Profile Settings and Options

This guide will illustrate how to add “favorite” and default SpeedTypes to your UDX Profile.
Click on the **Profile** icon at the top of the Shopping Home Page
Select View My Profile
Go to Default User Settings > Custom Field and Accounting Code Defaults

Select the Code Favorites tab.
Click the Add button.
Under the **SpeedType** column, click the **blue Select from all values link.**
A pop-up search box will appear.

You can enter search criteria into the **Value** field (if you know the SpeedType you are looking for), or the **Description field** to narrow your search.

Click the **Search** button.
Find the SpeedType you are looking for from the list of results.

Click **Select**.
Create a **Nickname** for the SpeedType you selected.

If you would like to make this your default SpeedType, check the **Default** box.

Click **Save**.
You can continue to add multiple favorite SpeedTypes as needed.

To remove a SpeedType from your favorites, click the **Delete** button.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Adding Financial Information to Requisitions