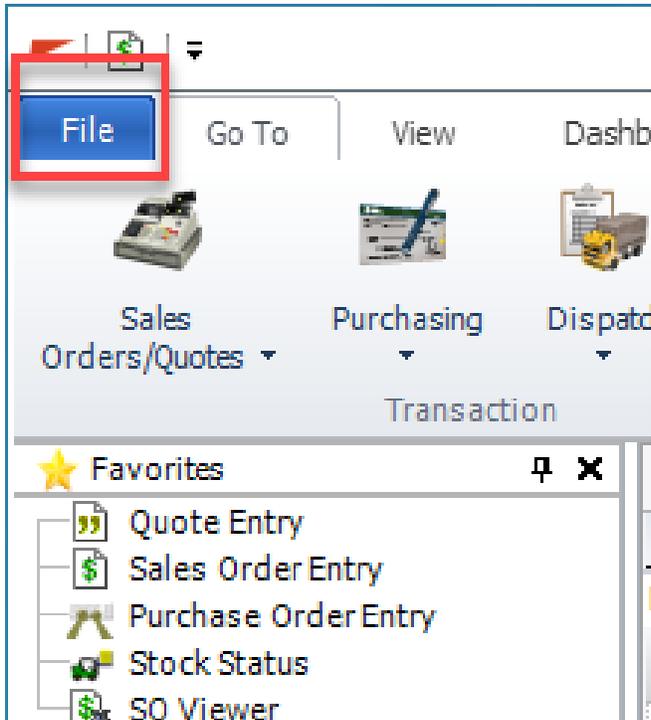


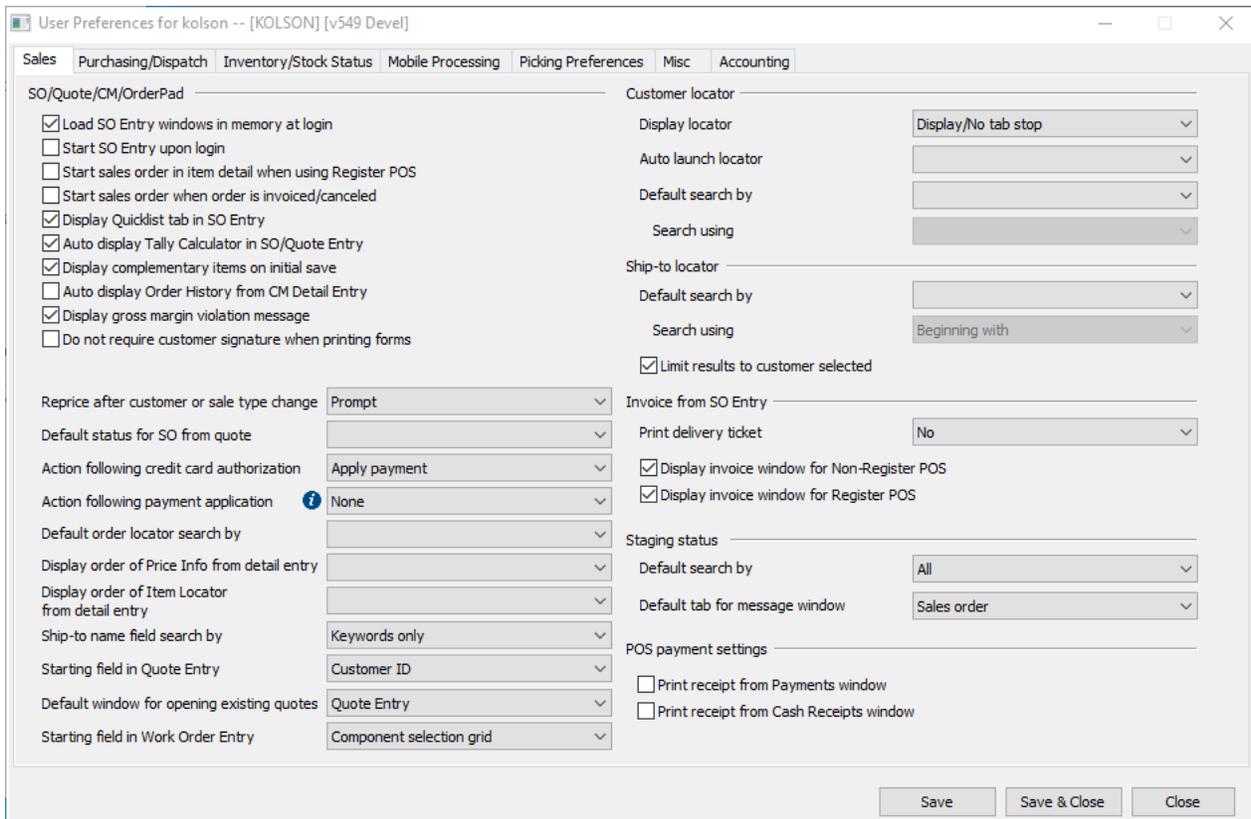
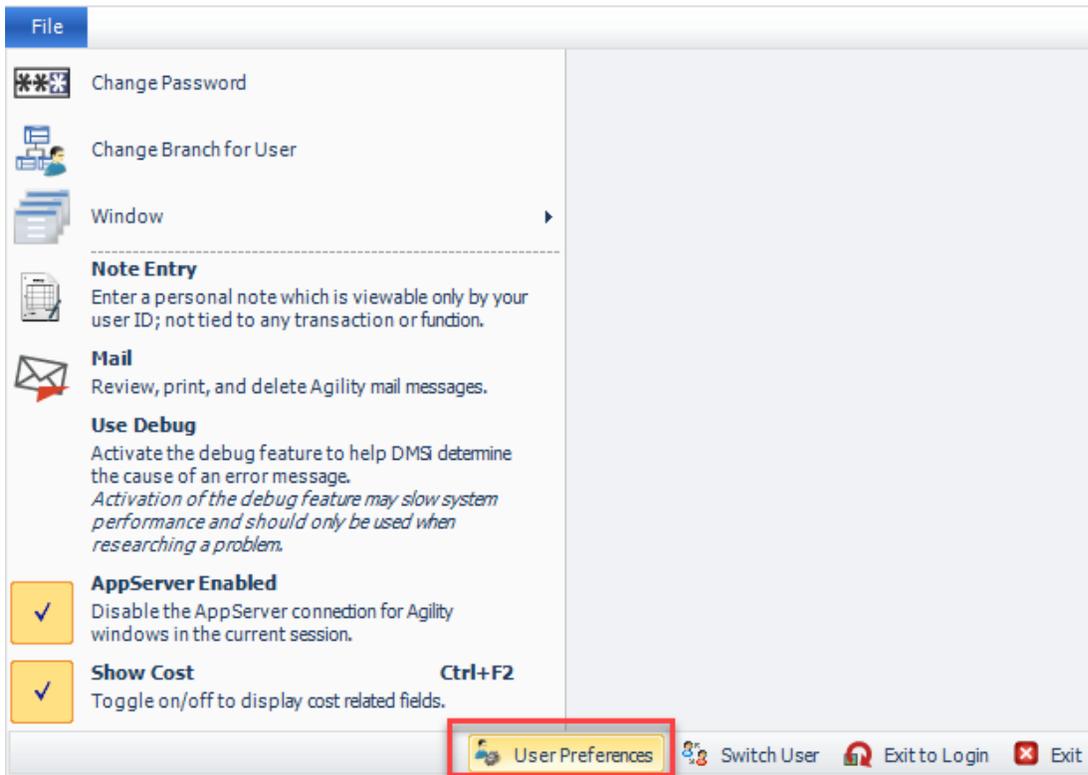
HOW TO SET UP USER PREFERENCES

