



Update the Preferences

Overview

The Preferences process provides the ability to change the printer, team, and/or MISC defaults.

Navigation

M&U > USER ID hyperlink > Preferences > Preferences page

Note



The other navigation is M&U >  Preferences >  Preferences > Preferences page.

Procedures

Update the Preferences

Selecting  at any point of this procedure returns all fields to the default setting.





Help Reference Guide

1. Select [Change Preferences](#) or the Preferences hyperlink. The **Preferences** page appears.

Printer

Printer

☒ Labor
☒ Tasks
☒ Parts
☒ Tools
☒ Certs
☒ Additional Attributes

Team

Primary Teams Id

Primary Teams Member

Misc

Primary Equipment Pool

Primary Maintenance Location

Utilize On Base

☒ No Preference
☐ On Base
☐ Off Base

Non-Mission Capable

☒ No Preference
☐ Yes
☐ No

Reset

Save

2. Update the Printer grid.
3. Update the Team grid.
4. Update the MISC grid.
 - A. Update the Utilize On Base.
 - B. Update the Non-Mission Capable.
5. Select [Save](#). The [User preferences saved successfully](#) appears at the button right of the page.

