#### **User Preferences**

Last Modified on 01/02/2025 1:51 pm EST



Welcome > User Preferences

Allows the user to set a few personal preferences.

NN - Web Testing DEV - Accounting - Home	Welcome, SGA 🗸 🔮 🚧
me Records Daily Budgets Reporting Month End Tools Users Settings Favorites Help	User Preferences
hboard / 55A bushourd Path: /SGA Master Dashboards Q Dashboard: Welcome • Q 🔒 X Set As Preferred 3 Refresh Period: 07/2022 July - d Reports • 🔻 Filter Customize Dashboard	Change Password Link Accounts Logout
Welcome! Select from the drop down to view a Dashboard	

### 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. <u>See</u> <u>Approval Notifications</u>

# **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.