Quick Reference Card – Student Lifecycle Management

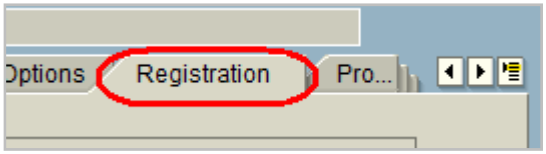
PIQST00 Add Priority Column to Layout

Process: Use to change the layout displayed on PIQST00 tabs. You can change which fields are visible and in what order, to display the data you want to see at a glance. Changing the layout lets you personalize your view of the data.

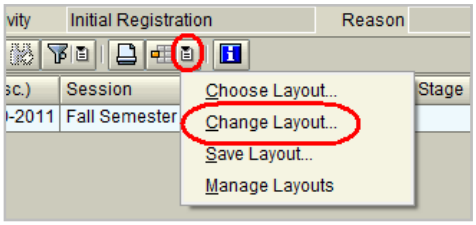
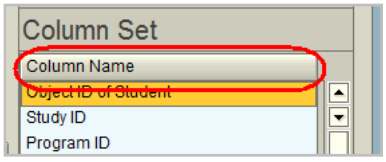
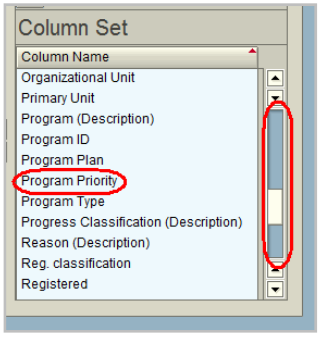
This quick reference card shows how to add the Program Priority column on the Registration tab.

Role: Authorized Personnel	**Frequency:** When Needed

Enter the Student File Screen

	PIQST00 <- Two zeros on the end
Go to the **Registration** tab	

Adding the Priority Column to the Registration Tab

On the **Layout Settings** button, click on the **Drop-Down List** icon and select **Change Layout**	
In the **Column Set** section, click on the **Column Name** header	
In **Column Set**, scroll down until you see **Program Priority**	

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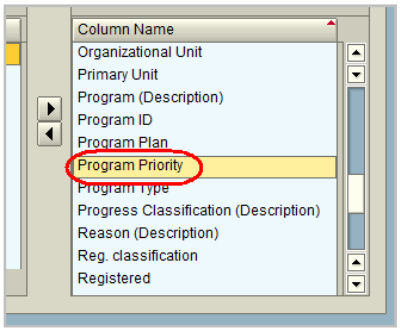
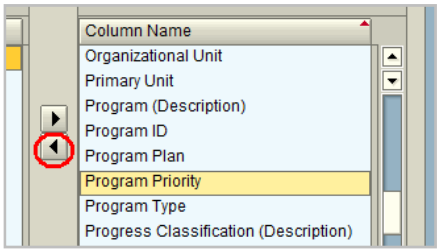
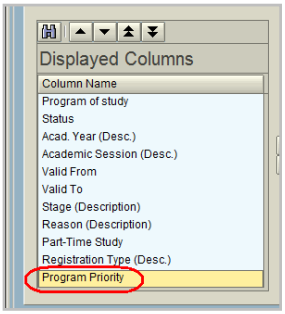
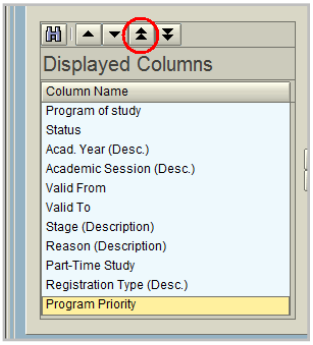
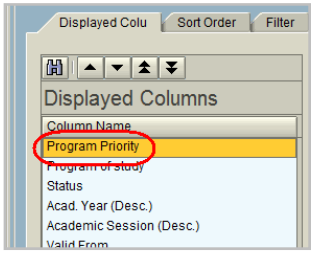
Click **Program Priority**	
Click **Add**	
In the **Displayed Columns** section, click **Program Priority**	
Click **Selected Row(s) to Top**	
Note: You should see **Program Priority** at the top of the list on **Displayed Columns** section.	
To use the layout without saving it, click the **Continue** icon	

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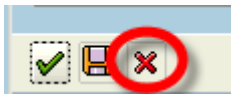
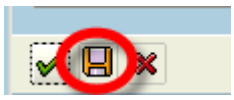
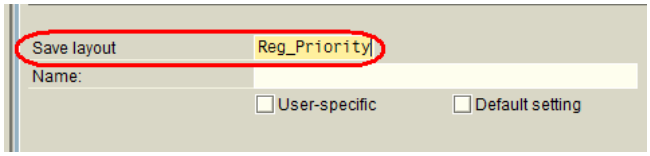
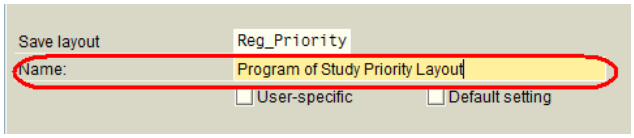
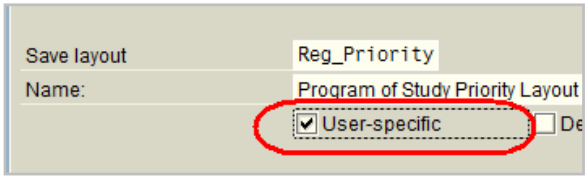
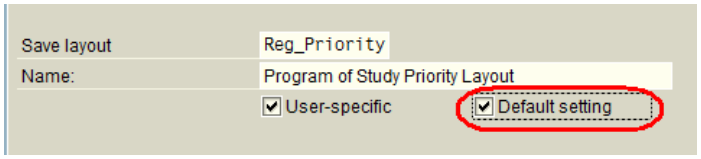
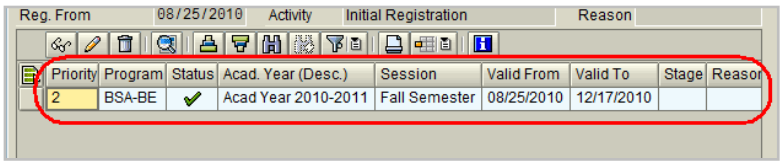
To cancel changing the layout, click the **Cancel** icon	
Save the Layout Setting	
To save the layout for future use, click the **Save** icon	
Enter a short abbreviation in the **Save Layout** field **Note:** Be sure to remove the slash (**/**) in the field before you enter the abbreviation.	
Enter a longer description of the layout in the **Name** field	
Click in the **User-specific** checkbox	
If you would like to make this layout your default layout, click in the **Default Setting** checkbox	
When you have entered all the information needed to save the layout, click on the **Continue** icon	
You will be returned to the **Change Layout** window, which you can close by clicking on the **Continue** icon	
Your new layout will be displayed	

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