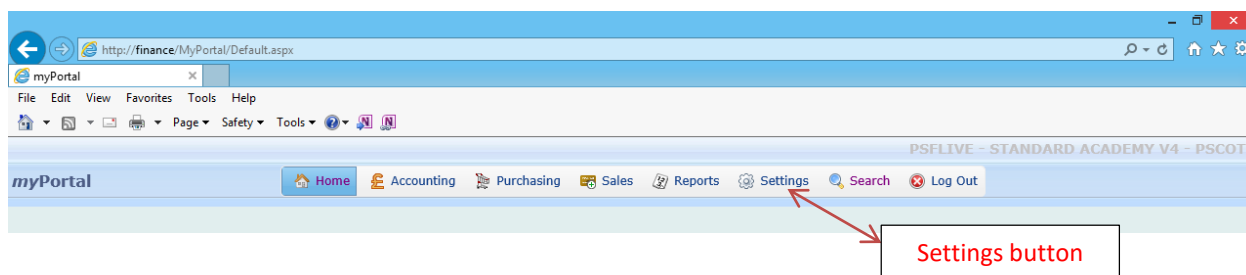


# 7. Settings

## How do I change Settings?



Most end users are 3 options under **Settings**:

- 1) Change Connection
- 2) Change Password
- 3) User Preferences

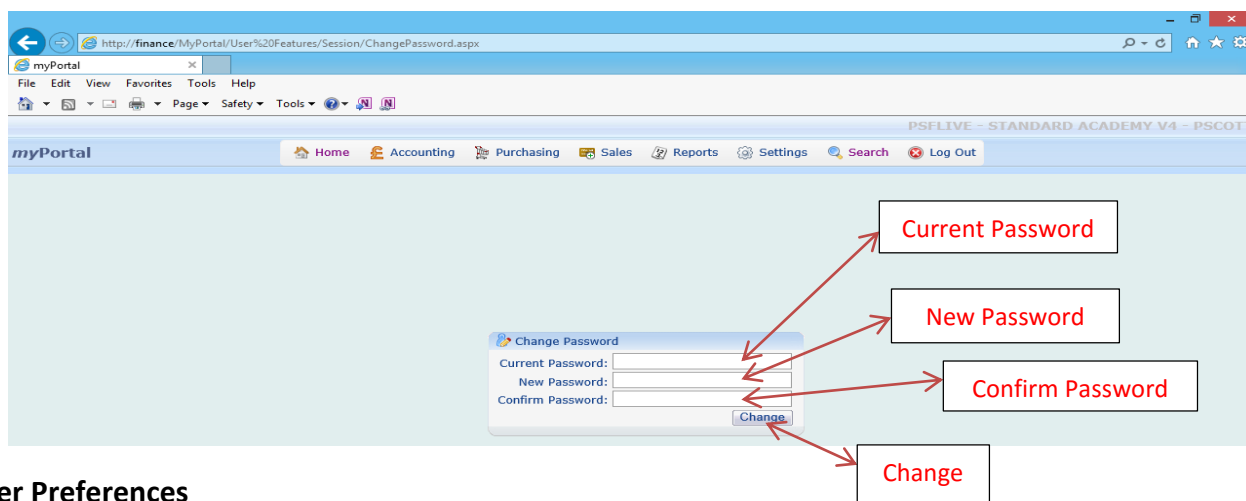
### 1) Change Connection

No user option available

### 2) Change Password

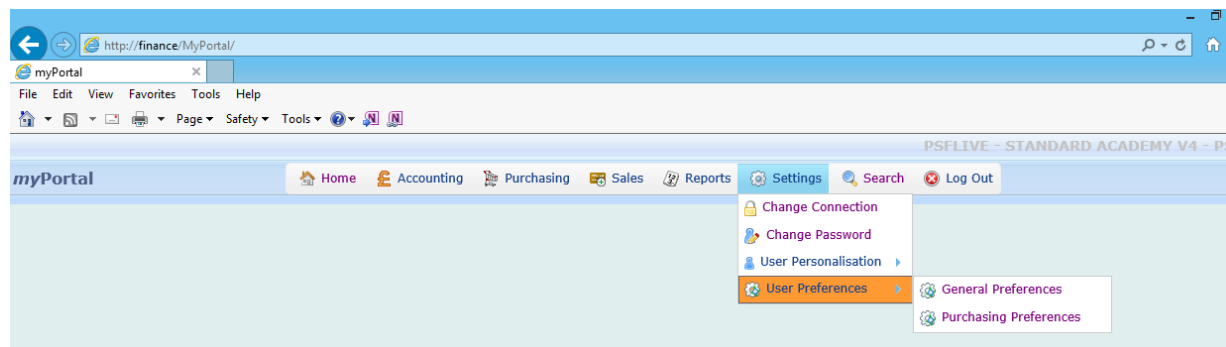
Follow the on screen instructions, as shown below

1. Enter your **Current Password**
2. Enter your **New Password**
3. **Confirm** your New Password
4. Press **Change** to confirm.



