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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
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| 1. To set the attributes click on Settings under the Shopper tab within MyUK.
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| 1. Under the Position tab select the Account Assignment Category.
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| 1. Click the Edit button at the top left
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| 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.
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| **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
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| 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
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| **Setting WBS Element Attribute** |
| 1. Select WBS Element from the drop down menu to assign a default WBS Element number.
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| 1. Select Logical System

(there is only one selection)1. Click Add Line
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| 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
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| 1. Remember to click Save after changing or entering new attributes
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