

USER PROFILE NAVIGATION SETUP

Last Updated on: 7/22/2009

East Carolina UNIVERSITY My Profile

Basic Information | Purchasing Options | Permissions | Chemical Mgr | History

Personal Settings | Color Theme | Roles | Department Permissions | Email Preferences | Navigation Setup

First Name: Bridget
Last Name: Brown
Phone Number: 252 328-1013 Area, Phone Number, Extension
E-mail Address: none@ecu.edu
Department: AF Materials Management
Position:
Badge Id:
User Name: brownb
University Terms and Conditions accepted on 3/26/2007 9:18 PM System Messages

Save

1.

1. Click on the **Color Theme** tab.

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Please select the desired top-level navigation using the drop down lists provided below. Your selections will be ordered in the order displayed below. Any options that are not selected will fall under an "Other" drop down list in the navigation bar itself.

home/shop | favorites | forms | carts/requisitions | approvals | history | receiving

remove | remove | remove | remove | remove | remove | remove

Update | Restore & Update to Defaults

2.

2. Click the drop down for the 3rd tab and change it to **receiving**. **Note:** In this example of changing your Navigation tabs, we will make **receiving** the 3rd tab and **forms** the 7th tab.

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home/shop | favorites | receiving | carts/requisitions | approvals | history | receiving

remove | remove | remove | remove | remove | remove | remove

Update | Restore & Update to Defaults

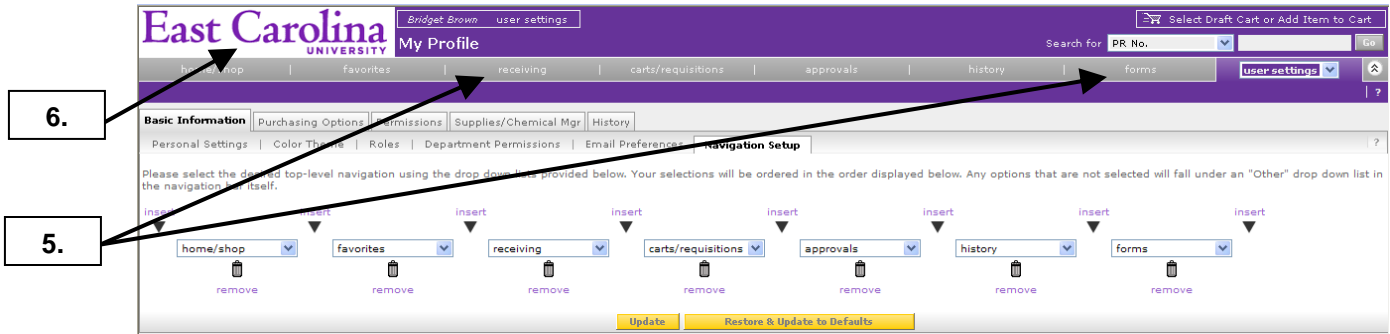
3.

4.

3. Click the drop down for the 7th tab and change it to **forms**.
4. Click on the **Update** button.

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5. Note that the tabs have now switched positions on the navigation bar.
6. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.