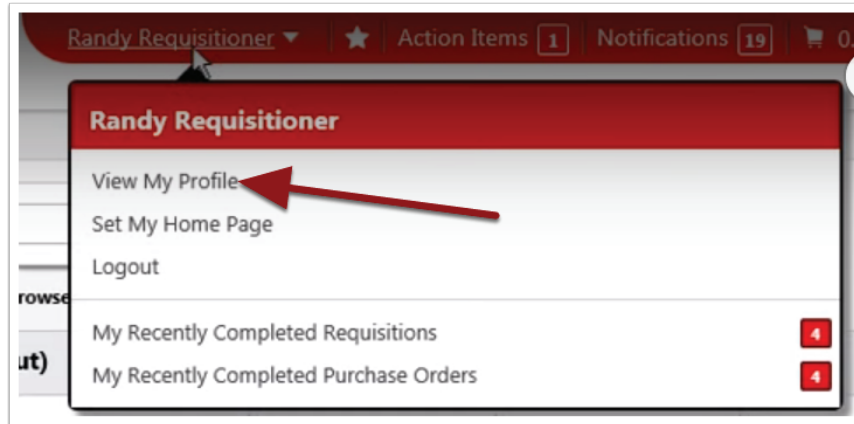
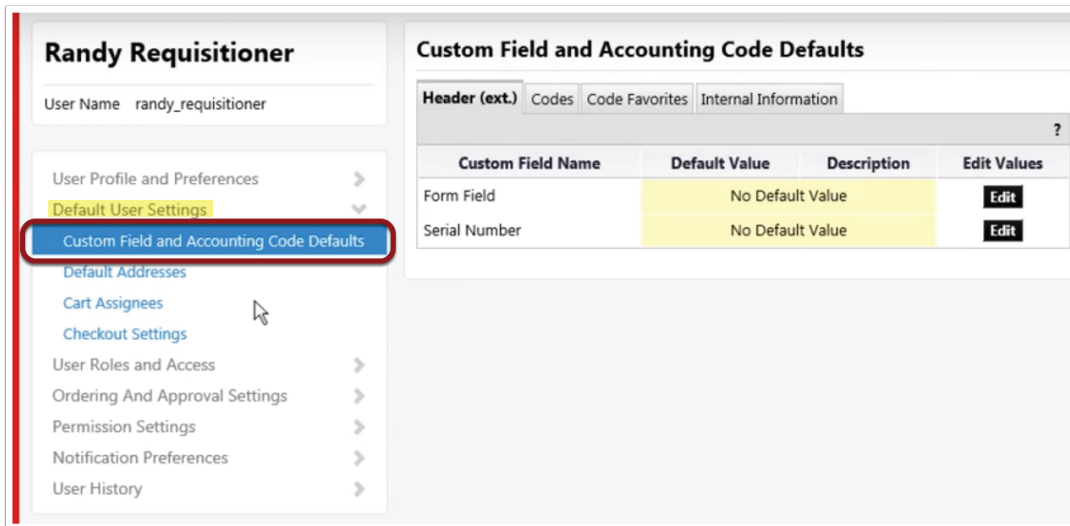


From the home Shopping Dashboard, you can access your profile by selecting your name in the red banner area at the top right of the page, then clicking View My Profile.



