Setup User Preferences in PBCS

The purpose of this job aid is to explain how to set the user preferences in PBCS.

Complete the steps below to update preferences:

1) Using the recommended browser “Firefox” or “Chrome”, log into PBCS through **Office 365 Online**: 
   Apps > All apps > Other > Oracle PBCS

2) Enter your UTA Single-Sign Email Address and Password.

3) Click **Sign-in**

4) The PBCS homepage is displayed.

5) Select the **Navigator** icon

   then select **Tools > User Preferences**

6) The **User Preferences** menu is displayed.
7) Select the **General** category. This page is used to set the Time Zone.

**Time Zone**
- (UTC-06:00) Central Time (Canada) (CT)

8) Select the **Display** category. This page is used to customize Number Formatting and Page Options for the data forms. Below are suggested settings:

**Number Formatting**
- Thousands Separator – Select “Comma”
- Decimal Separator – Select “Dot”
- Negative Sign – Select “Prefixed Minus”
- Negative Color – Select “Red”

**Page Options**
- Indentation of Members on Page – Select “Indent based on hierarchy”.

**Note:** This option dictates the look and feel of data categories on web forms.

If changes are made in the Preferences section, click **Save** to commit the changes.