


TITLE: SET YOUR OPENING PAGE WITHIN IBPS

To set your IBPS Opening Screen, do the following:

1. Log into IBPS
2. Click Manage
3. Click My Profile
4. On the Information Tab is the Homepage: pick list. Click the  for the available selections. Make the selection and click Save User. From this point forward, every time you log in this page will open first.



To make the opening screen even more user friendly, use the Remember Settings feature. If you're a Requisitioner and work primarily in the Purchase Request (PR) area, have the screen set to PRs Held By Me in a Pending Status. This must be selected and the Search button clicked. Then click the Remember Settings button. Every time the Purchase Request listing screen opens it will be to this selection. As a reminder, you might still have to do a different type of search which they can be accomplished by using the Search area.