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# Ultriva 7.6 and Higher Update My Account Reference Guide

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## My Preference

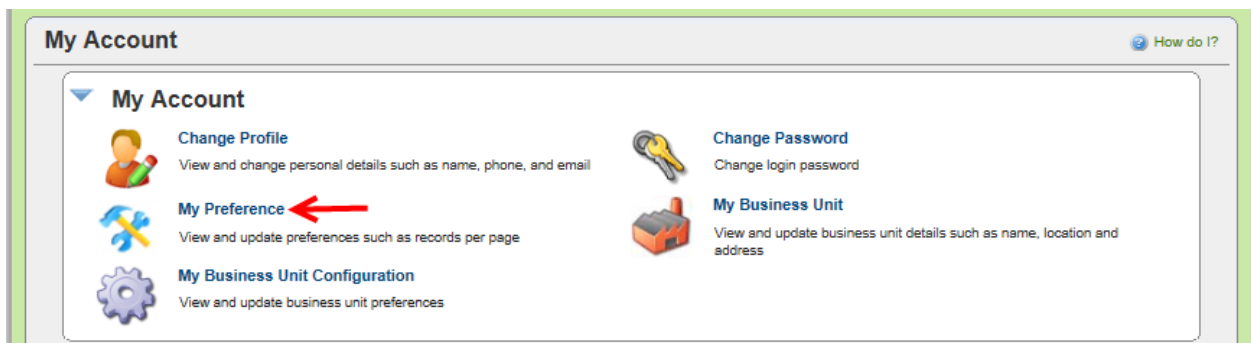


*Tool Tip - My Preference can add many great features to the Ultriva screen layout including Login Preferences, Style/Color Themes, and Paging Preferences which allows the user to choose how many records to view per page. It also has a Screen Layout feature to increase or decrease the viewing area.*

To navigate to “My Preference”, click on “My Account”.



Click on “My Preference”



### Login Preference

Click on the **drop down arrow** in the “After Login Go To” field and a **drop down list** appears.



*Quick Tip – This is a great feature when you have employees that need to maneuver through Ultriva to get to the screen they need to work from. If set up correctly, it will log them directly into the screen they need to start their work from.*



Click on a selection.

The screenshot shows the 'Login Preference' section of a user interface. A dropdown menu is open, listing various options. The 'Receive Cards' option is highlighted in blue, and a red arrow points to it. The options in the dropdown are: Approve Cards, Buyer Status, Buyer Queue, Default, Outstanding Shipment, Receive Cards, Release Cards, Scan/Receive, Scan/Release, Supplier Performance, Spike Order, Operation Analysis, Virtual Kanban Approval, Production Sequence, and Resequence Production Orders. The 'After Login Go To' field is set to 'Receive Cards' and the 'My Default Login Business Unit' field is set to 'TBJ'.



*Quick Tip – Receive Cards (in this example) is a great screen to log into for the employees receiving goods at the dock. If chosen, when logging into Ultriva they will go directly to the Receive Cards screen. There are many other selections to choose from based on the actions that need to be performed by a user in Ultriva.*

Click on the drop down arrow in the “My Default Login Business Unit” field and a drop down list appears.

The screenshot shows the 'Login Preference' section. The 'After Login Go To' field is set to 'Receive Cards' and the 'My Default Login Business Unit' field is set to 'TBJ'. A red arrow points to the dropdown arrow in the 'My Default Login Business Unit' field.



*Quick Tip – Business Units such as Plants, Suppliers, and Internal Work Centers can be selected.*

Select the “Business Unit” for the user to log into.

The screenshot shows the 'Login Preference' section. The 'After Login Go To' field is set to 'Receive Cards' and the 'My Default Login Business Unit' field is set to 'TBJ'. A dropdown menu is open, listing various business units. The 'TBJ' option is highlighted in blue, and a red arrow points to it. The options in the dropdown are: TBJ, Final Assembly, FG Warehouse, Supermarket, Body Assembly Cell 1, and Body Assy Cell 1 Supermarket. The 'My Theme' field is empty.

## Style Preference



*Quick Tip – Style preference allows you to choose a new color for your screen background.*

To select a background color, click on the drop down arrow in the “My Theme” field and a drop down list appears.

