



## **Purchasing Restrict Campus/Dept - DA3000**



# Table of Contents

<b>Purchasing Restrict Campus/Dept - DA3000</b> .....	<b>i</b>
<b>Purchasing Restrict Campus/Dept - DA3000</b> .....	<b>1</b>




# Purchasing Restrict Campus/Dept - DA3000

**District Administration > Maintenance > User Profiles > Purchasing Restrict Campus/Dept**

This tab is used to restrict users to specific first approver campuses for purchasing requisitions. This feature can only be used if **Restrict Campus/Dept** is selected on the District Administration > Options > Purchasing Options page.

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

## Set up purchasing requestors:

<p><b>Retrieve User</b></p>	<p><a href="#">Click to retrieve a user.</a>                  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>	<p>OR</p>	<p><b>Lookup User</b></p> <p><a href="#">Click to lookup a user.</a>                  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 campus. The Campus Directory is displayed.

- Select a campus from the list.
- The campus is displayed in the grid.

Field	Description
<b>Default Campus ID</b>	Select to indicate the primary campus of the selected user.
<b>Campus</b>	The three-digit campus ID is displayed.
<b>Description</b>	The campus name associated with the campus ID is displayed.

Click **Save**.

**Other functions and features:**

<b>Retrieve</b>	Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	Click to print the User Profiles, Purchasing Restrict Campus/Dept report.  <a href="#">Review the report.</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.