



Update the User Preferences

Overview

The Property Accountability module User Preferences Update process allows editing of the user's current settings and defaults.

Navigation

My ELMS > User Preferences > User Preferences Update page

Note



Other navigation pathways include:

- PA >  Preferences >  Preferences > User Preferences Update page
- PA > USER ID hyperlink > Preferences > User Preferences Update page

Procedures

Update the User Preferences

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. In the My ELMS menu, select User Preferences. The **Update User Preferences Update** page appears.





Help Reference Guide

Update

Basic	
Custodian Nbr	<input type="text" value="N/A"/>
Fund Cd/ASN	<input type="text" value="N/A"/>
Fndng Cost Center	<input type="text"/>
Request for Turn-In	
RIC From	<input type="text"/>
MCN Assignments	
FSC	<input type="text"/>
Item Nbr	<input type="text"/>
NCB Cd	<input type="text"/>
AIT	
Asset Id Prefix	<input type="text" value="N/A"/>
Printer Mfr	<input type="text" value="N/A"/>
Excess	
Dspst Activity	<input type="text" value="N/A"/>
Excess Holding Locations	
DODAAC	<input type="text"/>
Loc	<input type="text"/>
POC	<input type="text"/>
Sub Loc	<input type="text"/>
Asset Transfer Search Criteria	
Capital/Non-Capital	<input type="text" value="CAPITAL"/>
Asset Dispositions and Asset Transfers	
Prefer ShipTo DoDAAC	<input type="checkbox"/>

2. Select . The **View the User Preferences Transaction Status** page appears.

