

Update Your Profile

Unit 7.01

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description

Purpose

Use this procedure to update your QuickPack profile.

Trigger

Perform this procedure when first logging in to your account.

Prerequisites

You are logged in to QuickPack.

Transaction Code

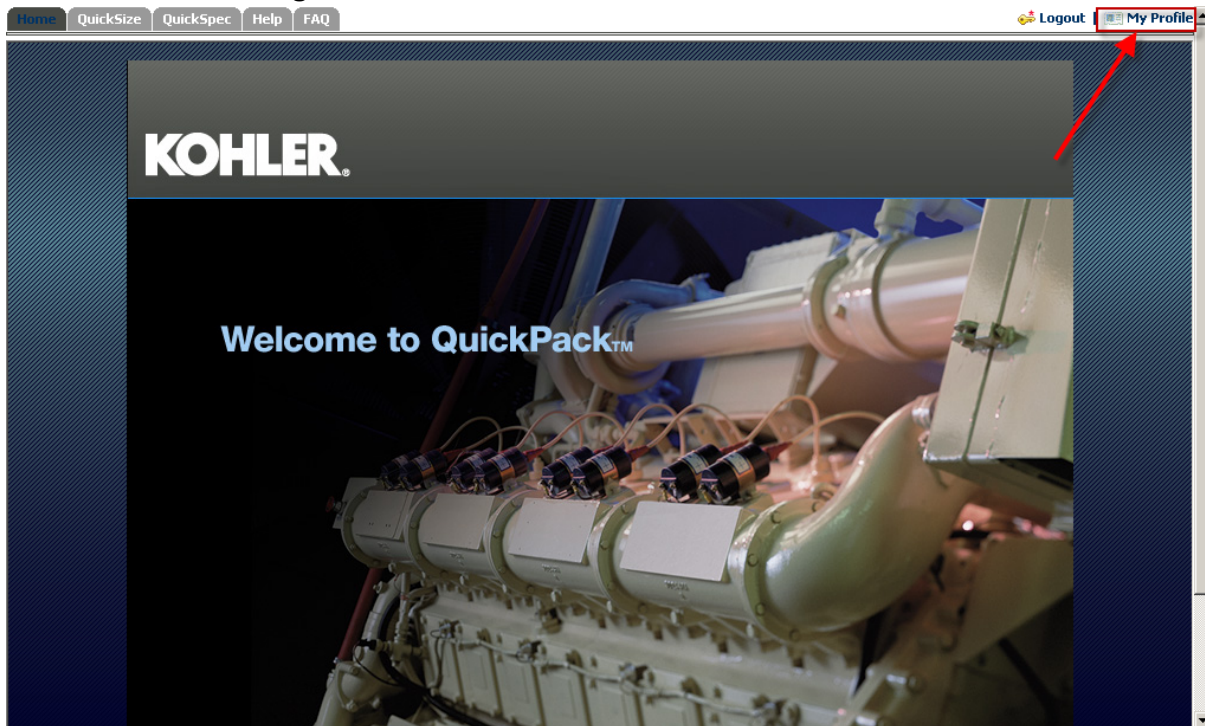
Unit 7.01

Helpful Hints

None

Procedure

QuickPack Home Page



1. Select **My Profile** to open the *User Administration* screen.

User Administration

User Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://kohlerpower.bigsmachines.com/admin/users/edit_user.jsp?my_profile=true&bm_trail_refresh=true&navType=1 Go Links

KOHLER

Home QuickSize QuickSpec Quote Manager Help FAQ Log Out My Profile

This page displays user information. When both shipping and billing addresses are the same, enable the "Same as Bill To" check box. After making changes to the page, click Add or Update.

USER ADMINISTRATION User : kgordontest (Kohler Power Group)

Main Information		Personal Information	
*Login:		*Name:	
Password:	***** Change Password	Title:	Sr Tech Pub Analyst
*Email:		Company Name:	Kohler Power Group
Type:	RestrictedAccess	Job Title:	
Status:	Active	Phone:	920-457-4441
		Fax:	

Preferences	
Language Preference:	English
Currency Preference:	US Dollar
Number Format:	###.##
Units:	System Default
Date/Time Format:	MM/dd/yyyy h:mm a
Time Zone:	(GMT-6:00 GMT-5:00) US Central Time
Notification Preference:	☒ Email

Bill To	Ship To	☒ Same as Bill To
Name:	Name:	
Title:	Title:	
Company Name:	Company Name:	
Company Name 2:	Company Name 2:	
Address:	Address:	

2. Make the required changes.
3. Scroll to the bottom of the screen.

User Administration

The screenshot shows a web browser window titled "User Administration - Microsoft Internet Explorer". The address bar shows the URL: http://kohlerpower.bigmachines.com/admin/users/edit_user.jsp?my_profile=true&bm_trail_refresh=true&navType=1. The browser's toolbar includes buttons for Back, Forward, Stop, Home, Search, Favorites, and a status bar at the bottom showing "Internet".

