Setting User Preferences for In/Outboxes Columns

You can choose which columns are visible 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 **In/Outbox Cols PARIS** from drop-down list.
5.	Click titles from the **AVAILABLE COLUMNS** list you want to add. **NOTE:** Press 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:** Press 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 if you do not wish to apply your selections.
	OR
	Click the **Restore Defaults** button to remove any of your previously saved selections.
	    AND
	    Click the **Save** button to apply.