Style Preference

My Theme Green ▾

“Click on a new color” to select it

Style Preference

My Theme

- Blue
- Pink
- Green

## Paging Preference



*Quick Tip – The default number of line items to view, per page is set at 10 in Ultriva. A user can change the number of line items to view here. The benefit to adding line items per page reduces the number of pages you have to view when there are multiple items/pages set up in Ultriva.*

Click in the “Show records per page” field and remove the existing number by clicking the backspace button. Add the new number.

Paging Preference

\* Show: 10 records per page

Screen Layout Use maximum width ▾



*Quick Tip – The Screen Layout has 2 options: “1024 pixels” which is a narrower page view and “Use Maximum Width” which will show more columns per page. Below are 2 screenshots. Screenshot #1 is the screen at “1024 pixels” and screenshot #2 is the “Use Maximum Width”*

**Screenshot #1 “1024 Pixels” (narrower page)**

Paging Preference

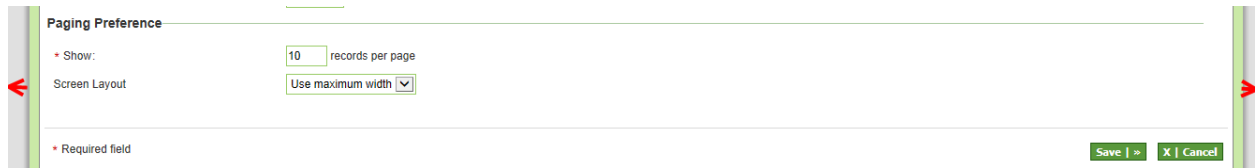
\* Show: 10 records per page

Screen Layout 1024 pixels (Default) ▾

\* Required field

Save | X | Cancel

## Screenshot #2 “Use Maximum Width” (wider page for viewing)



Paging Preference

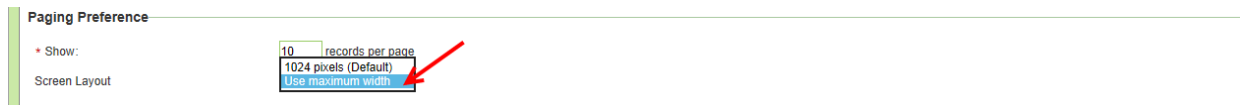
\* Show:  records per page

Screen Layout

\* Required field

Save | X | Cancel

To **increase** the screen size from “1024 pixels” (**default**), click on the **drop down arrow** in the “Screen Layout” field and select “Use maximum Width”.

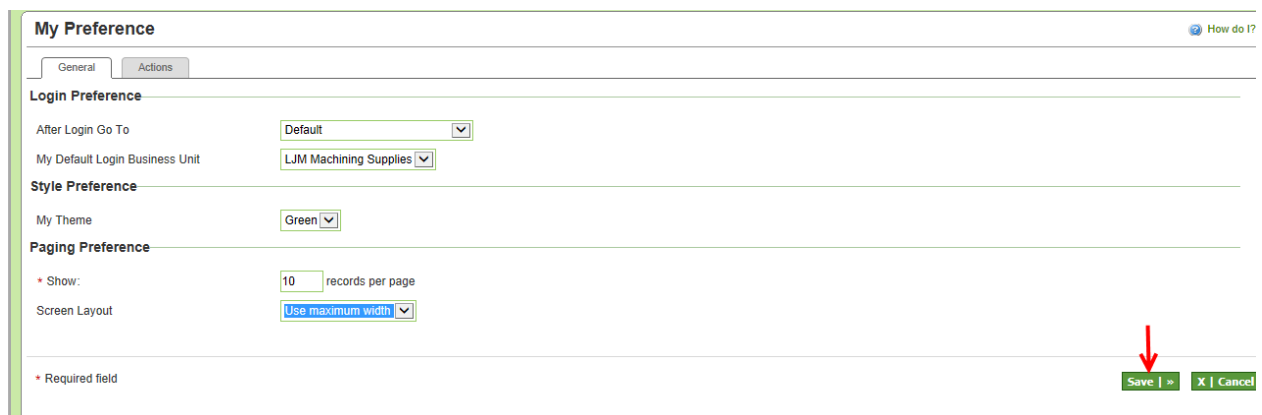


Paging Preference

\* Show:  records per page

Screen Layout

Click on the “Save Button” if you have **completed all** of the changes.



