

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

BEGINNING		
Enter the transaction code Menu Edit Favorites Extras PIQST00	PIQST00 <- Two zeros on the end	
Click on the Tab List located to the right of the tabs	ent ons Transcript	
Select Registration	esident sion Check lists Majo	
Click on the Drop-Down List icon on the Layout Settings button and select Change Layout	• Period • Program • Program • Program • Program • Cf • Period • Period • Period • Period • Period • Cf • Status Acad. Year (Desc.) • Session • Select Layout • Change Layout • Save Layout • Save Layout • Manage Layouts	





CHANGE LAYOUT La → ★ ¥ 間 **Displayed Columns** Column Set Column Name Column Name Object ID of Student Program of study ۰ In the Column Set list, double-Study ID Status . click on Program Priority Acad. Year (Desc.) regr • Academic Session (Desc.) Program Priority ◀ Valid From Valid To Academic Year Stage (Description) Academic Session Resson (Description Displayed Colu Sort Order Filter Display 間 **Displayed Columns** Column Program Priority should now be Column Nar Column Name Program of study Object ID of displayed as the second field in Status Study ID the **Displayed Columns** list Acad. Year (Desc.) Program ID • Academic Session (Desc.) ◀ Academic Ye Valid From Click on Program Priority to Valid To Academic Se Stage (Description) Stage highlight it Registered C Reason (Description) Part-Time Study Leave of Abs Registration Type (Desc.) Program Priority 🖌 🖯 🗙 Displayed Colu Sort Order Filter Display 🛗 🔺 🔻 🛣 ₹ 尙 Displayed Columns Column Column Name Column Nar Program of study Object ID of : Status Study ID Use the Move to Top icon to place Acad. Year (Desc.) Program ID • Program Priority to the first Academic Session (Desc.) ◀ column position Valid From Academic Ye Valid To Academic Se Stage (Description) Stage Registered O Reason (Description) Part-Time Study Registration Type (Desc.) Leave of Abs Program Priority 🖌 📙 🗙

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http://myhelp.uky.edu/rwd/HTML/index.html



Click on the Save icon	Part-Time Study Registration Type (Desc.)
In the Save Layout field, remove the slash by highlighting it and deleting	Save layout / Name: User-specific
Enter a short name in the Save Layout field	Save layout Priority Name: User-specific
Enter a description in the Name field	Save layout Priority Name: Display Program Priority User-specific Default setting
Click in the User-specific checkbox	Save layout Priority Name: Display Program Priority User-specific Default setting
Optional: To make this layout your default layout, click in the Default Setting checkbox	Save layout Priority Name: Display Program Priority VUser-specific Default setting
Click on the Continue icon	

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Click on the Continue icon	Registration Type (Desc.)
Priority fields will now be displayed	Image: Construction of the image: Constructined of the image: Construction of the image: Construct