You can set specific preferences for your user that will allow you to customize many parts of the Agility system to address your specific needs. User preferences are unique for each individual login.

Accessing User Preferences: From the Main Menu you will click on “File” in the upper left-hand corner:



This will open a menu that looks like the following: Click on User Preferences



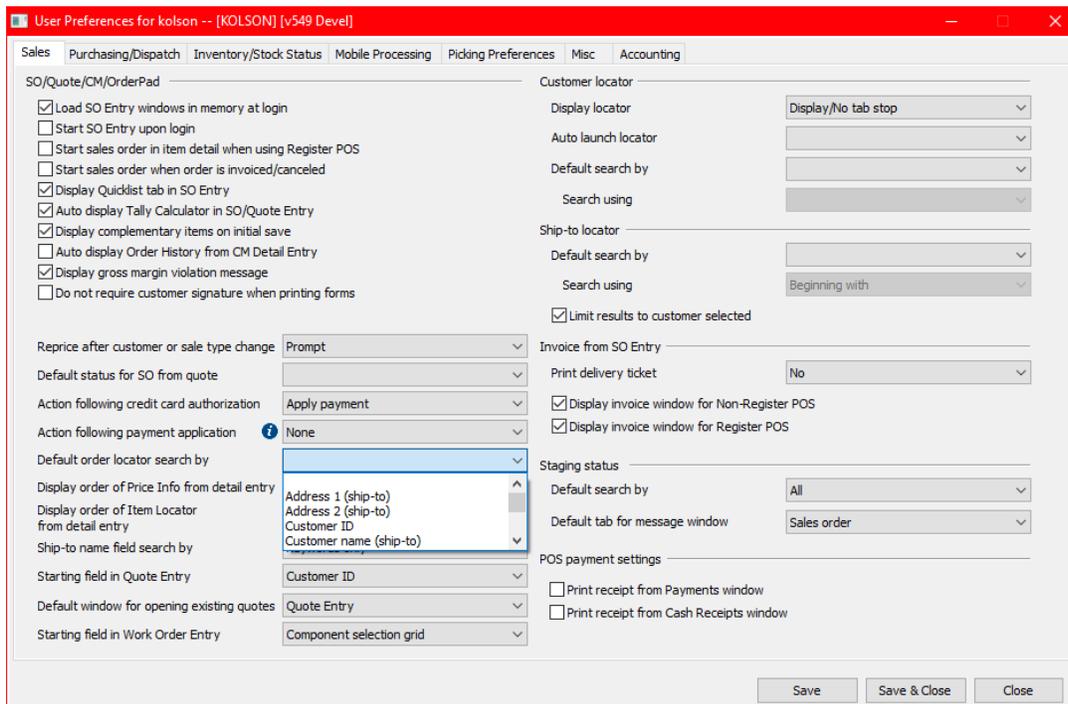
This will open the User Preferences window. From here, you can set specific defaults for your user. For complete information on all the settings you can access Agility Online Help [here](#):