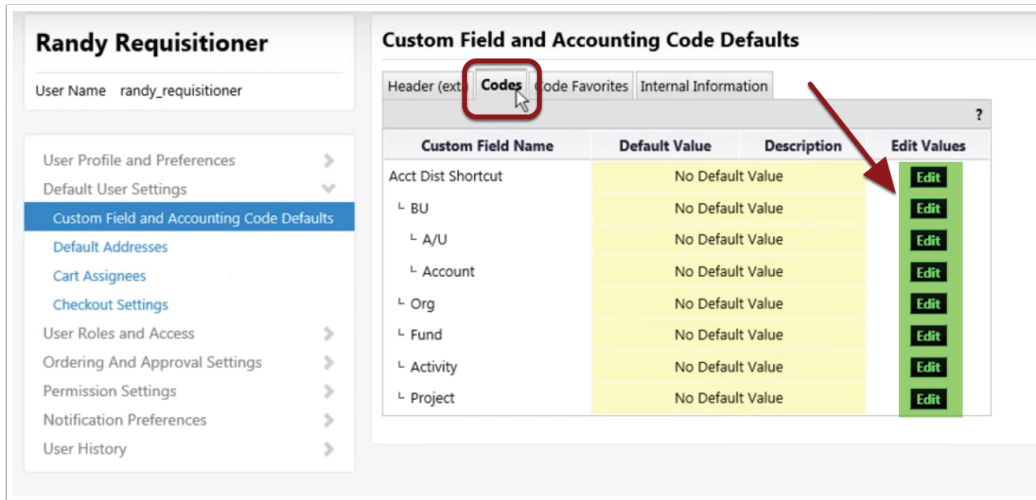
## Custom Field and Accounting Codes

1. Under the Default User Codes Section, select the link for Custom Field and Accounting Code Defaults.

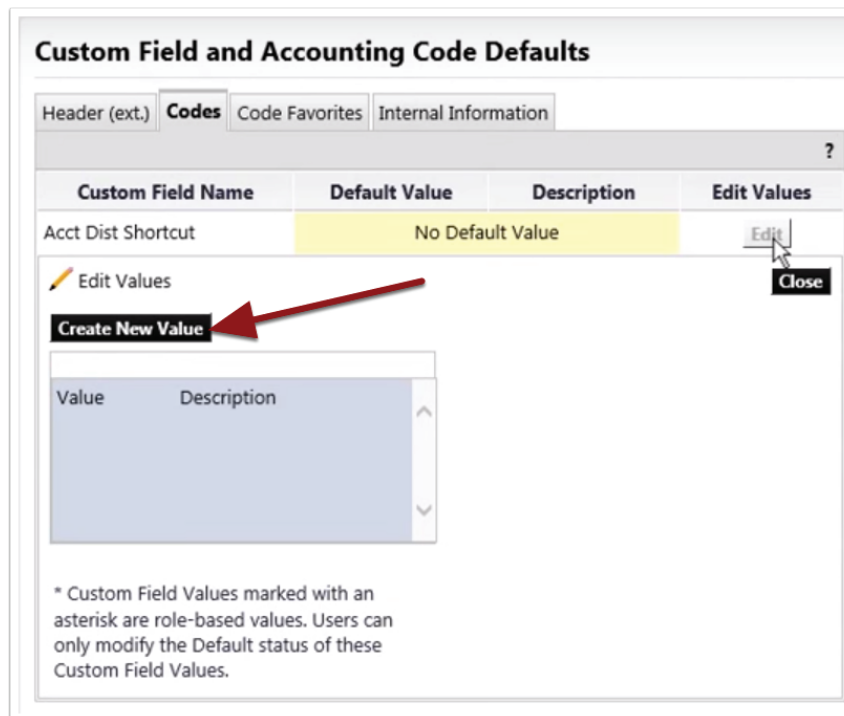


*(Continued on next page)*

2. Select the Codes Tab. A listing of the available custom fields and whether any defaults values currently exist will display. Select the Edit button to the right of a custom field's line to change it.



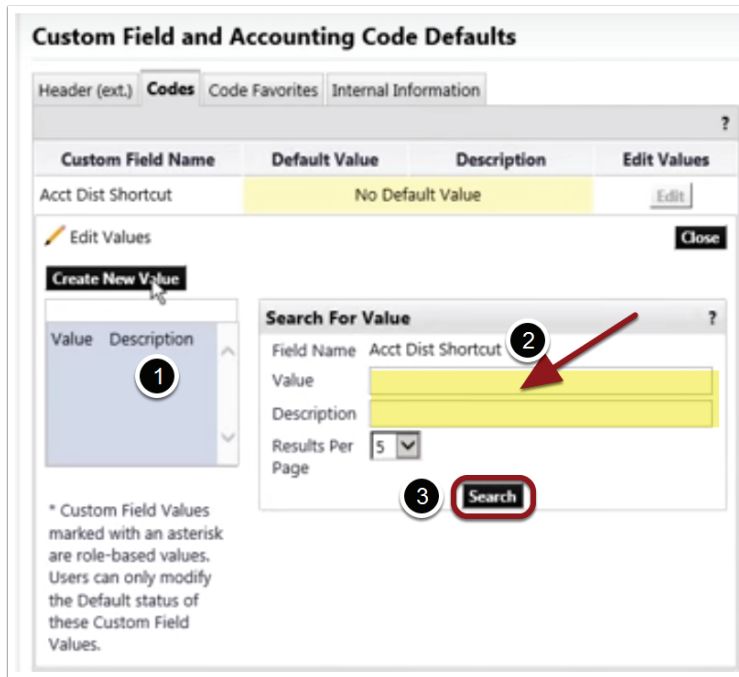
3. Review any custom field values currently listed in your profile. (None in this example.) Select the Create New Value button to add a new custom field value.



