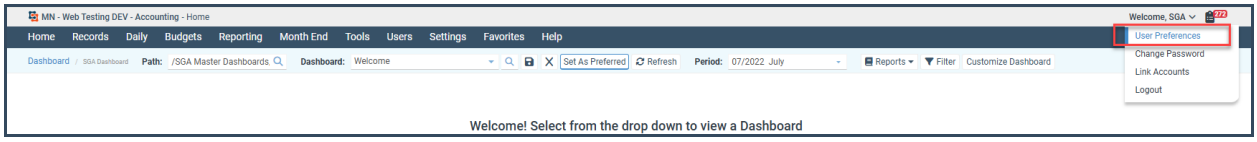
Last Modified on 09/29/2026 9:11 am EDT

User Preferences

Welcome > User Preferences

Allows the user to set a few personal preferences.



General

Office Status: Used in Approvals. Usually, the user's Office Status is "**In**." Suppose a user changes this status to "**Out**," and this user is included in any type of approval table. In that case, the system will bypass this user and notify the proxy instead for approval. If no proxy is assigned to the approval table, the item to be approved will wait for the user to return it. If a user is marked "**Out**", the next time he signs in, the system will ask if he is ready to change his office status back to "**In**".

If the user's menu permission allows it, a user's Office Status may also be maintained in *Users > System Users*.

Grid

Dft search type: You can choose from various search options on various screens. The default for this user is to search by "**Position to**," "**Begins with**," or "**Contains**."

Report Writer

Bold headers: Bold all headers in a report.

Bold totals: Bold all totals in a report.

Notifications

Approval Notification type: Distribution method for Document Approval notifications. See Approval Notifications

Tasks & Task Notifications

Use task messages: Allows SGA to send the users' email messages about scheduled tasks.

Use Email Notifications and Notify: Allows SGA to send email notifications based on user selections.

Use Text Message: Allows SGA to send text messages.

Task Icons

Choose which icons are displayed. Some include specified days before or after due dates.

Task Due

Use Reminders: Allows SGA to send reminders.

Use Warnings: You can set the default due date as a number of days.