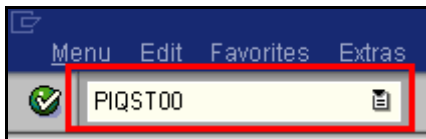
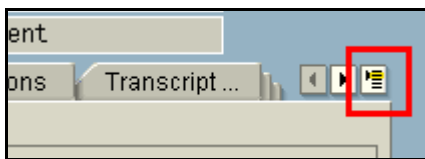
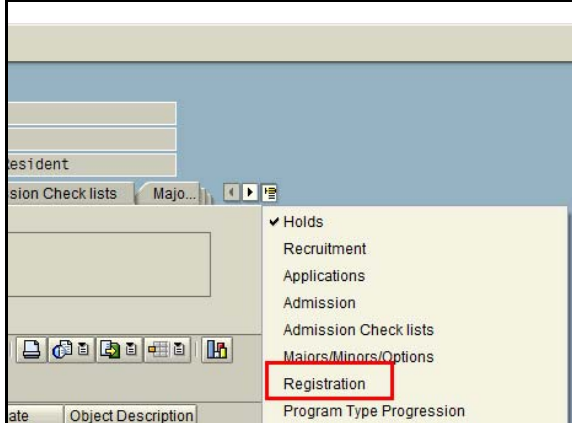
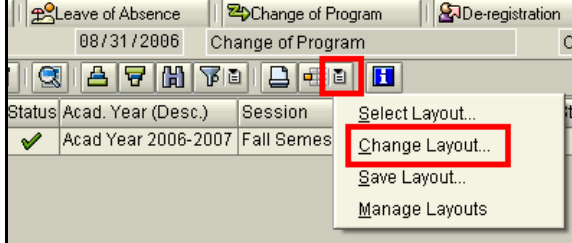


PIQST00 Changing Layout Settings – Priority on Registration Tab



Process: Used to change the display layout on PIQST00 Registration Tab.	
Role: Authorized Personnel	Frequency: When Needed

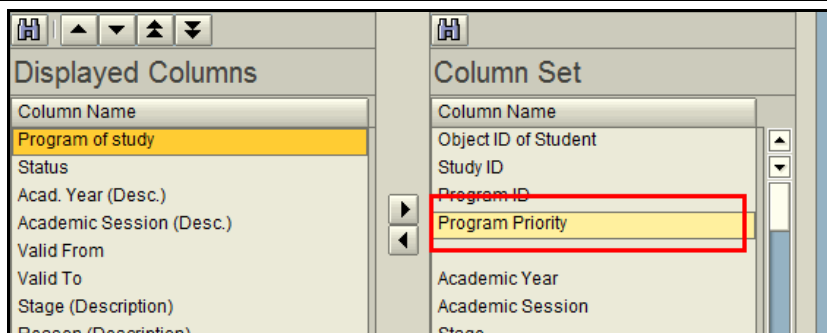
BEGINNING

<p>Enter the transaction code</p> 	<p>PIQST00 <- Two zeros on the end</p>
<p>Click on the Tab List located to the right of the tabs</p>	
<p>Select Registration</p>	
<p>Click on the Drop-Down List icon on the Layout Settings button and select Change Layout</p>	

