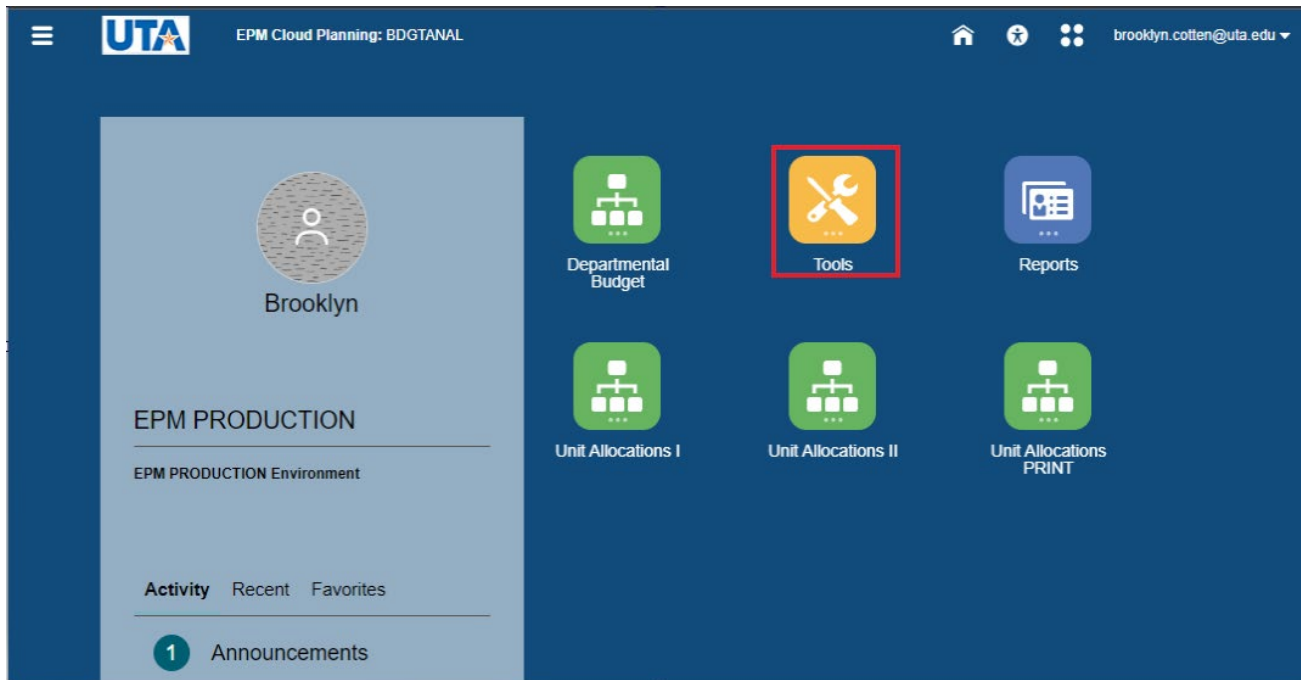


## Setup User Preferences in EPM

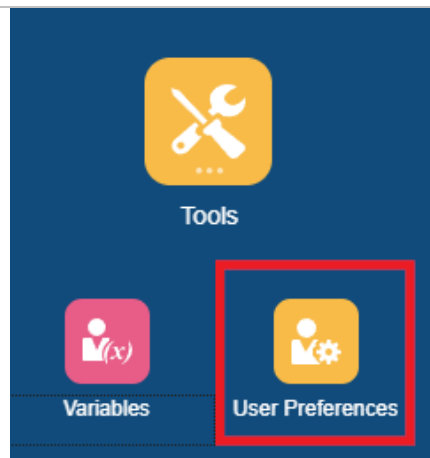
The purpose of this job aid is to explain how to set the user preferences in EPM.

Complete the steps below to update preferences:

- 1) Using the recommended browser “Firefox” or “Chrome”, log into EPM through the [UTA Apps page](#).
- 2) The EPM 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)

The screenshot shows a settings interface with a left-hand navigation menu containing 'General', 'Display', and 'Notifications'. The 'General' tab is selected. On the right, there are sections for 'General' and 'Profile'. A dropdown menu for 'Time Zone' is open, showing '(UTC-06:00) Central Time (Canada) (CT)' as the selected option.

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.

The screenshot shows the 'Display' settings page. The left-hand navigation menu has 'Display' selected. The 'Number Formatting' section includes dropdowns for 'Thousands Separator' (set to 'Comma'), 'Decimal Separator' (set to 'Dot'), 'Negative Sign' (set to 'Prefixed Minus'), and 'Negative Color' (set to 'Red'). The 'Page Options' section includes a dropdown for 'Indentation of Members' (set to 'Indent based on hierarchy') and a text input for 'Number of Items on the Page Drop-down' (set to '100'). There are also 'Other Options' at the bottom.

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