Step-by-Step Guide

Shopper: Creating a Personal Values List

The **Personal Value List** allows users to save information they use frequently in an easy-to-use list. This makes it easier to find the values for repeated uses. The values that can be stored in the Personal Values List include: Cost Center, WBS Element, G/L Account, Material Group, and Supplier.

1. Click in the Column that contains the value you wish to add to your Personal Value List.

2. Click on the Drop-Down icon.

3. In the resulting search box, enter the desired value in the corresponding box and click the **Search** button.

4. When a line containing the value appears in the subsequent field, right click on the line and select **Add to Personal Value List**.
ALTERNATE VERSION FOLLOWS in Steps 5-7.

5. When a line containing the value appears in the **General Values** field, highlight the line.

6. Click the **Add to Personal Value List** button and check the confirmation message.

7. Click **OK** to close the box.

8. Returning to the **Create Shopping Cart** screen, click the drop-down button in the field. This action will open a box that contains the personal values you have selected. Highlight the line of the value you wish to use and click **OK**.
9. In subsequent visits, you may wish to search for values beyond your personal list. To perform this action, click the **Go to the General Values** List link.

10. Search for a new value as outlined above.

11. Repeat these steps for the remaining values you wish to add to your Personal Value List.