My Preference [How do I?](#)

General Actions

**Login Preference**

After Login Go To

My Default Login Business Unit

**Style Preference**

My Theme

**Paging Preference**

\* Show:  records per page

Screen Layout

\* Required field

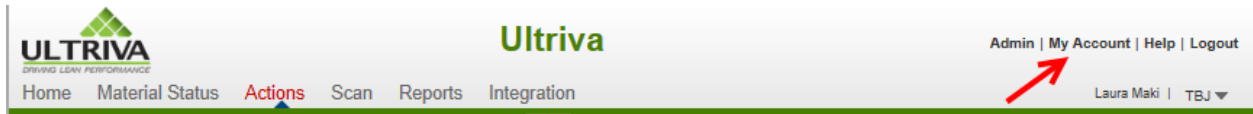
Save | X | Cancel



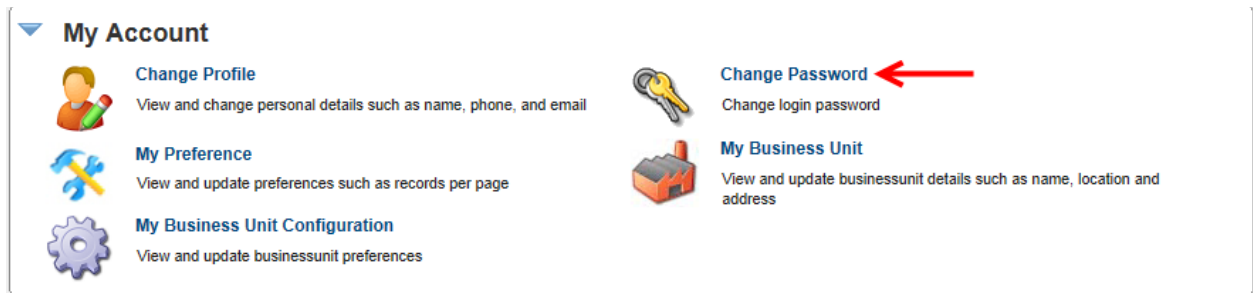
**Important – “Log Out” and “Log In” to Ultriva” for the changes to take effect.**

## Change Password

Click on “My Account”



Click on “Change Password”




### Password Information


Enter your **current password** in the “**Current Password**” field. Enter a **new password** in the “**New Password**” field. Enter the **new password again** in the “**Confirm Password**” field.

Click on the **drop down arrow** in the “**Security Question**” field and a **drop down list** appears of the **available security questions**. Click on a selection.

The selection appears. Enter the answer to the “Security Question”. Click on the “Save” button

Security Information

\* Security Question:  Your favorite sports team?

\* Answer:  Packers

\* Required field

***Your password has now been changed.***

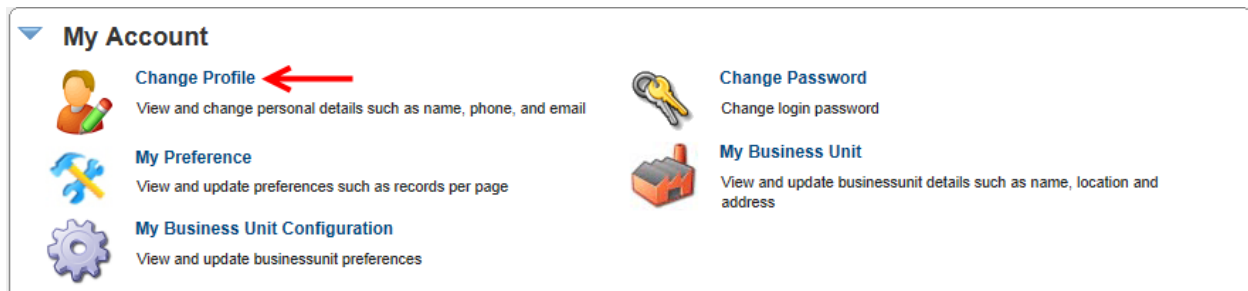


## Change Profile

Click on “My Account”



Click on “Change Profile”



Update the necessary **information** and **Click** on the “Save” button.

**Your profile has been updated.**