is selected)
- % On the same page, click on the user icon and select **Preferred Search Locations**

User Preference Setup



- % Select locations for your Preferred Search Location
- % Inventory (e.g. laboratory and sublocations)
- % Store Rooms (e.g. Repository)
- % Stock Room (UNSW Stores: ChemStore or Upper Campus Store)