*(Continued on next page)*

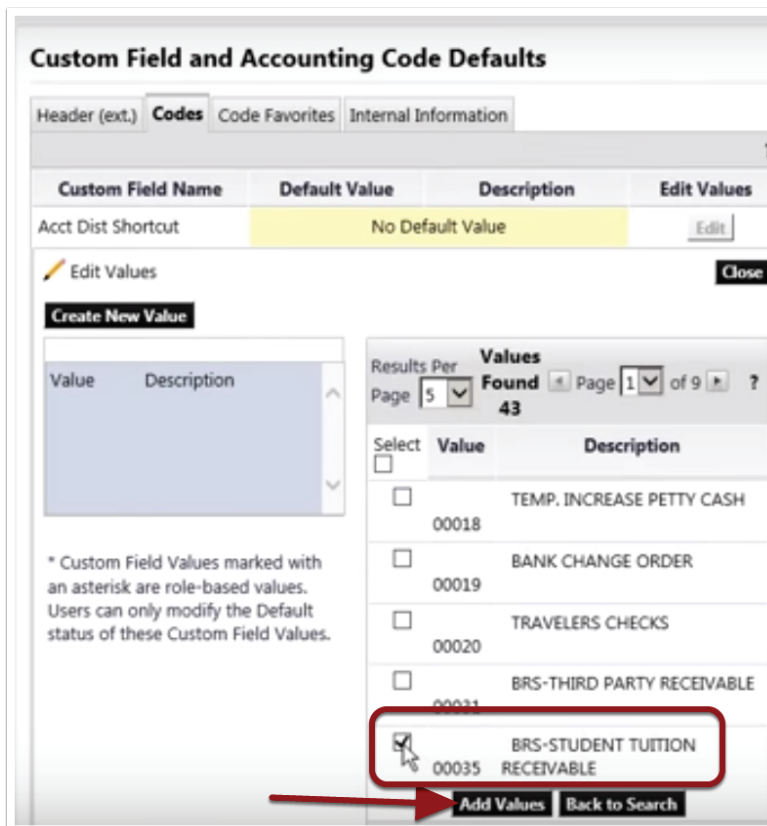
4. You will see a list of available values or a Search Box.

1. If the value you need to add is not available,
2. Enter the search criteria.
3. Click the Search button.



Select the values codes from the Values list box, by enabling the appropriate checkbox.

5. Once your desired custom field values are selected, click the Add Values button. The values are added to your profile and become available for selection when you checkout.



To make a value your default value, select the desired custom field value, and select the Default checkbox. Save all changes

1. Select the desired custom field value.
2. Select the Default checkbox.
3. Save all changes.
4. Or, if you wish to remove the selected value, click the Remove button.
5. Click the Close button when all desired changes are complete.

The screenshot shows the 'Custom Field and Accounting Code Defaults' dialog box. The 'Codes' tab is active. The main table shows 'Acct Dist Shortcut' with a 'Default Value' of 'No Default Value'. Below this, the 'Edit Existing Value' form is open. A list of values is shown on the left, with '00035 BRS-STUDENT TUITION RECEIVABLE' selected (annotated with '1'). In the 'Edit Existing Value' form, the 'Value' field contains '00035', the 'Description' field contains 'BRS-STUDENT TUITION RECEIVABLE', and the 'Default' checkbox is checked (annotated with '2'). The 'Status' is 'active'. At the bottom of the form are 'Save' (annotated with '3') and 'Remove' (annotated with '4') buttons. A 'Close' button is located at the top right of the dialog (annotated with '5').

\* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Notice the selected default value displays. You can now add other custom field values to your profile.

The screenshot shows the 'Custom Field and Accounting Code Defaults' dialog box. The 'Codes' tab is active. The main table displays the following data:

Custom Field Name	Default Value	Description	Edit Values
Acct Dist Shortcut	00035	BRS-STUDENT TUITION RECEIVABLE	Edit
└ BU		No Default Value	Edit
└ A/U		No Default Value	Edit
└ Account		No Default Value	Edit
└ Org		No Default Value	Edit
└ Fund		No Default Value	Edit
└ Activity		No Default Value	Edit
└ Project		No Default Value	Edit