

Creating a Filter Preset for In/Outboxes

PARIS allows you to create and use filters to organize transactions in your In/Outboxes.

Step	Task
1.	Log in to PARIS .
2.	Type in your User Name .
3.	Type your Password .
4.	Click the Log On button.
5.	Click In/Outboxes .
6.	Select the option you want to create a preset filter for: MY INBOX MY GROUP INBOXES MY OUTBOX MY GROUP OUTBOXES
7.	Click the Show Filter and Preset Chooser button to display filter criteria choices. NOTE: When the filter criteria choices are enabled, the Hide Filter and Preset Chooser button is displayed instead.
8.	In SELECT A PRESET , choose None .
9.	Click PRESET NAME .
10.	Type a name for your new preset.
11.	Select the criteria for your filter. Available criteria are: <ul style="list-style-type: none"> • TRANSACTION TYPE • ROUTE STOP ROLE • ROUTE STOP ACTION • ROUTE STOP LEVEL • E-GROUP – to select more than one, hold down the CTRL key when selecting • CAMPUS • COA • COLLEGE – to select more than one, hold down the CTRL key when selecting • DEPARTMENT – to select more than one, hold down the CTRL key when selecting • ORGANIZATION – to select more than one, hold down the CTRL key when selecting The following fields are additional search fields and not Filter Preset criteria: <ul style="list-style-type: none"> • UIN • TRANS # • OWNED BY UIN NOTE: These additional fields are not automatically cleared upon choosing a new filter preset. After using the additional search fields, click the Reset Filter button to default to the preset choice None .
12.	Click the Add as Preset button to save your new preset filter.