



# Georgia State PantherMart Default Setup Guide

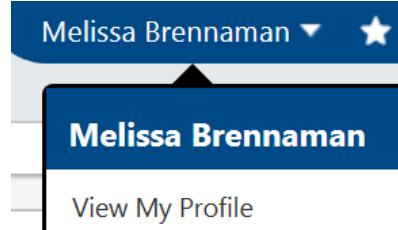
## ACCESSING THE SYSTEM...

1. Navigate to the PantherMart website:  
<http://www.panthermart.gsu.edu>.
2. Enter your Campus ID and password to login.

## UPDATING YOUR PROFILE

Your profile contains information about yourself, your default settings in PantherMart, and allows you to change the navigation setup of the site for yourself and manage email notifications.

- \*Select the Drop Down tab next to your name on the home page.
- \*Select the view my profile link



## SETTING YOUR DEFAULT SPEED CHART

Requestors have access to make a speed chart value a default selection.

1. From your profile, click on Default User Settings.
2. Click on [Custom Field and Accounting Code Defaults](#) followed by the **Codes** tab.
3. To the right of SpeedChart, click the **Edit** button.
4. Click the **Create New Value** button.
5. Enter search criteria, and then click **Search**.
6. Check the box(es) for the values to add, and click **Add Values**.
7. Select the SpeedChart you wish to make your default.
8. Check the Default box and click **Save**.

## SETTING YOUR DEFAULT ROUTING TYPE/Routing ID:

You have access to make a routing type/ID value your default selection.

1. From your profile, click on the User Information and Settings link.
2. Click on Default User Setting followed by the **Codes** tab.
3. To the right of Routing Type, click the **Edit** button.
4. Click the **Create New Value** button.
5. Select the Box next to Department or Project, and then select **Add Values**.
6. Select the Value (Dept/Proj), in the Edit Existing Value box, select Default box and click **Save**.

## SETTING YOUR DEFAULT ROUTING ID:

7. Select **Codes** tab.
8. To the right of Routing ID, click **Edit** button.
9. Click the **Create New Value** button.
5. Enter search criteria, and then click **Search**.
6. Check the box(es) for the values to add, and click **Add Values**.
7. Select the Default value, and click Default check box and click **Save**.

## ADDING A NEW SHIP-TO ADDRESS TO YOUR PROFILE

Ship-to addresses are setup by your administrator. You may add any of the Ship-to addresses in the system to your profile, and make one of them your default.

1. From your profile, click on Default User Settings.  
Click on [Default Addresses](#).
2. Click the **Select Addresses for Profile** button.



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3. Search for the appropriate address and then select the one that you wish to add to your profile. You can search by street name, street number, building name, etc.
4. Verify the address is correct and enter a room number and building name and click the **Save** button.
5. To make the address your default, click the Default box and then the **Save** button.

## UPDATING YOUR PROFILE'S EMAIL PREFERENCES

Your profile was loaded with certain events triggering an automatic email to your Georgia State email account. You can update these preferences by:

1. From your profile, click Notification Preferences.
2. Select the types of notifications you wish to edit (e.g. Shopping

Carts & Requisitions then click [Edit Section](#) and click override on the notification you wish to change then the method of notification preferred.

3. Click the **Save Changes** button.
4. Please be careful when selecting None as you may miss notifications where action is required.

## UPDATING YOUR PROFILE'S CART ASSIGNEES

All Shoppers have access to add Assignees (Requestors) to their profile for ease of selection. From your profile, click on Default User Settings followed by [Cart Assignees](#).

1. Select the **Add Assignee...** button.
2. Enter search criteria for your assignee and click **Search**.
3. Click [\[select\]](#) next to the individual you want to add.