

Modifying a Filter Preset for Transaction Lists in **PARIS** In/Outboxes

You have the ability to update or change existing preset filters in your In/Outboxes.

Step	Task
1.	Access PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/ .
2.	Log in to PARIS .
3.	Click In/Outboxes .
4.	Select the option you want to modify a preset filter for: MY INBOX MY GROUP INBOXES MY OUTBOX MY GROUP OUTBOXES
5.	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.
6.	Select the preset to modify in SELECT A PRESET .
7.	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 .
8.	Click the Save Updated button to save your modifications.