

## **Help Reference Guide**

# **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

## **Procedures**

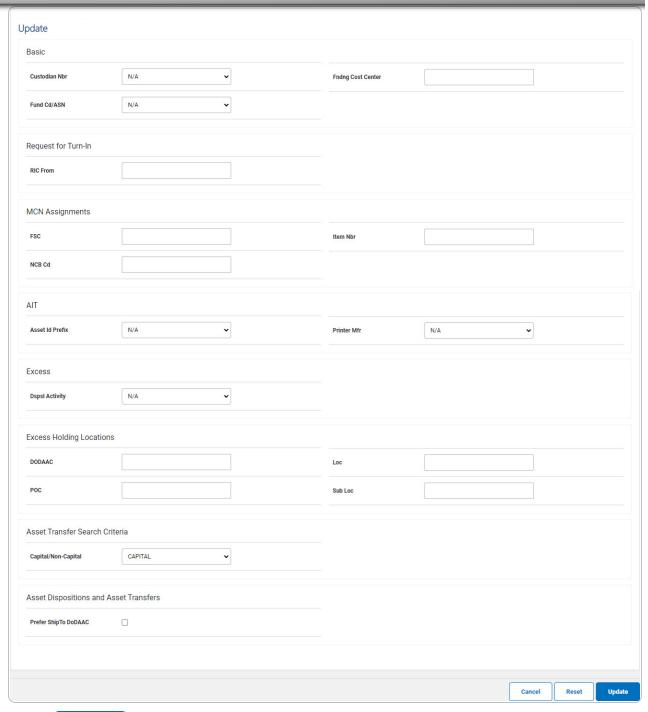
### **Update the User Preferences**

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**



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

2