Directions to set Default Information in Profile:

**Shipping Address:**
1. Once you’re logged in to UGAMart, click “**View my Profile**” under your name at the top of the page.
2. On the left hand side of the page you will see a list of menus, click “**Default User Settings**”, then “**Default Addresses**”.
3. The first tab is “**Ship To**” – click “**Select Address for Profile**” in the right corner.
4. Within the “**Address Search**” box, search for Central Receiving in the “**Nickname/Address Text**” line.
5. Choose “02037-Central Receiving.”
6. It will automatically come up as “**Edit Selected Address.**” Click the box next to “**Default.**”
7. Now designate the **Room** you wish Central Receiving to deliver to within our Dept. aka – **2502 Miller Plant Sci.**
8. Click “**Save.**”

**Billing Address:**
1. The second tab is “**Bill To**” – click “**Select Address for Profile**” in the right corner.
2. There is only one address available to choose, it is in the drop-down menu of “**Select Address Template.**” Choose “**Accounts Payable.**”
3. It will automatically come up as “**Edit Selected Address.**” Click the box next to “**Default.**”
4. Click “**Save.**”

**Cart Assignees:**
1. Under the “**Default User Settings**” choose “**Cart Assignees.**”
2. Click “**Add Assignees**”
3. In the new window you can search for Assignees by putting in search values. Choose Last name: Bowen and First name: Gretchen
4. Select Gretchen and her name will show up in your list.
5. Choose Gretchen as your preferred assignee by clicking the “**Preferred**” dot by her name.
6. Click “**Add Assignees**” again, search for Chelsea Harvey, select Chelsea and she will show up in your list. If you need to assign a cart to Chelsea instead of Gretchen, when you click assign cart you will see “Select from Profile values” it will bring up a drop down list and you can choose to assign the cart to Chelsea.

**Accounts & Object Codes** (for users with “Requistioner” status):
1. Under the “**Default User Settings**” choose “**Custom Field and Accounting Code Defaults**” then click “**Codes**” (after Header (int) and Header (ext))
2. Click “**Edit**” under Edit Values for Account
3. Click “**Create New Value**”
4. Under “**Search For Value**”, type in your 12 digit account number (the letters in all CAPS). i.e. 1021RR167?? Then click “**Search**”. Once the account is brought up, click the box next to the account and click “**Add Value**”. 
5. Repeat Step 4 for all accounts you use on a regular basis.
6. Click “Close” once you have added your accounts.
7. Click “Edit” under Edit Values for Detail Object
8. Click “Create New Value”
9. Under “Search For Value”, type in 7* results per page 50. Click the box next to the object codes that you will use most often. 71400 (Supplies & Materials), 71430 (Research and Lab Supplies), 73300 (Software), 74300, 74306, 74308, 74310 (different type of Equipment purchases under $5000) and click “Add Value”.
10. Repeat for Equipment object codes use 8*, 84320 (Other Equipment), 84326 (Computer & Peripheral Equip)
11. Click “Close”