



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

Update

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

Cancel Reset Update

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

