

# Quick Reference Guide: Ariba Preferences

In SAP Ariba a number of key settings can be modified using the **Preferences** and **Theme** options.

This Quick Reference walks through how to change the look and feel of the Ariba background (*Theme*), how to delegate authority and change the defaults for email notifications (*Preferences*) – the latter two being the most requested examples.

## Colour Theme

The **Theme Preference** allows users to change the appearance (*colour – from dark to light and vice versa*) of their Ariba screens.

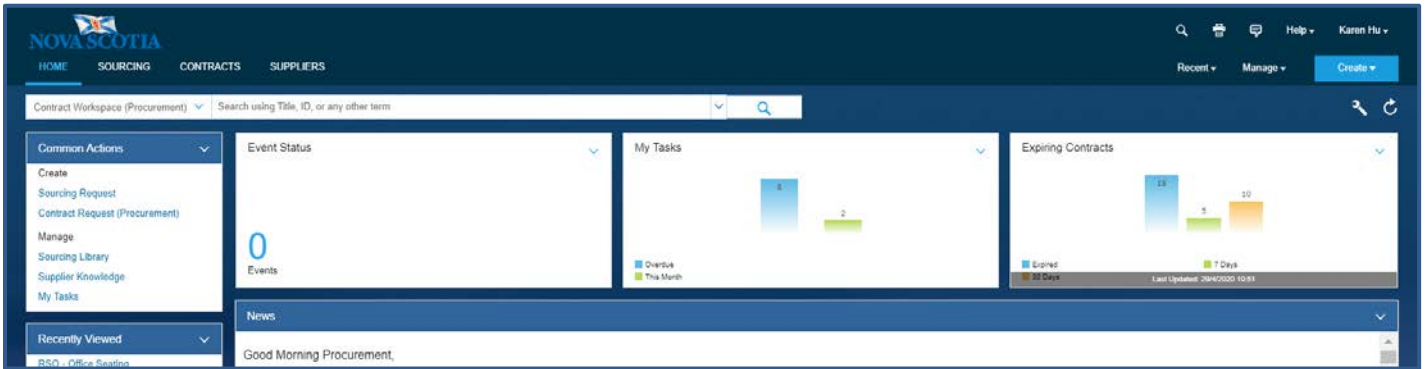


Figure 1

In Figure 1 above the theme preference is set to the **Dark Theme**.

To change it to the **Light Theme**:

1. Click your name (located at the top right of the HOME Dashboard).
2. Go down to the **Theme** options and select **Light Theme** (Figure 2).

Figure 3 below shows the theme preference set to **Light Theme**.

