

Setting User Preferences for Employee Search Columns

You can customize what the **Employee Search** columns display and the order in **User Preferences**.

Step	Task
1.	Access PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/ .
2.	Log in to PARIS .
3.	Select User Preferences under the Admin Tools menu.
4.	Select Emp Search Columns from drop-down list.
5.	Click the titles from the AVAILABLE COLUMNS list you want to add. NOTE: Hold down the CTRL key to select multiple column titles.
6.	Click the right arrow to move your selection to the SELECTED COLUMNS list.
7.	Click the titles from the SELECTED COLUMNS list you want to remove. NOTE: Hold down the CTRL key to select multiple column titles.
8.	Click the left arrow to move your selection to the AVAILABLE COLUMNS list.
9.	Click a title from the SELECTED COLUMNS list to change the order in which it appears.
10.	Click the up or down arrows to move the title one position in the list.
11.	Repeat steps 9-10 until the list is in order.
12.	Click the Save button to apply selections. OR Click the Cancel button to clear your selections. OR Click the Restore Defaults button to remove previously saved selections. AND Click the Save button to apply.