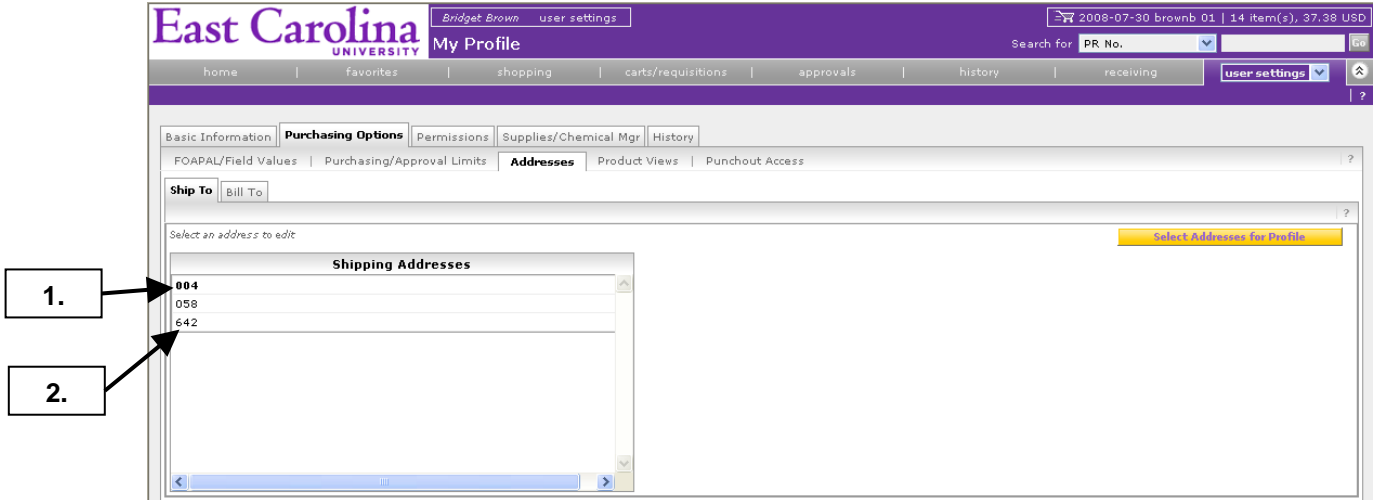
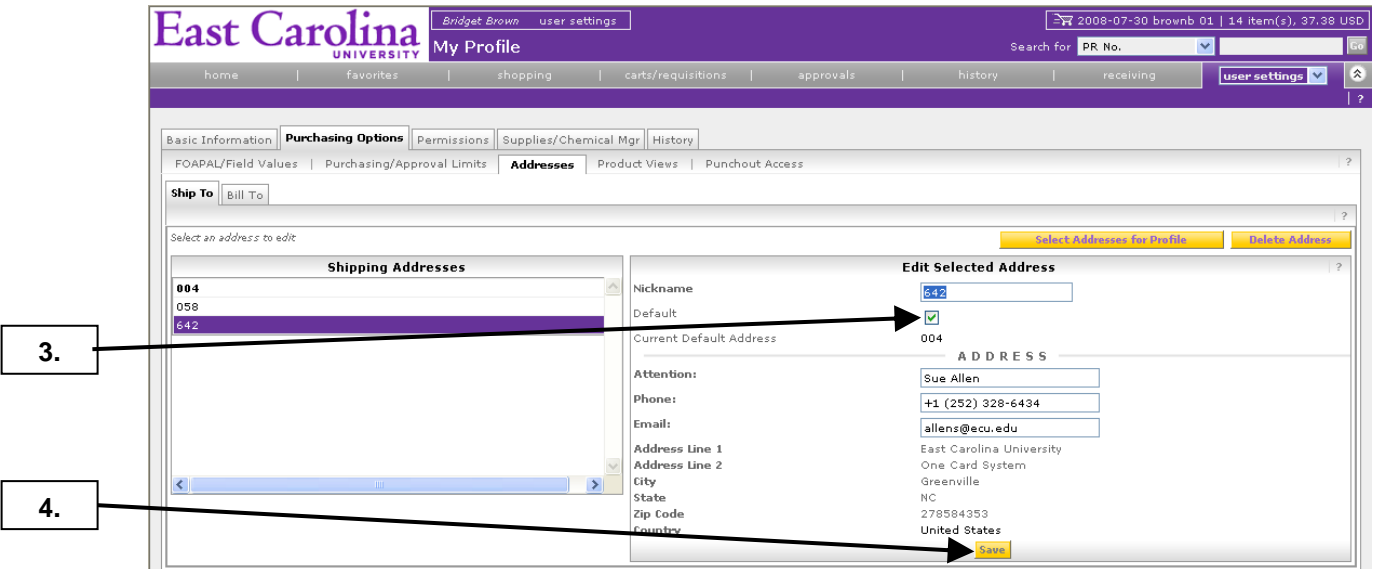


SHIP CODE – CHANGING DEFAULT VALUE

Last Updated on: 7/30/2008



1. The bold value is the default ship code that will automatically show up on all your requisitions.
2. Click on the ship code that you want to make the default value.



3. Check the **Default** check box.
4. Click the **Save** button to keep the change.

SHIP CODE – CHANGING DEFAULT VALUE

Last Updated on: 7/30/2008

The screenshot shows the 'My Profile' page for user 'Bridget Brown'. The 'Addresses' tab is active, displaying a list of shipping addresses on the left and an 'Edit Selected Address' form on the right. The address '642' is selected and bolded in the list. The form on the right shows the address details for '642', including contact information and a 'Save' button. Callout 5 points to the bolded '642' in the list, and callout 6 points to the East Carolina University logo in the top navigation bar.

5. The value is now bold and will be the default ship code on your requisitions.
6. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.