

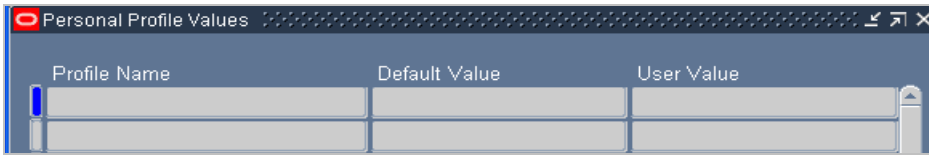
Although settings may be overridden during document production in Themis, it is recommended that you set your defaults the first time you log on. In some cases (e.g.: entering a receipt, creating an internal transaction, etc) you will not be able to navigate to or create a transaction unless you have set the appropriate profile.

To set your profiles

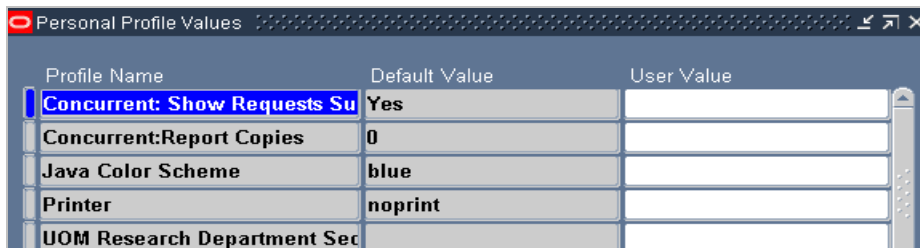
- 1 Log on to Themis and navigate to the **Set User Profiles** function

Note: the navigation path may vary depending on the responsibility you use (e.g.: if you use UOM Data Entry Dept it will be located on the Navigator, where as if you use UOM Manager Dept responsibility select **Edit > Preferences > Profiles** from the menu).

The Personal Profile Values screen will display.



- 2 Press the **F11** function key to put the screen into query mode and press **Ctrl + F11** to display the options.



- 3 Enter/select the appropriate values in the fields.
Refer to the table below for details on the individual profiles and required values.
- 4 Click on the **Save** icon to save your profile settings.

Profile details

Field	Definition/Use
Concurrent: Show Requests Summary	Leave as default (Yes)
Concurrent Report Copies	Set the Report copies to either 1 or 0 – this will depend on your responsibility. If you frequently enter or print Purchase Orders, then it is recommended you set this to 1. If you regularly prepare reports, please set this to 0.
Printer	Select your local Themis printer from the list of values (LOV).
UOM CC – Cash Receipt Printer	Select your local Themis printer from the LOV (valid for printing cash receipts only).
UOM: CC – Cash Drawer Location	This field is mandatory IF you are a Cash Receiving User.
UOM: CC – Receipting EFTPOS	This field is only used if you receive EFTPOS payments in your Department.
UOM: Default Activity	Select the primary activity of your department. This field is not mandatory, the values will default in the Charge Code Distributions.
UOM: Default Company	Select your default company name. Most users should default to 01:University of Melbourne.
UOM: Default Department	Select your department name. You MUST select and save your default department BEFORE you set your default group and/or location code.
UOM: Default Group	Select the group you generally use. Although this is not mandatory, it is recommended that you set it to GEN.
UOM: Default Location	Select your physical work location (campus) from the LOV.
UOM: Default Section	Select your department section code from the LOV.
UOM: Financial Approver	Select your Purchasing Approval supervisor from the LOV. Your default supervisor will receive all notifications for approval in Themis. This is a mandatory field IF you are an Accounts Payable, Purchasing or Internal Transaction user.
UOM: Internal Orders DEPT-SECTION	Select your department code and section from the LOV. This is a mandatory field IF you are an Internal Transaction user.