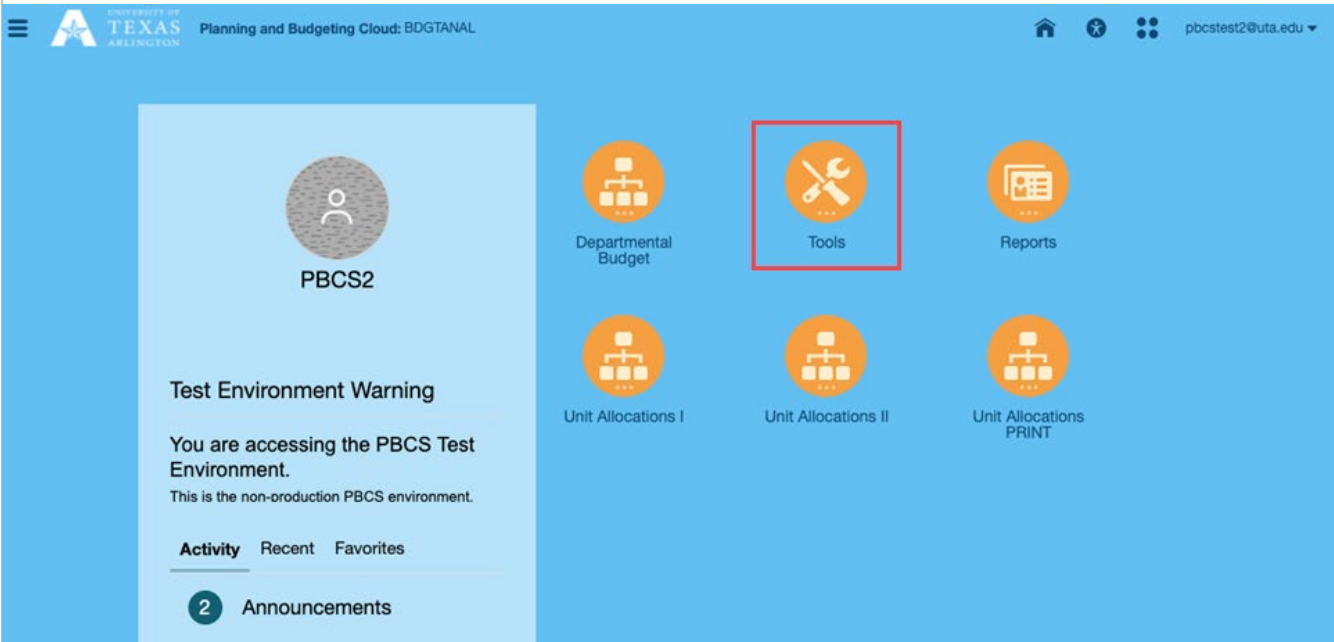


Setup User Preferences in PBCS

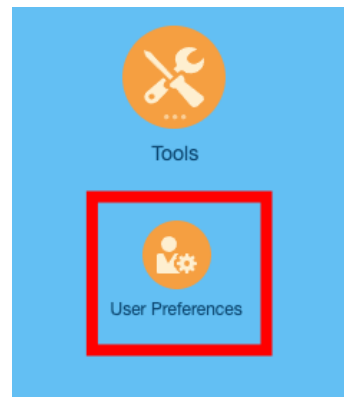
The purpose of this job aid is to explain how to set the user preferences in PBCS.

Complete the steps below to update preferences:

- 1) Using the recommended browser “Firefox” or “Chrome”, log into PBCS through the [UTA Apps page](#).
- 2) The PBCS homepage is displayed. Click on the “Tools” icon.



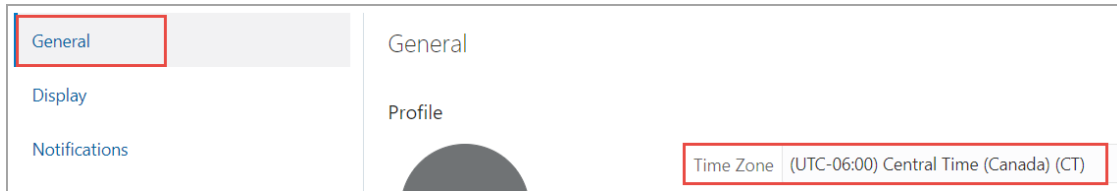
- 3) Select User Preferences



4) Select the **General** category. This page is used to set the Time Zone. :

Time Zone

➤ (UTC-06:00) Central Time (Canada) (CT)



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

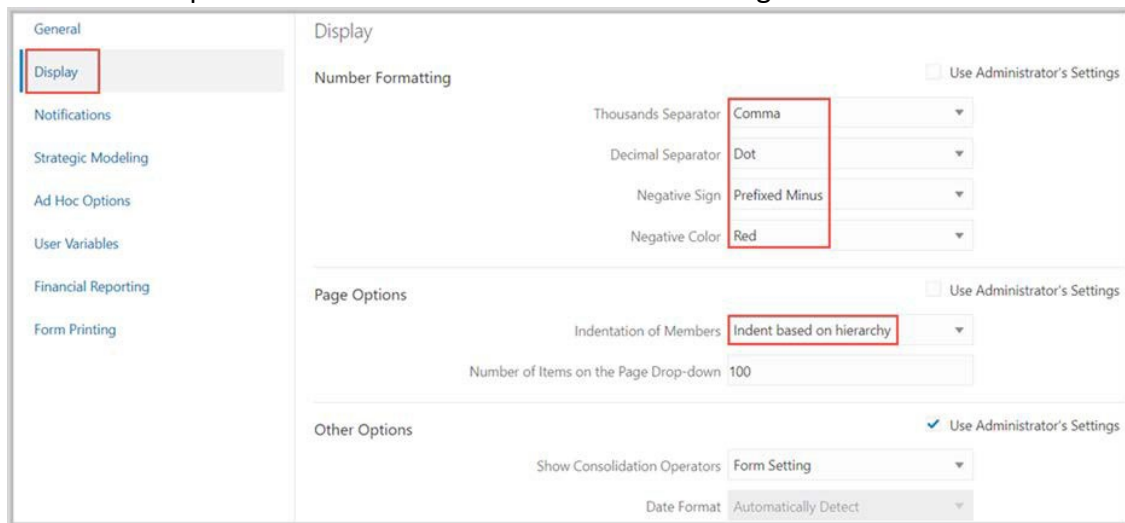
Number Formatting

- 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  to commit the changes.