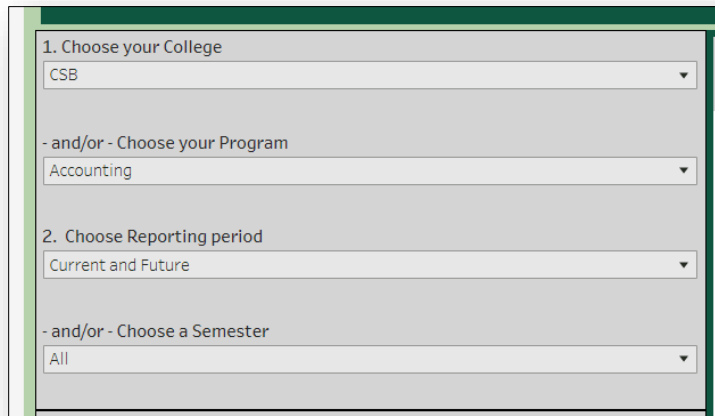


Save your custom filters/views

Create a custom view.

1. Open the dashboard by clicking the link on the <https://www.uwgb.edu/ise/> website.
 - a. For these instructions I will be using the College Dashboard but it can be done on any of the University Dashboards or the Administrative Dashboards.
2. Go to the tab that you want to be your default page.
 - a. Whatever tab you are on when you save your custom view will become your default page.
3. Choose the options you want on the available filters.
 - a. You can set filters on multiple tabs and they will all be saved.

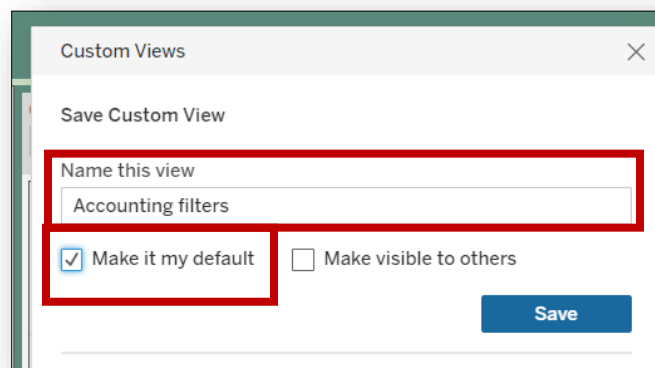


A screenshot of a web interface showing filter selection options. It includes four dropdown menus: '1. Choose your College' (CSB), '- and/or - Choose your Program' (Accounting), '2. Choose Reporting period' (Current and Future), and '- and/or - Choose a Semester' (All).

4. Click on the View button on the menu bar in the upper left of the screen.



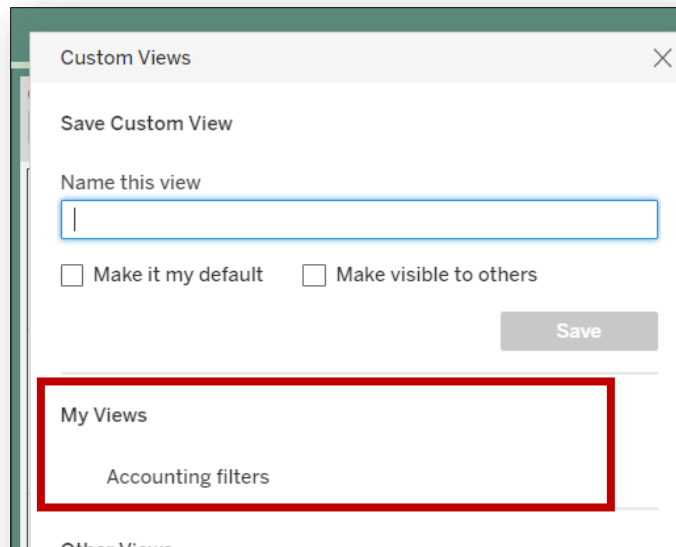
5. Name your custom view (e.g. Accounting filters)
6. If you want you can make it your default view.
7. Click on Save.



A screenshot of a 'Custom Views' dialog box titled 'Save Custom View'. It features a text input field for 'Name this view' containing 'Accounting filters', which is highlighted with a red box. Below it are two checkboxes: 'Make it my default' (checked, highlighted with a red box) and 'Make visible to others' (unchecked). A blue 'Save' button is located at the bottom right.

Open your custom view.

8. Open the dashboard using the link on the <https://www.uwgb.edu/ise/> website.
9. Click on the View button on the menu bar in the upper right of the screen.
10. Click on your saved custom view located under My Views.



Change your custom view.

11. If you want to change your settings.
 - a. Make the changes.
 - b. Click on the View button.
 - c. You can either create a new view or just click on Save to replace your old one.

Create a new custom view.

12. Creating a new custom filter.
 - a. Follow the above instructions and put in a new custom view name.

Clear your custom view.

13. If you want to go back to the original settings click on the View button and click on Original under Other Views.

