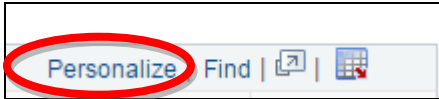
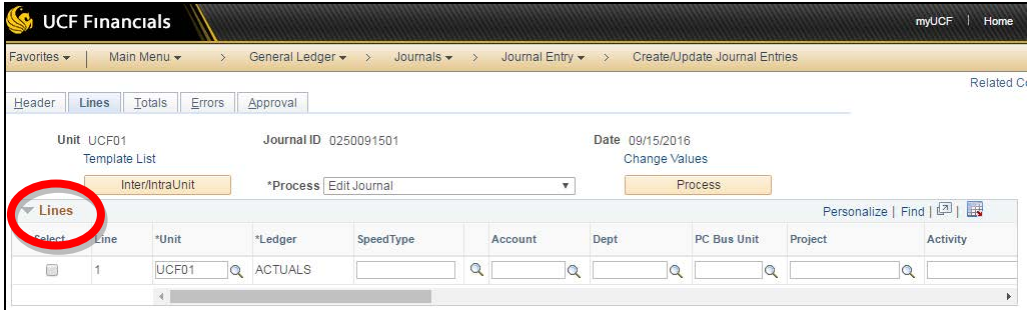




Personalizing Pages in UCF Financials

This Addy Note explains how to personalize pages within UCF Financials.

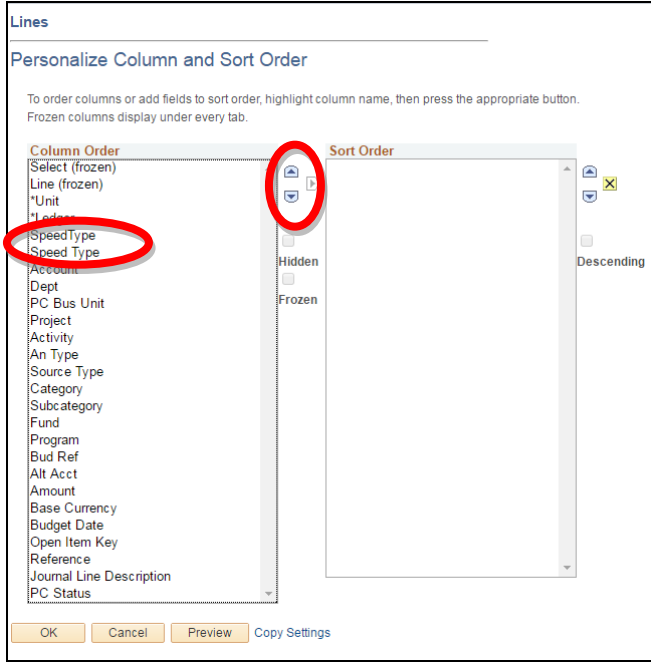
Personalization can help you group the data fields you review or populate most frequently together, which reduces the need for scrolling, and therefore make the view more convenient for you. For this example, we are using the Journal Entry Page, but personalizing a UCF Financials page works the same way wherever you see the Personalization link.

Step	Action
1.	<p>Click the Personalize button, found on the top right of various lines within UCF Financials.</p>  <p>In this example, we will be using the Personalize button found on the Lines tab of the Journal Entry page. .</p> 



ADDY NOTES



Step	Action
2.	<p>This popup window allows you to personalize column and sort order.</p> <p>Select any Column name, such as SpeedType, and move it up or down on the list by clicking the up or down arrows.</p> <p>This is a simple and quick way to move a single or multiple items around.</p> 



ADDY NOTES



Step	Action
3.	<p>It is also possible to move Columns over to the Sort Order window by clicking the right direction arrow, and reorganize them there.</p> <p>In the Sort Order column, select the fields you would like to view in descending order, then check the Descending check box.</p> <p>This feature allows you to sort by multiple fields, rather than a single line. For those who use this feature in Excel, it is virtually the same.</p>



ADDY NOTES

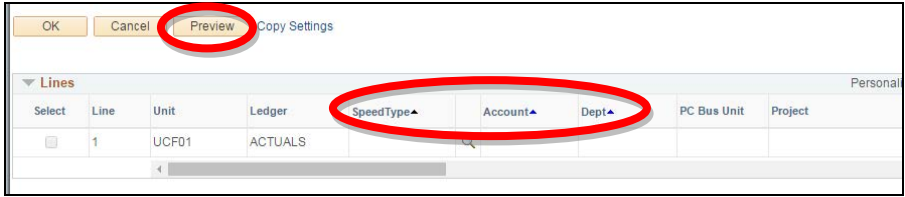


Step	Action
4.	<p>It is also possible for users to hide and freeze fields by clicking on a field in the Column Order window, then clicking either the Hidden or Frozen check box.</p>



ADDY NOTES



Step	Action
5.	<p>Once you have finished your personalization, you can click the Preview button to preview how it will look on your UCF Financials page.</p>  <p>Your newly organized Journal Entry Page displays at the bottom.</p> <p>If you are ready to save your changes, click OK.</p>