WIVERSITY OF EXCHANGE

Profile Settings and Options

Revised 05/31/2023



Profile Settings and Options

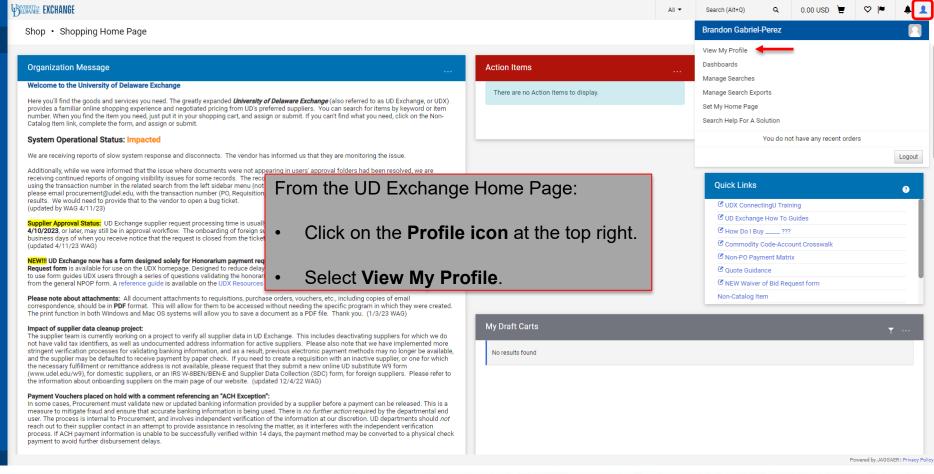
This guide identifies key areas of your UDX profile including:

- Where to save favorite and default SpeedTypes
- Where to save favorite and default shipping addresses
- Where to save your favorite Requesters (assignees)
- Where to identify approval folders that are assigned to you
- Where to find your permission and notification settings

The resources page at the end of this guide includes links to **detailed** guides on some of the above-listed areas.









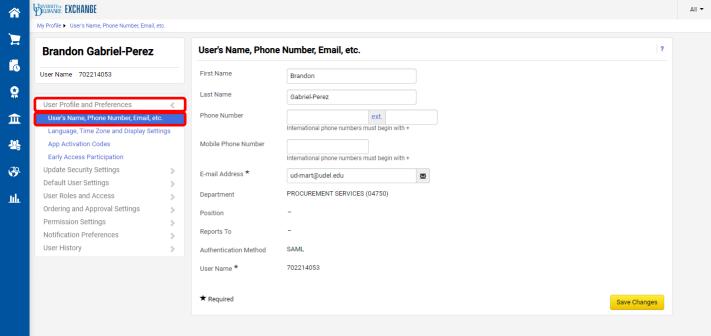
6

Q

血

20





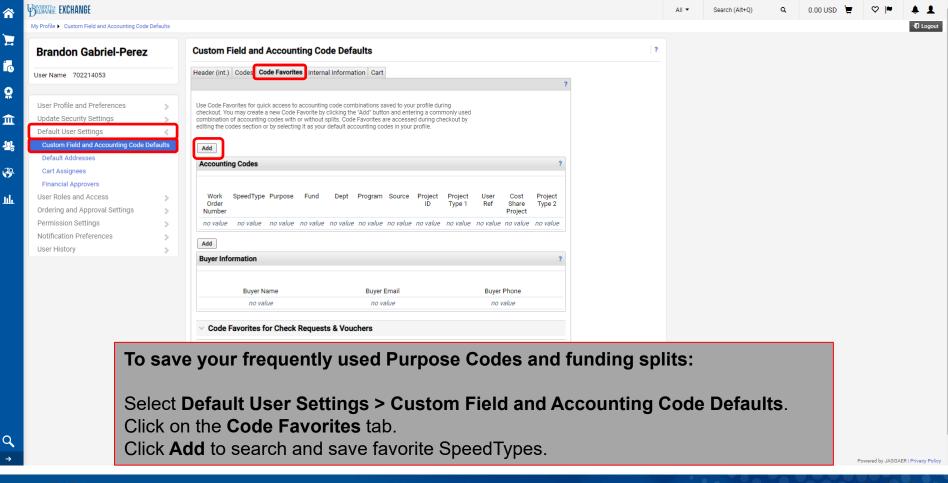
Your basic profile information will be populated for you. To view, navigate to:

Select User Profile and Preferences > User's Name, Phone Number, Email, etc.



