

New Features In 9.0

Managing Favorites

To add favorites:

1. Open the page that you want to designate as a favorite.
2. Click Add to Favorites in the universal navigation header.

The Add to Favorites page appears, with the page name as the default in the Description field.

3. If you like, update the description for the favorite.
4. Click OK.

To edit favorites:

(On the Edit Favorites page you can relabel, delete, or modify the sequence in which favorites appear on your menu.)

1. Expand the My Favorites folder in the menu.
2. Click Edit Favorites.

The Edit Favorites page appears, displaying a grid with the favorites that you selected and their sequence numbers. If there are no favorites currently saved, a message indicates this in place of the Favorites grid.


3. Locate the favorite that you want to modify, and make your changes.

To relabel a favorite, type a new name in the text box. To delete a favorite, press the Delete button associated with it. To reorder favorites, type an appropriate number in the Sequence number box.

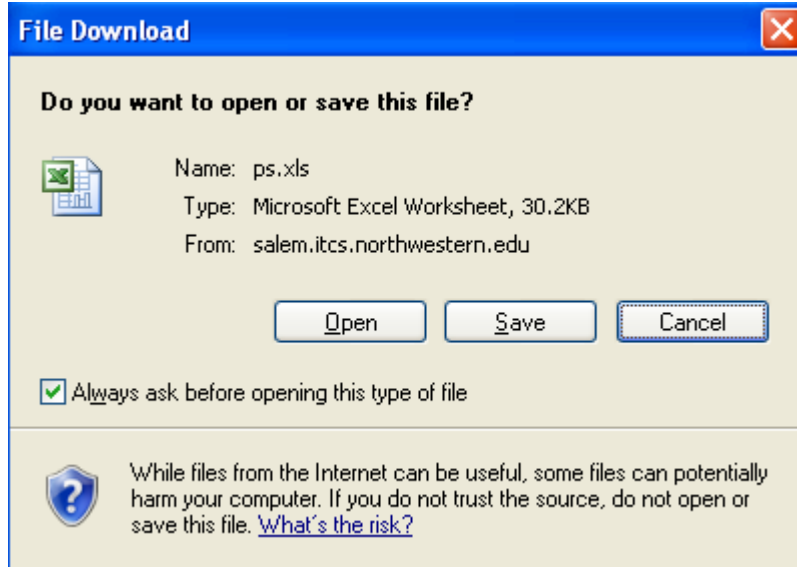
4. Save your changes.

Exporting Grids

To Use the Grid Export Icon:

1. Use on Any page that displays this icon  in the results table.
2. Hold down your "Ctrl" key on the keyboard as you click on the icon and continue to hold it down as the window opens up.

3. When you receive the pop up window, select Open



4. The table will then be in an Internet Browser window and you will need to save it as an excel spreadsheet.
(in Internet Explorer 7 this is found under Page> Save As and then change the "Save as Type" to "Microsoft Office Excel Workbook")

Sorting Columns

To Sort a column:

1. Use on Any page that displays a column in the results table.
(in this case it is the class roster page)

ID	Name	Grade Basis	Units	Program and Plan	Level
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2. Click on any column header and it will sort the column ascending, click it again and it will sort descending.(your mouse will turn into a hand to show you it can be sorted)