



Purchasing Restrict Campus/Dept - DA3000

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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:

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|----------------------|---|----|---|
| Retrieve User | <p>Click to retrieve a user.</p> <p>Click ▼ to select a user and click Retrieve User. By default, this drop down only displays “employed” users.</p> <p>Notes:</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 > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.</p> | OR | Lookup User <p>Click to lookup a user.</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"> • First Name • Last Name • Employee Number <p>Select one of the following employee statuses to narrow your search:</p> <ul style="list-style-type: none"> • Employed • Not Employed <p>Click Retrieve. A list of users that match the search criteria is displayed. The following information is retrieved:</p> <ul style="list-style-type: none"> • Employee Nbr • Last Name • First Name • Employed <p>Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click Cancel to close the directory.</p> |
|----------------------|---|----|---|


☐ 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 |
|--------------------------|---|
| Default Campus ID | Select to indicate the primary campus of the selected user. |
| Campus | The three-digit campus ID is displayed. |
| Description | The campus name associated with the campus ID is displayed. |

☐ Click **Save**.

Other functions and features:

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| Retrieve | Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
| Print | Click to print the User Profiles, Purchasing Restrict Campus/Dept report. Review the report. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . A message is displayed asking if you want to delete the row. Click OK . Click Cancel to not delete the row. |