### 3) User Preferences

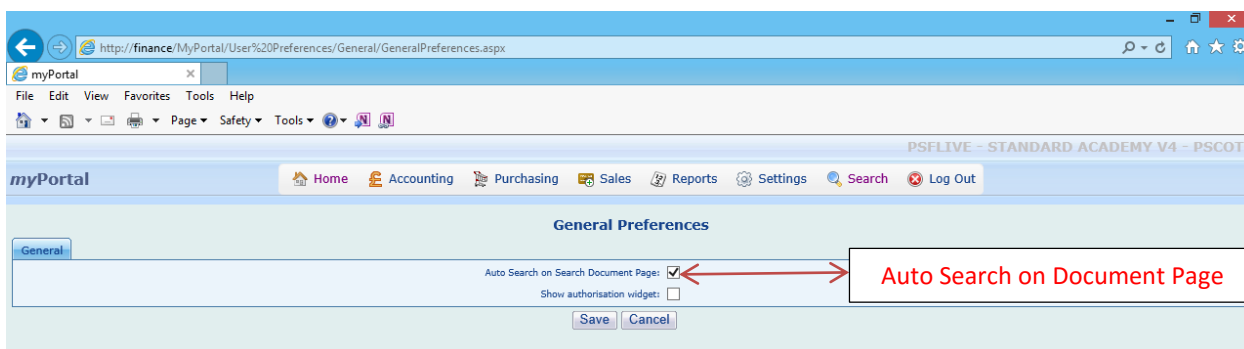
- i. General Preferences
- ii. Purchasing Preferences



Detailed instructions for each setting preference can be found below;

**i. General Preference**

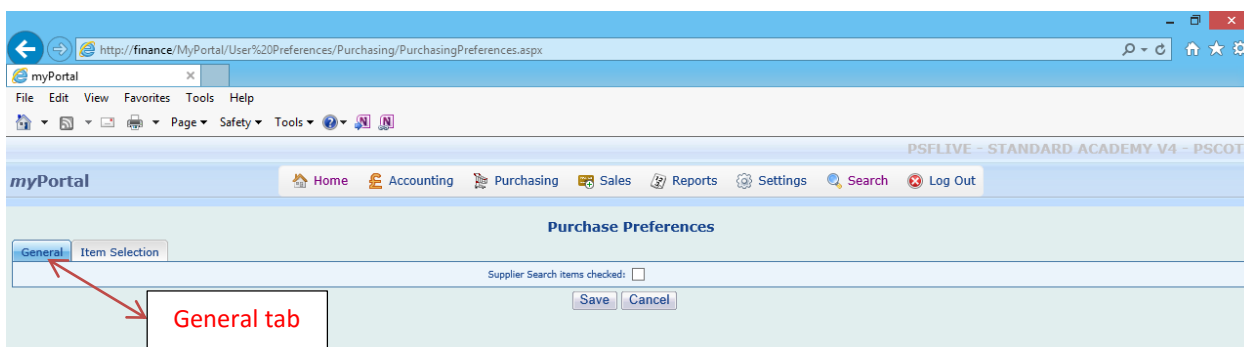
**General Tab**



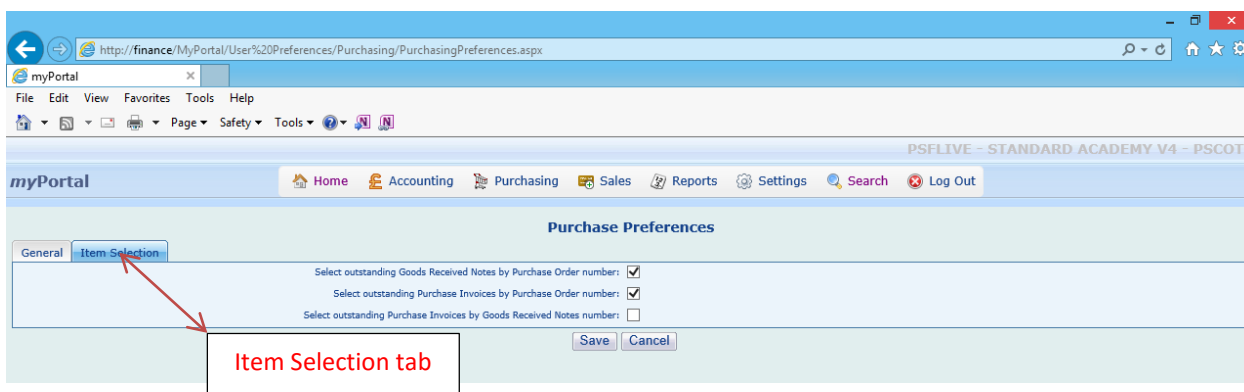
Tick the **Auto Search on Search Document Page** option to run an automatic search when the Search screen is activated. The initial search will be based on the most recent search criteria entered.

