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| Setting Attributes | |
| **Role:** Staff | **Frequency:** As Needed |

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| **Beginning Steps to Set the Attributes** | |
| Attributes are default components which populate into every Shopping Cart to facilitate a more efficient shopping experience. | The following attributes can be set as defaults:   * Account Assignment Category * Cost Center * WBS Element |
| 1. To set the attributes click on Settings under the Shopper tab within MyUK. |  |
| 1. Under the Position tab select the Account Assignment Category. |  |
| 1. Click the Edit button at the top left |  |
| 1. Determine which type of Cost Assignment Category you most frequently use and click the Standard radio button. Cost Center will be the most common selection for most Shoppers. |  |
| **Important**: Be sure **not** to check Deactivate for any selections. |  |
| **Setting Cost Center Attribute** | |
| 1. Select Cost Center from the drop down menu to assign a default Cost Center number |  |
| 1. Select Logical System   (there is only one selection)   1. Click Add Line |  |
| 1. Click the Standard Radio Button 2. Enter the Cost Center number that you will use for most purchases |  |
| **Setting WBS Element Attribute** | |
| 1. Select WBS Element from the drop down menu to assign a default WBS Element number. |  |
| 1. Select Logical System   (there is only one selection)   1. Click Add Line |  |
| 1. Click the Standard Radio Button 2. Enter the Cost Center number that you will use for most purchases 3. If needed a search feature is available through the Possible Entries icon |  |
| 1. Remember to click Save after changing or entering new attributes |  |