

User Profiles

Quick Reference Guide

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User Profiles in AggieMart

Profiles allow users to customize default information, shipping addresses, frequently used indexes, cart assignees, notification preferences, and email approval options.

Note: some of the values in your profile are maintained administratively and cannot be changed – these include user roles, permissions, order settings, and approval settings.

First, login to AggieMart.

Accessing your Profile

- 1) Click the User  icon in the upper-right area of the screen → Click **View My Profile**.

Setting Name, Phone Number, and Email

- 1) In the left pane → Click on **User Profile and Preferences** → Click on **User's Name, Phone Number, Email, etc.**
- 2) In the right pane, you can update your information → Click **Save Changes**.

Setting Default Index and Funding Source Codes

- 1) In the left pane → Click **Default User Settings** → Click on **Custom Field and Funding Source Defaults**.
- 2) In the right pane → Click the **Code Favorites** tab → Click the **Add** button.
- 3) Funding Source screen → below the Index box → Click **Select from all values...**
- 4) Enter the index in the **Value** box, or → Enter part of the department title in the **Description** field → Click **Search**.
- 5) Identify the index number you need → Click **Select** on the far-right end of the row.
- 6) Enter a **Nickname** for the index (this is how you choose it from your Favorites) → Click **Save**.
- 7) Create additional Code Favorites by repeating these steps again.

Setting a Ship To Address

- 1) In the left pane → Click **Default User Settings** → Click on **Default Addresses**.
- 2) Right pane → Click the **Ship To** tab → Click the **Select Addresses for Profile** button.
- 3) **Nickname / Address** search box → Enter all or part of the building name, street name, or street number → Click **Search**.
- 4) Click the **radio button** next to the correct address.
- 5) To set this as your primary ship-to address leave the **Default box** checked.
- 6) Enter a **ROOM:** number where deliveries should be made → Click **Save**.