**ii. Purchasing Preference**

**General Tab**



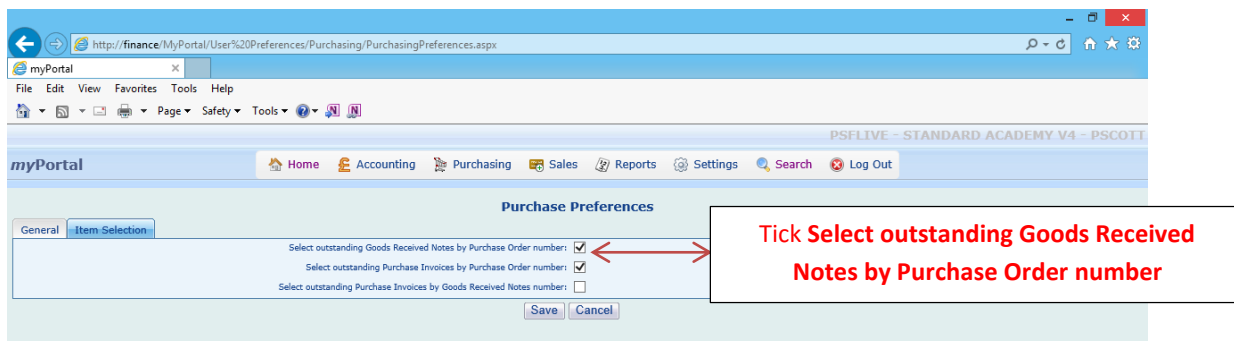
**Item Selection Tab**



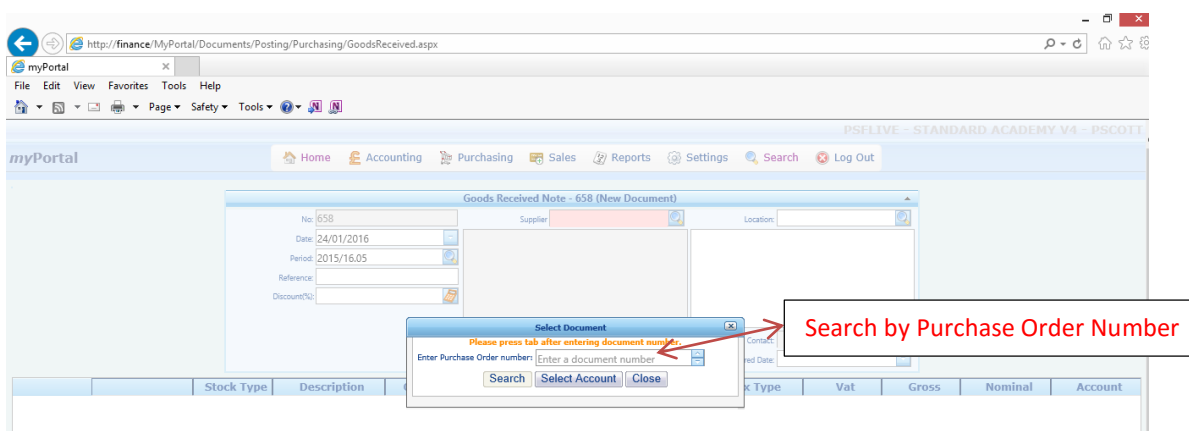
Two further options shown below affect how searches operate when entering a new Goods Received Note;

1. Option 1 - Search by Purchase Order Number
2. Option 2 - Search by Supplier

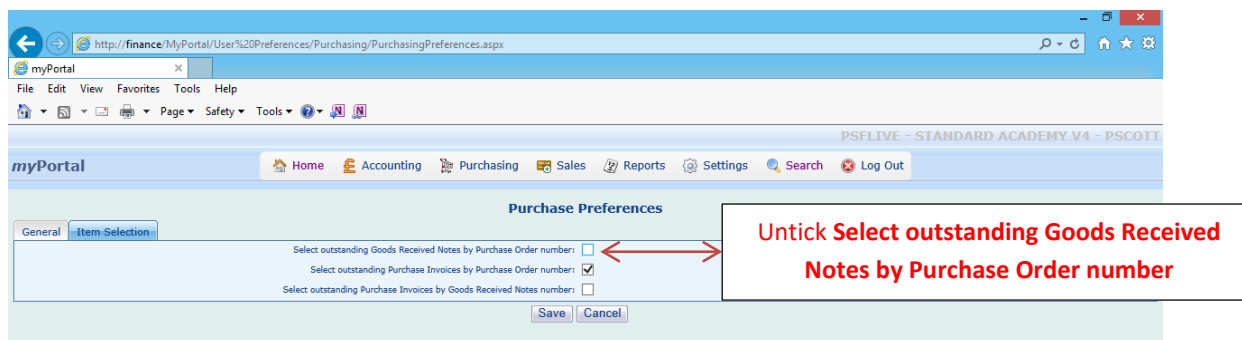
### Option 1



Tick the **Select outstanding Goods Received Notes by Purchase Order number** option to activate a pop-up screen to enable a **search by Purchase Order Number**, as shown below;



### Option 2



Untick the **Select outstanding Goods Received Notes by Purchase Order number** option to activate a pop-up screen to **search by Supplier**, when entering a new Goods Received Note, as shown below;