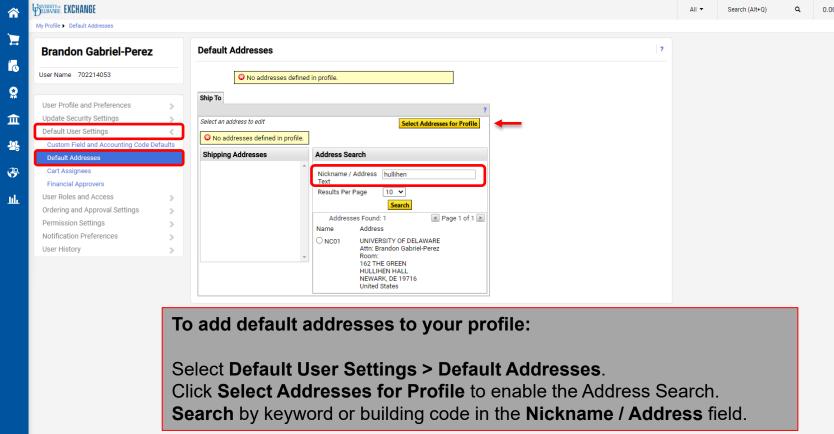


→ Logout





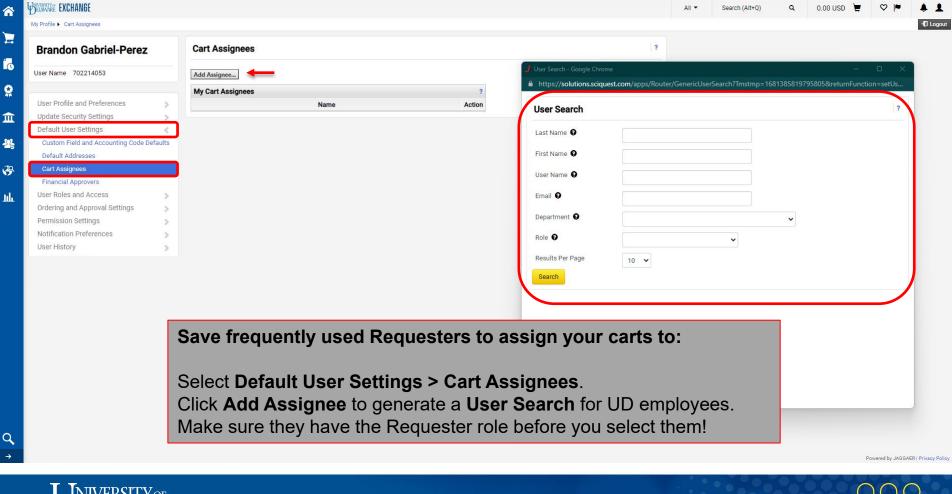






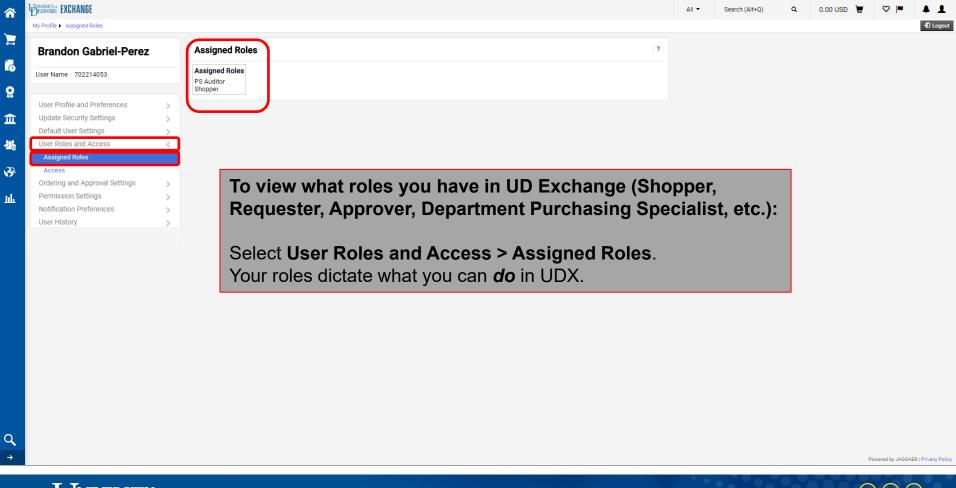


- ■ Logout



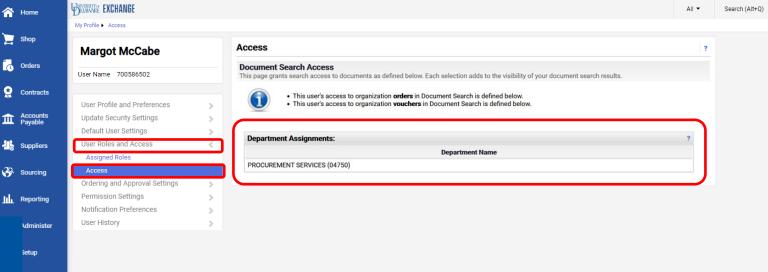












To see which departments' documents you have access to view in UDX:

Select User Roles and Access > Access.

Your access dictates what you can **see** in UDX.

Your default access will be your HR department.



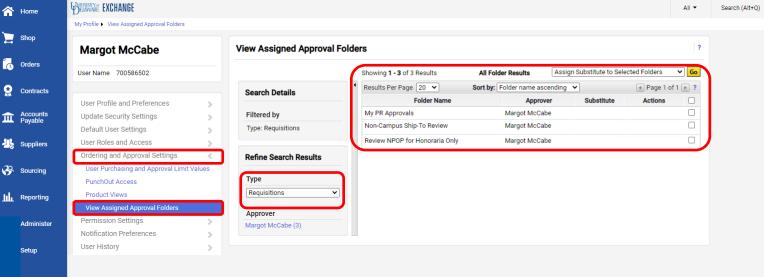






Powered by JAGGAER | Privacy Policy





To view Approval folders assigned to you:

Select Ordering and Approval Settings > View Assigned Approval Folders
Filter by Type

