

## Page Options

### Saving Current Selection

Steps to save 'current selection' for later use or viewing:

1. Go to the desired Dashboard.
2. Enter desired "selection criteria" and then press "Go"
3. Click on the "Page Options" to get the dropdown values
4. Click on "Save Current Selections" and then click "For Me"
5. Specify a name to Saved Report/Selection

**1 Go to the Dashboard**

**2 Enter desired selection criteria and then, press GO**

**3 Click on the Page Options**

**4 Click on Save Current Selections and then, click For Me.**

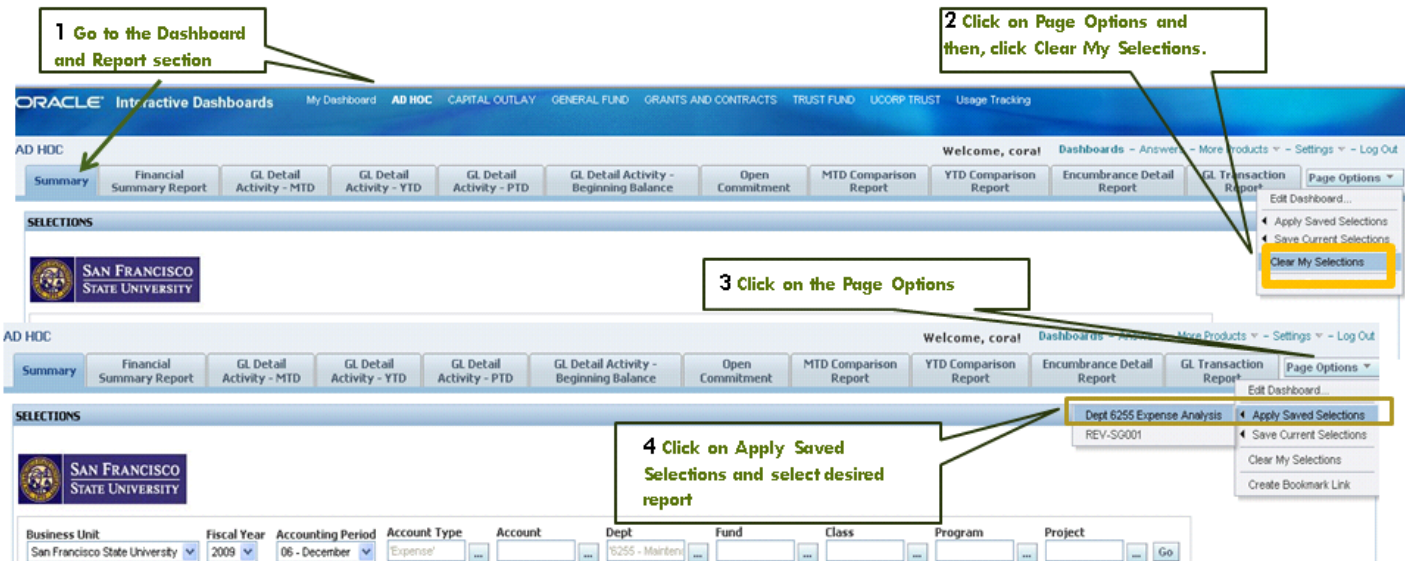
**5 Specify a name to Saved Report / Selection**

You must take note of which Dashboard & Report your saved selection was made!

Save Current Selections  
Specify a name for this Saved Selection.  
Name: Dept 6255 Expense Analysis  
 Make this my default for this page  
OK Cancel

### Accessing Saved Selection

1. Go to the Dashboard and Report section where you saved your selection.
2. Clear any existing selection from Page Options -> Clear My Selections.  
Performing this doesn't physically removed the saved selection. Rather, this is a recommended step prior to applying your saved selection.
3. Click on the "Page Options" to get the dropdown values
4. Click on "Apply Saved Selections" and then click desired saved selection.



## Deleting Saved Selection

1. Go to the Dashboard and Report section where you saved your selection.
  2. Click on the "Page Options" to get the dropdown values and click on "Save Current Selections"
  3. Click Edit Saved Selections and Defaults
  4. Click on the X button to delete.
- Note you can also go to this menu to rename saved selection.

