## iShopUTRGV Quick Reference Guide

## How to - Verify Supervisor

Supervisors are required for various forms in iShop, such as Work Orders and Travel. For questions regarding Work Orders, please contact <u>ishop@utrgv.edu</u> For questions regarding Travel, please contact the Travel Services Office at <u>travel@utrgv.edu</u>

- 1. Click on "User" icon.
- 2. Select 'View My Profile'

| Search (Alt+Q)                | ۵      | 358.00 USD | Ä | ♡ | 41 |
|-------------------------------|--------|------------|---|---|----|
|                               |        |            |   |   |    |
| View My Profile<br>Dashboards |        |            |   |   |    |
| Manage Searches               |        |            |   |   |    |
| Manage Search Ex              | xports |            |   |   |    |

3. Click on "Default User Settings" followed by "Custom Field and Accounting Codes Defaults." Default Supervisor will display.

| User Name                                 |   |  |                        |                  |                     |  |  |
|---|---|--|------------------------|------------------|---------------------|--|--|
|   |   | Header (int.) Header (ext.) Accounting Coc     | des                    |                  |                     |  |  |
| User Profile and Preferences              | > | Custom Field Name                              | Default<br>Value       | Description      | ء<br>Edit<br>Values |  |  |
| Update Security Settings                  | > | Building                                       | No D                   | efault Value     | Edit                |  |  |
| Custom Field and Accounting Code Defaults |   | Dean / Director                                | an / Director No Defau |                  | Edit                |  |  |
| Default Addresses                         |   | Department Head                                | No D                   | efault Value     | Edit                |  |  |
| Cart Assignees                            |   | Division Head                                  | No D                   | efault Value     | Edit                |  |  |
| User Roles and Access                     | > | Future Fiscal Year Budget                      | No D                   | No Default Value |                     |  |  |
| Ordering and Approval Settings            | > | President                                      | President              | Rodriguez, Dr    | Edit                |  |  |
| Permission Settings                       | > |  |                        | Havidan          | Ean                 |  |  |
| Notification Preferences                  | > | Supervisor                                     | 6001137473             | Rangel, Ms       | Edit                |  |  |
| User History                              | > |  |                        | Maggie D         |                     |  |  |
| Administrative Tasks                      | > | Traveler's Acknowledgement; I certify that the | No D                   | No Default Value |                     |  |  |

If the supervisor field is blank, please contact HR to ensure the employee PAF has been updated. If updated and the supervisor is still blank, please ensure the supervisor has logged into iShop.