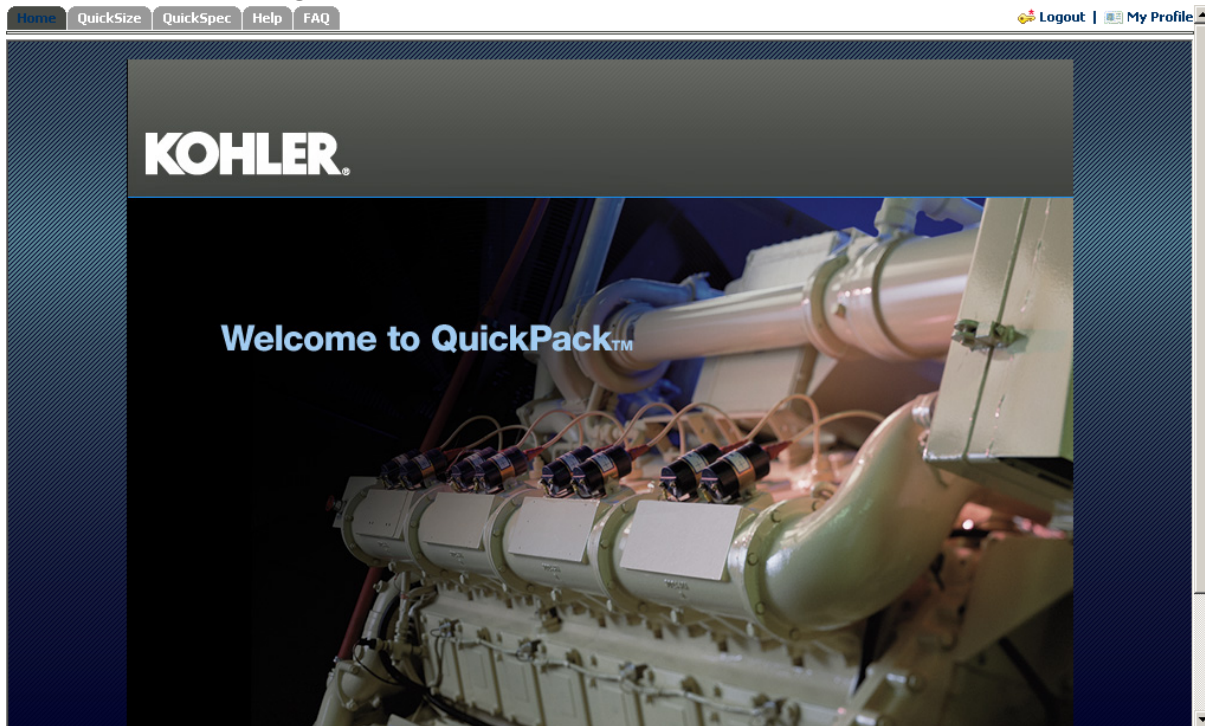
The main content area displays a form with the following sections:

- Status:** Active
- Phone:** 920-457-4441
- Fax:**
- Preferences:**
 - Language Preference:** English
 - Currency Preference:** US Dollar
 - Number Format:** ###.##
 - Units:** System Default
 - Date/Time Format:** MM/dd/yyyy h:mm a
 - Time Zone:** (GMT-6:00 GMT-5:00) US Central Time
 - Notification Preference:** ☒ Email
- Bill To:**
 - Name:** J
 - Title:** Sr Tech Pub Analyst
 - Company Name:** Kohler Co.
 - Company Name 2:**
 - Address:** 444 Highland Dr
 - City:** Kohler
 - State / Province:** Wisconsin
 - Zip / Postal Code:** 53044
 - Country:** United States
 - Phone:** 920-457-4441
 - Fax:**
 - Email:**
- Ship To:**
 - ☒ Same as Bill To
 - Name:**
 - Title:**
 - Company Name:**
 - Company Name 2:**
 - Address:**
 - City:**
 - State / Province:**
 - Zip / Postal Code:**
 - Country:**
 - Phone:**
 - Fax:**
 - Email:**

At the bottom right of the form, there are three buttons: **Apply**, **Update**, and **Back**. A "Back to Top" link is also present.

4. Click **Apply** to validate the changes.
5. Click **Back** to go back to the *QuickPack Home Page* screen.

QuickPack Home Page



Result

You have completed this transaction. You have updated your QuickPack profile.

Comments

None