

Setting eRequest Preferences

Setting preferences in eRequest is an easy way to save time if you are frequently entering requests. The Preferences page will enable you to enter a default **Ship To** address and default **Chartfield** values. You will also have the option to disable eTravel and eRequest related email.

To open the Preferences page, click **Preferences** at the top of any eRequest page.



Email

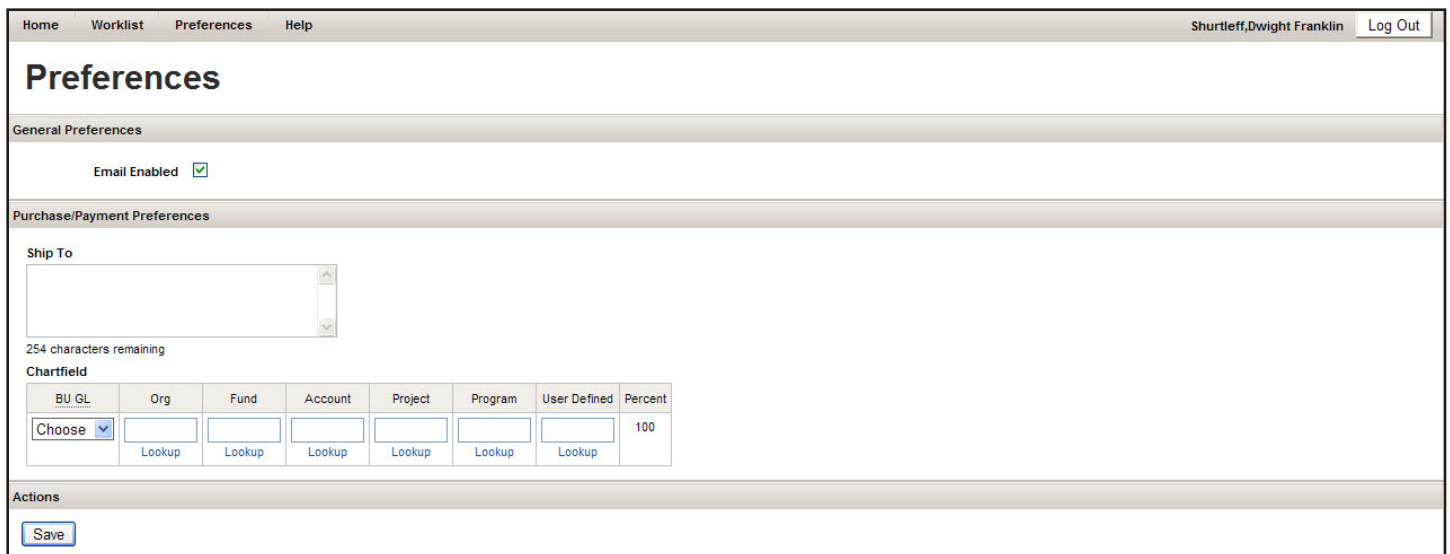
Email is enabled by default in eRequest. To disable email click the **Email Enabled** check box to clear it.

Ship To

Enter your preferred shipping address in the **Ship To** text box. This address will be added to the **Ship To** field of every new eRequest.

Chartfield

If you have a set of chartfield values that you frequently use, enter these in the appropriate columns of the **Chartfield**.



The screenshot shows the 'Preferences' page in the eRequest system. The navigation bar at the top includes 'Home', 'Worklist', 'Preferences', and 'Help'. The user's name 'Shurtleff, Dwight Franklin' and a 'Log Out' link are visible in the top right corner. The main heading is 'Preferences'. Under 'General Preferences', the 'Email Enabled' checkbox is checked. Under 'Purchase/Payment Preferences', there is a 'Ship To' text box with a character count of '254 characters remaining'. Below that is a 'Chartfield' table with columns for 'BU GL', 'Org', 'Fund', 'Account', 'Project', 'Program', 'User Defined', and 'Percent'. The 'BU GL' column has a dropdown menu with 'Choose' selected. The 'User Defined' column has a 'Lookup' button. The 'Percent' column has the value '100'. At the bottom, there is an 'Actions' section with a 'Save' button highlighted in blue.

BU GL	Org	Fund	Account	Project	Program	User Defined	Percent
Choose	Lookup	Lookup	Lookup	Lookup	Lookup	Lookup	100

Click **Save** to activate your new preferences. Your preferences will now be displayed in the appropriate fields when you open a new eRequest. Note: You may change the default **Ship To** and **Chartfield** values on the eRequest, if necessary.

You may change or delete your preferences at any time by opening the Preferences page, making your changes, and clicking **Save**.