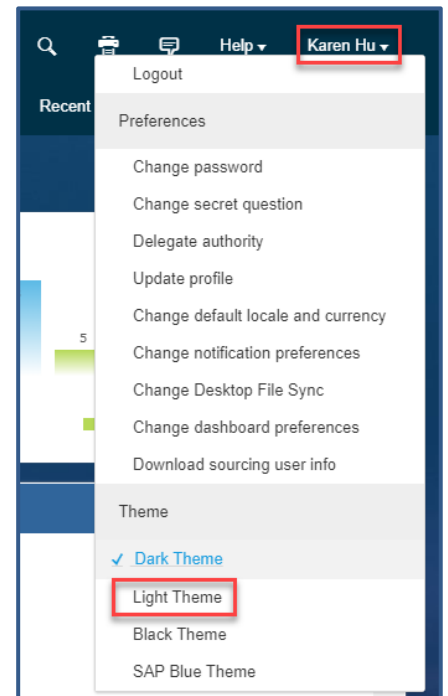


Figure 2

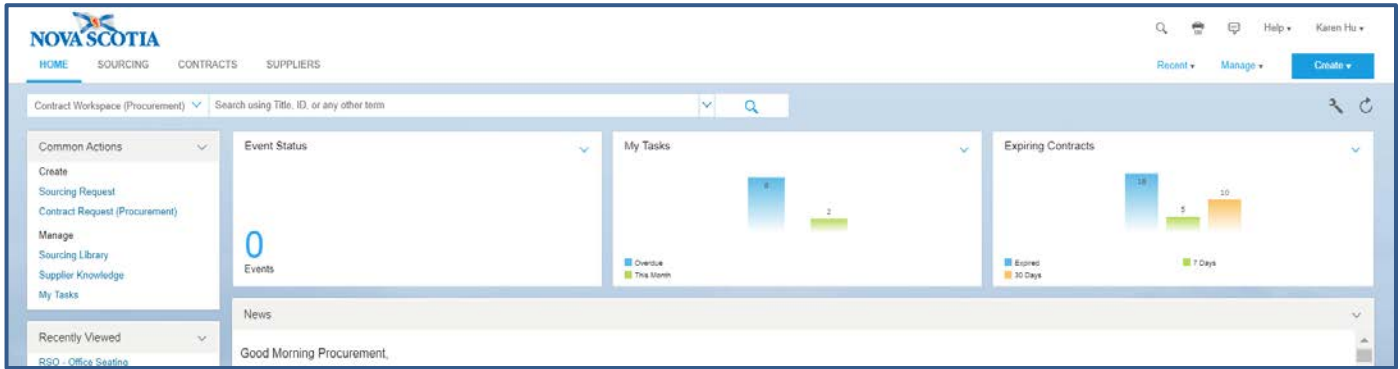


Figure 3

## Delegate Authority

Sometimes users will want to give others access and authority to work on their behalf. For example, if an employee is going to be on leave and the project may need some queries answered in their absence.

To delegate authority:

1. Click your name (located at the top right of the HOME Dashboard).
2. Go down to the **Preferences** section and click on **Delegate authority** (Figure 4).
3. You will be directed to a new page. From here, you will be prompted to fill in the required fields:
  - a. Delegatee
  - b. Delegation Start Date (*and time if required*)
  - c. Delegation End Date (*Note: Authority automatically reverts to you after the Delegation End Date/Time*).
4. When the fields are complete, click **OK**.

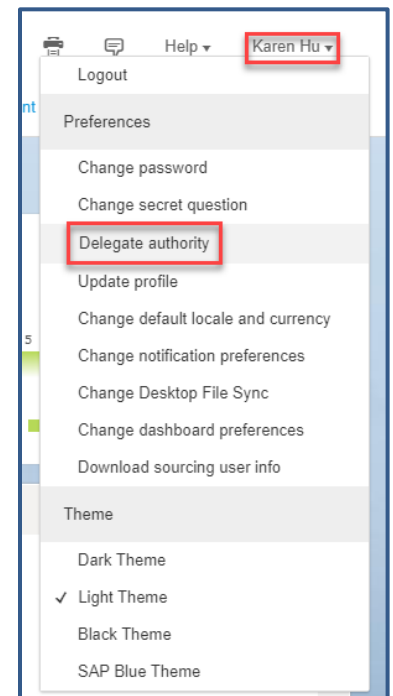


Figure 4

### Delegation of Authority

Choose someone to act as your representative in your absence. You can enter a future **Delegate Start Date**.

<b>Delegatee:</b> *	Seonaid Jamieson	
<b>Delegation Start Date:</b> *	11/05/2020	08:00
<b>Delegation End Date:</b> *	18/05/2020	08:00

Delegation Reason:

Notification:  Continue to notify me by email of approval requests

(\*) indicates a required field

Figure 5

## Change Notification Preferences (Email)

The default setting for notifications sends an email alert every time your name is referenced in the system, which can quickly overload your inbox. Once you are more comfortable with SAP Ariba and understand the importance of each type of email notification, you may choose to turn off those that do not impact your responsibilities.

To change notification preferences:

1. Click your name (located at the top right of the HOME Dashboard).
2. Go down to the **Preferences** section and select **Change notification preferences** (Figure 6).
3. You will be directed to a new page. From here, you can uncheck the notifications you wish to turn off (Figure 7). (**NOTE: By default, all notification options are initially checked**).

The example in Figure 7 below highlights the notification that generates the most email alerts (*Tasks are completed. This is a scheduled batch notification*). Frequently, this is the first notification users uncheck to avoid being emailed every time individual project members complete their independent tasks.