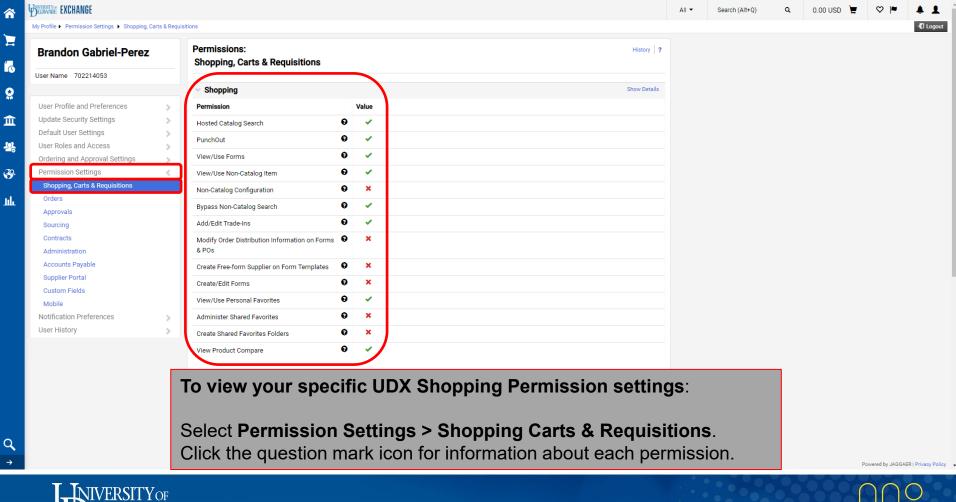






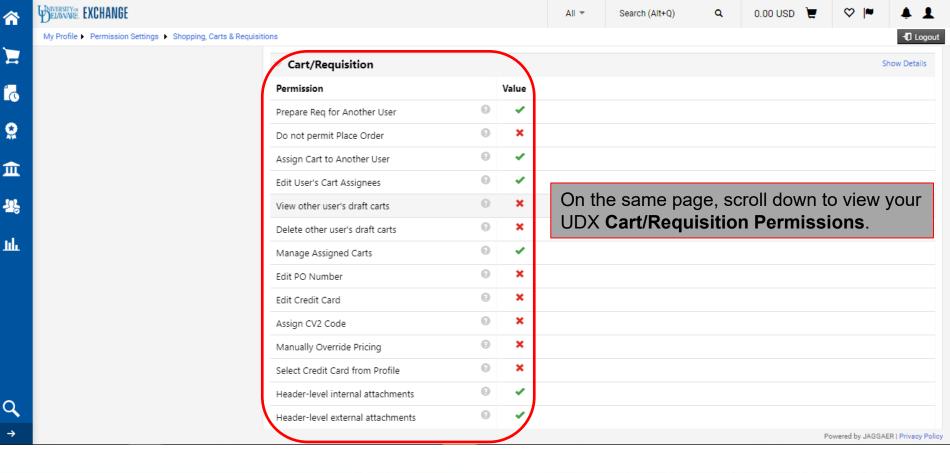
Powered by JAGGAER | Privacy Policy

• Logout



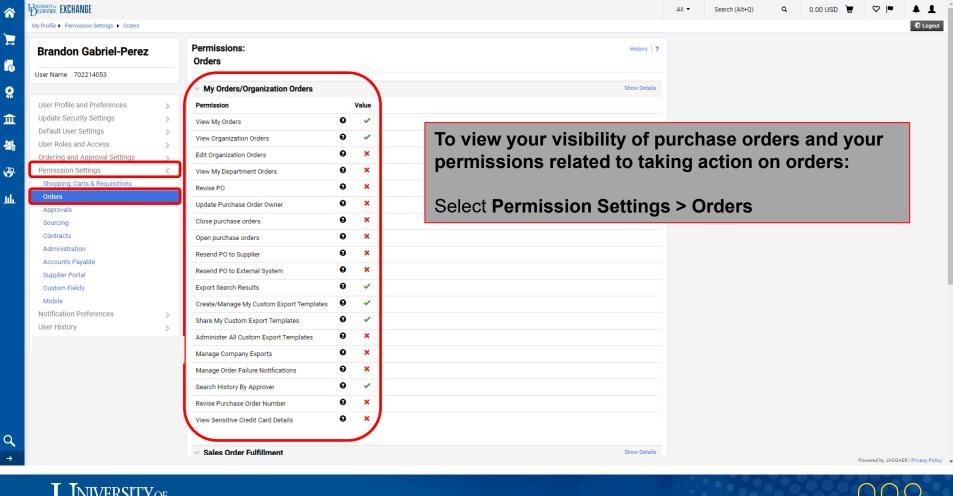






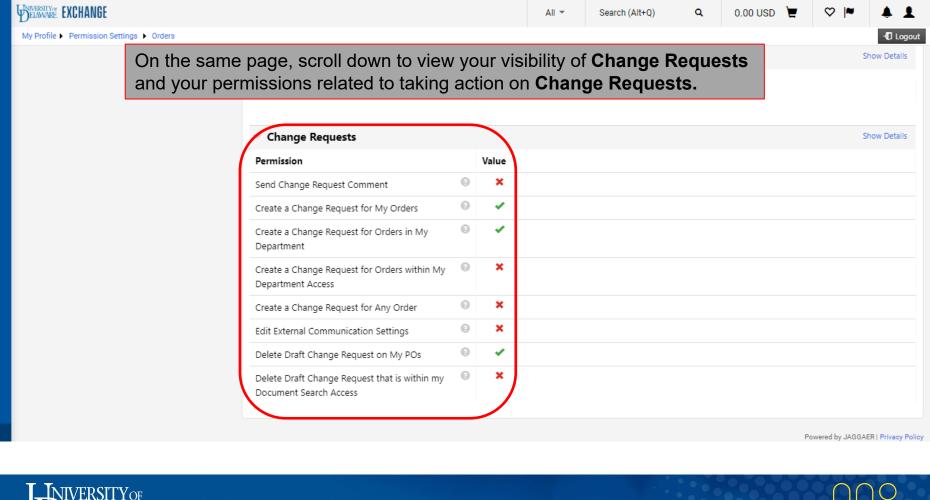