PIQST00 Changing Layout Settings – Priority on Registration Tab

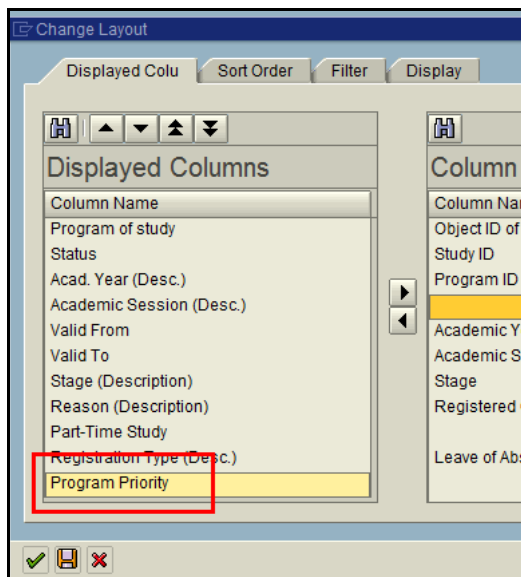
CHANGE LAYOUT

In the **Column Set** list, double-click on **Program Priority**

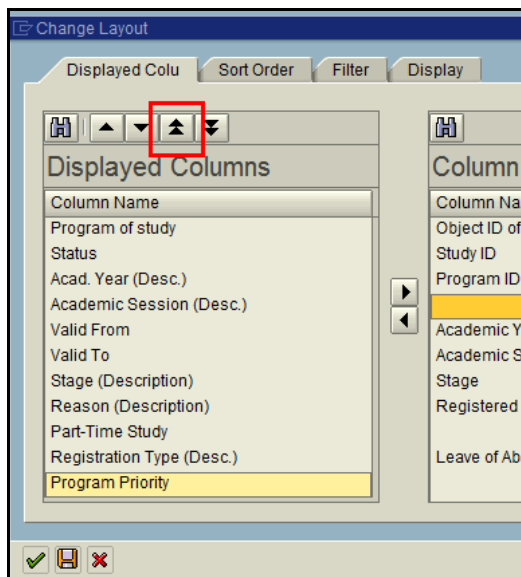


Program Priority should now be displayed as the second field in the **Displayed Columns** list

Click on **Program Priority** to highlight it



Use the **Move to Top** icon to place **Program Priority** to the first column position



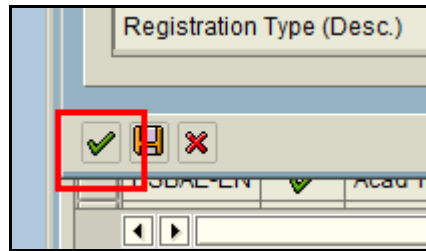
PIQST00 Changing Layout Settings – Priority on Registration Tab



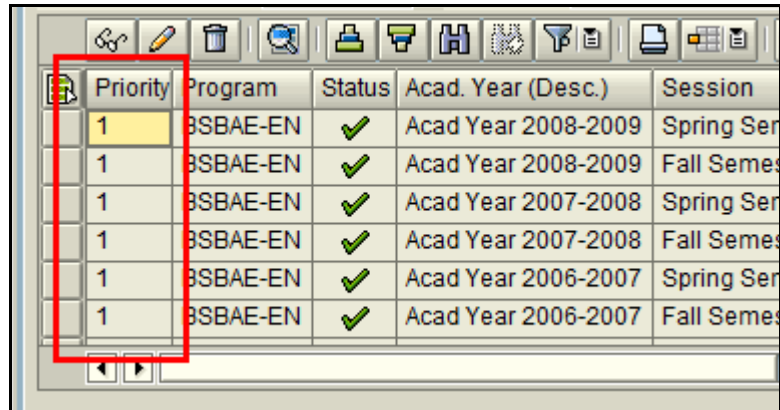
<p>Click on the Save icon</p>	
<p>In the Save Layout field, remove the slash by highlighting it and deleting</p>	
<p>Enter a short name in the Save Layout field</p>	
<p>Enter a description in the Name field</p>	
<p>Click in the User-specific checkbox</p>	
<p>Optional: To make this layout your default layout, click in the Default Setting checkbox</p>	
<p>Click on the Continue icon</p>	

PIQST00 Changing Layout Settings – Priority on Registration Tab

Click on the **Continue** icon



Priority fields will now be displayed



Priority	Program	Status	Acad. Year (Desc.)	Session
1	BSBAE-EN	✓	Acad Year 2008-2009	Spring Sem
1	BSBAE-EN	✓	Acad Year 2008-2009	Fall Semes
1	BSBAE-EN	✓	Acad Year 2007-2008	Spring Ser
1	BSBAE-EN	✓	Acad Year 2007-2008	Fall Semes
1	BSBAE-EN	✓	Acad Year 2006-2007	Spring Ser
1	BSBAE-EN	✓	Acad Year 2006-2007	Fall Semes