



## **Purchasing Requestors - DA3000**



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# Purchasing Requestors - DA3000

## District Administration > Maintenance > User Profiles > Purchasing Requestors


This tab is used to limit the requestors for whom the user (originator) can create or modify requisitions. The requestor must have a user profile that includes accounts he is authorized to expense to, as well as any approvers associated with the requestor.

**Note:** Refer to the [Accounts](#) tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

### Set up purchasing requestors:


<b>Retrieve User</b>	<p><a href="#">Click to retrieve a user.</a></p> <p>Click ▼ to select a user and click <b>Retrieve User</b>. By default, this drop down only displays "employed" users.</p> <p><b>Notes:</b></p> <p>The drop-down list is sorted alphabetically by last name and then first name.</p> <p>All users who are set up on the Personnel &gt; Staff Demo page and have been previously added to the Maintenance &gt; User Profiles page are displayed in the drop down.</p>	OR	<b>Lookup User</b> <p><a href="#">Click to lookup a user.</a></p> <p>Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields.</p> <ul style="list-style-type: none"> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Employee Number</b></li> </ul> <p>Select one of the following employee statuses to narrow your search:</p> <ul style="list-style-type: none"> <li>• <b>Employed</b></li> <li>• <b>Not Employed</b></li> </ul> <p>Click <b>Retrieve</b>. A list of users that match the search criteria is displayed. The following information is retrieved:</p> <ul style="list-style-type: none"> <li>• <b>Employee Nbr</b></li> <li>• <b>Last Name</b></li> <li>• <b>First Name</b></li> <li>• <b>Employed</b></li> </ul> <p>Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click <b>Cancel</b> to close the directory.</p>
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Click **+Add** to add a new row to the grid.

Field	Description
Requestor Name	Click  to select a requestor from the drop-down list of available requestors.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the User Profiles, User Requestor report.  <a href="#">Review the report.</a>
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .  Click <b>Cancel</b> to not delete the row.