

iShopUTRGV Quick Reference Guide

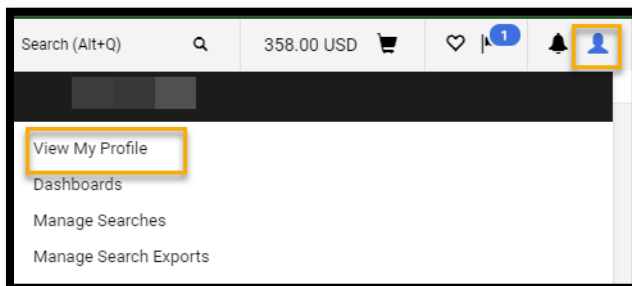
How to - Verify Supervisor

Supervisors are required for various forms in iShop, such as Work Orders and Travel.

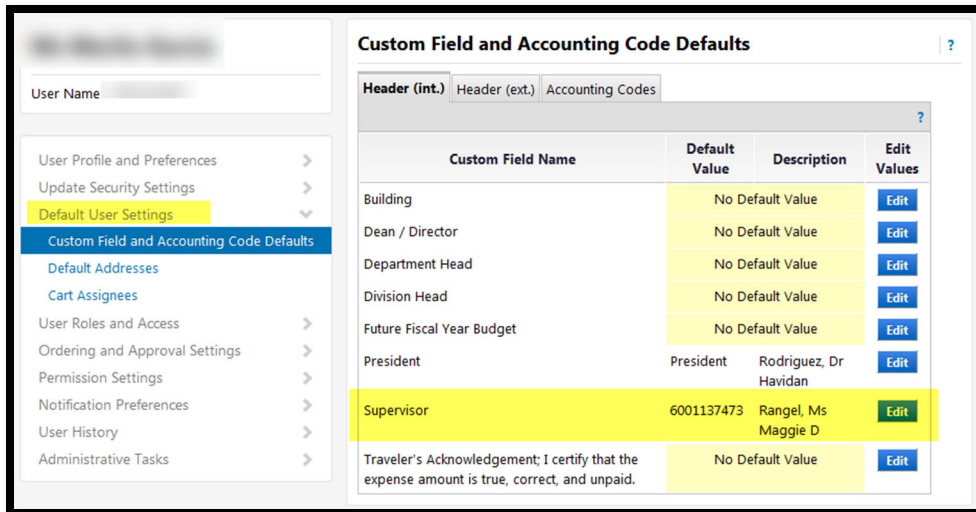
For questions regarding Work Orders, please contact ishop@utrgv.edu

For questions regarding Travel, please contact the Travel Services Office at travel@utrgv.edu

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



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



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.