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 **Save** to commit the changes.