You can also see article [AR1156 – Common User Preferences](#) that has some more common User Preferences and how to set them up.

We will discuss how to set a couple of the more popular preferences.

Setting the default for Sales Order Locator searches

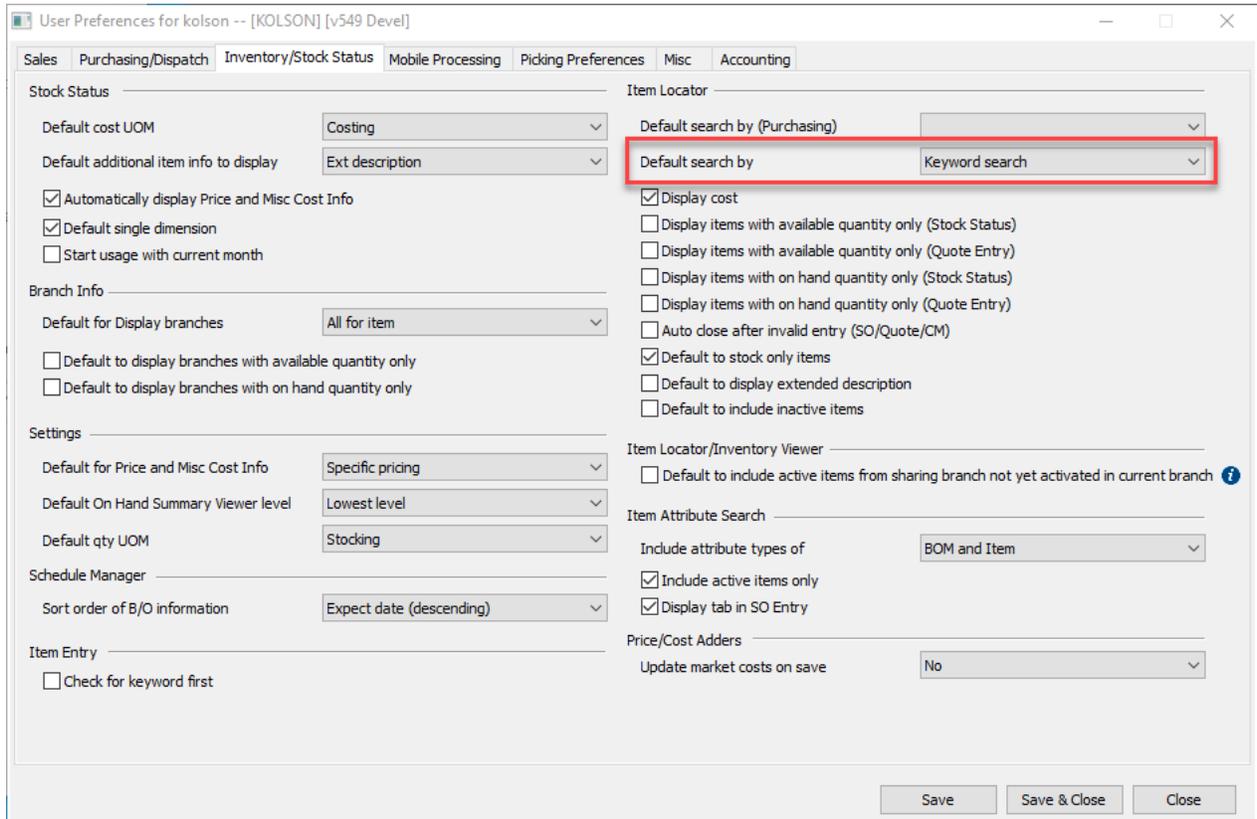
When using the Sales Order Locator you may have a definite way you want to search each time. Do this by accessing the Sales tab of User Preferences and choosing from the options:



Click on the drop-down, choose the desired default and then click Save. This will save your preference.

Setting the default Item Locator search

From the User Preferences window choose the Inventory/Stock Status tab:



On this screen you can set the Default Item Locator Search by to your desired search. Any of the available searches can be chosen. For our example we will choose Keyword Search.

Click on the drop-down, highlight the desired search option and then click OK. This will close the screen and set your default search option for all item locator searches to Keyword Search: