



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



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# Purchasing Restrict Campus/Dept - DA3000

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

This tab is used to restrict users to specified first approver campuses for purchasing requisitions when Restrict Campus/Dept is selected on the 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><br/>                 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><br/>                 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><br/>                 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> |
|-----------------------------|---|-----------|--|

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