5. Click **OK** to save your new settings.

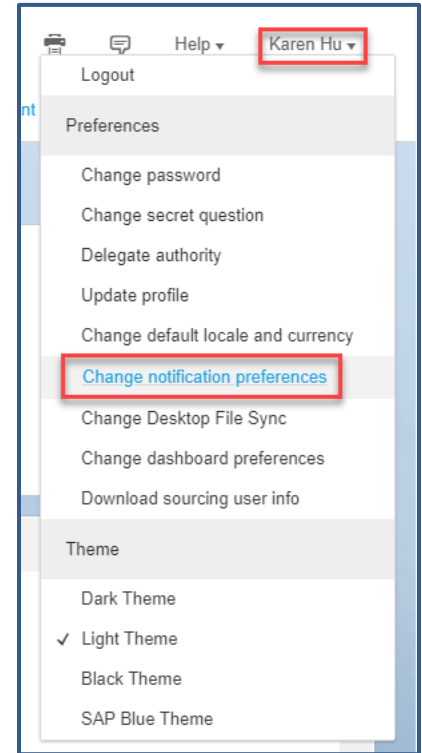


Figure 6

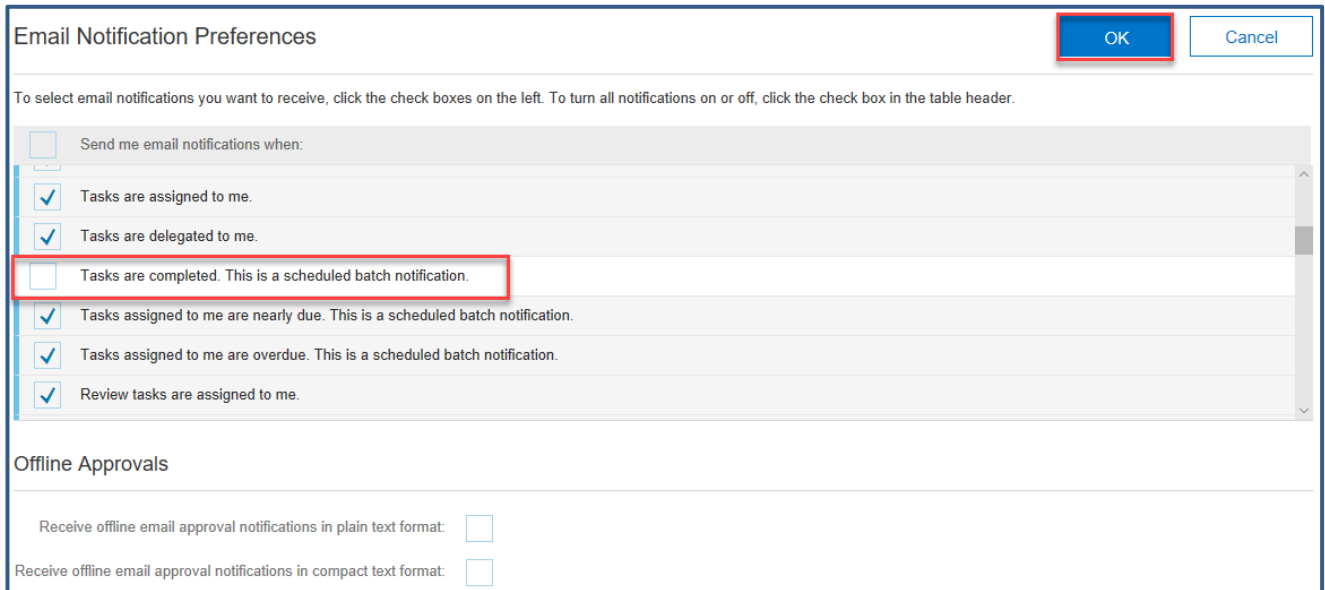


Figure 7

## Additional Help

For additional help on Ariba and further training, please contact [Procurement Support](#) to submit a ticket or call the support line at 902-424-5770.