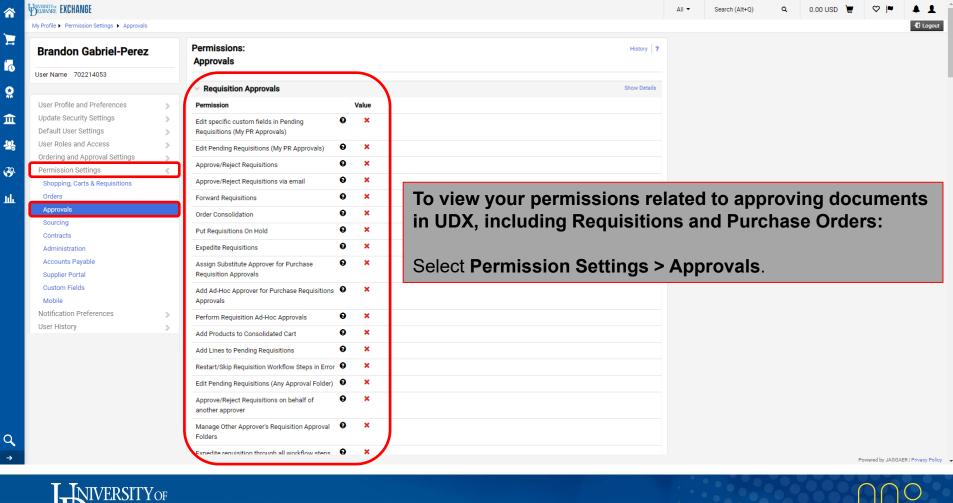






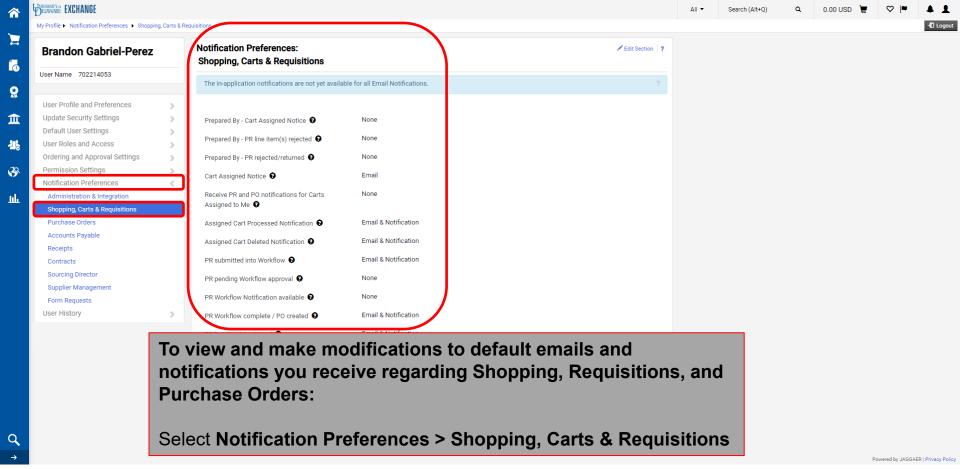
血





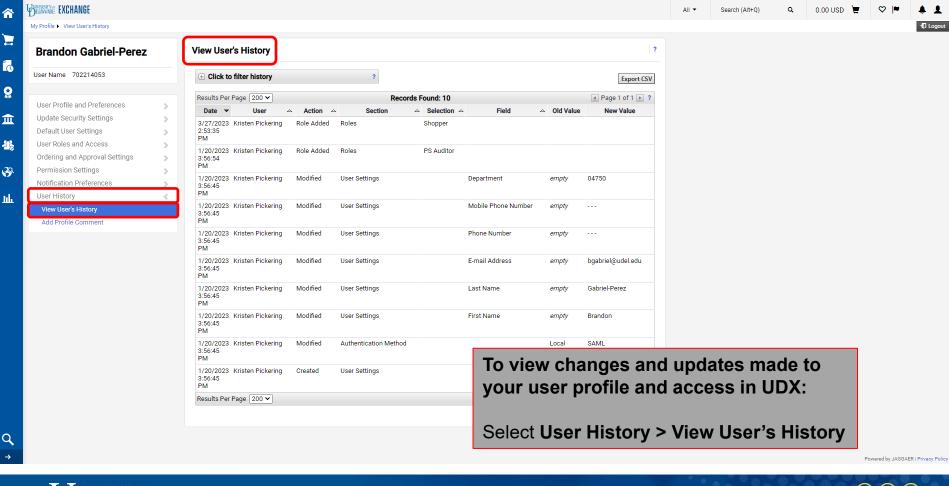
















Questions:

procurement@udel.edu

Resources:

- Procurement Services Website
- Adding Default SpeedTypes to Your Profile
- Setting Up Ship-to Addresses
- Adding Requesters to Profile
- Understanding Access in UD Exchange
- Assigning and Removing Substitute Approvers
- Updating Notification Preferences



