

# Quick Reference Card – Student Lifecycle Management

## PIQST00 Change Layout Settings

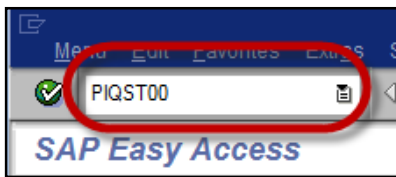


**Process:** Use to change the layout displayed on PIQST00 tabs. You can change which fields are visible and in what order, to display the data you want to see at a glance. Changing the layout lets you personalize your view of the data.

**Role:** Authorized Personnel

**Frequency:** When Needed

### Enter the Transaction Code



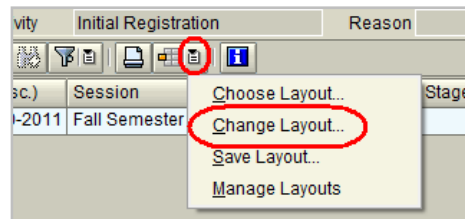
PIQST00 <- Two zeros on the end

### Change Layout on a Tab

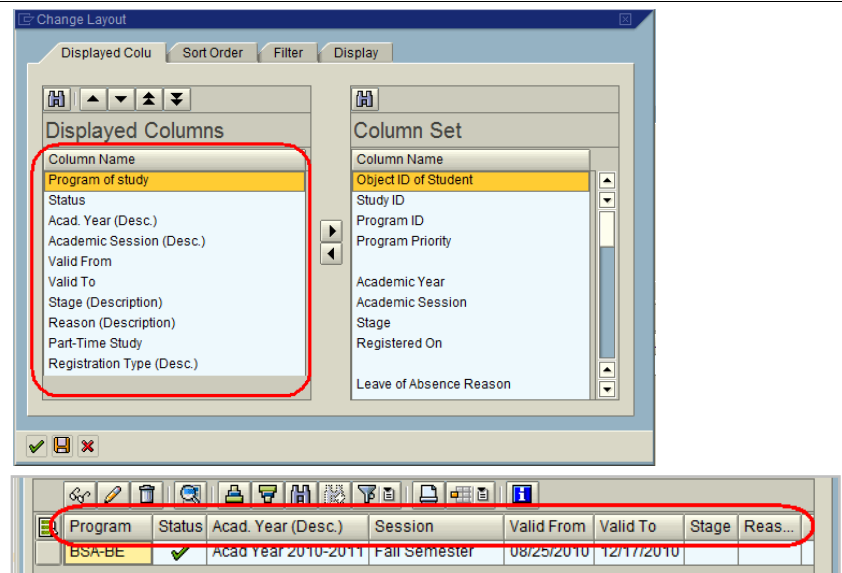
On the **Layout Settings** button, click on the **Drop-Down List** icon



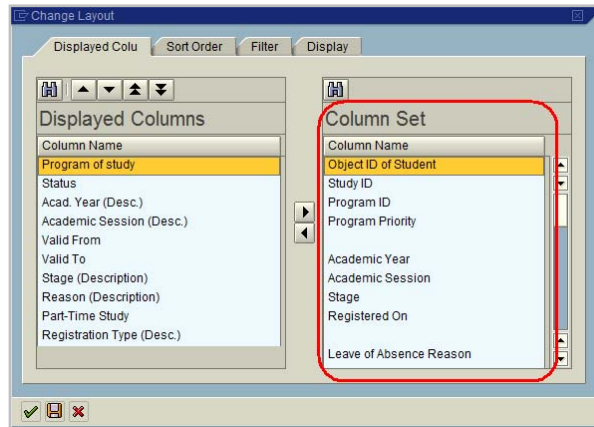
and select **Change Layout**



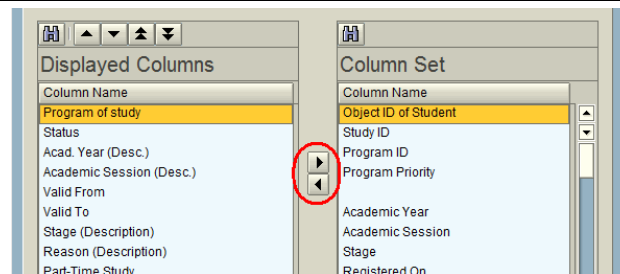
The **Displayed Columns** panel shows the fields that are visible on the current layout and the order in which they appear



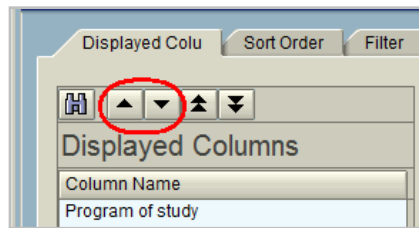
The **Column Set** panel displays fields that are not visible in the current layout but which can be added



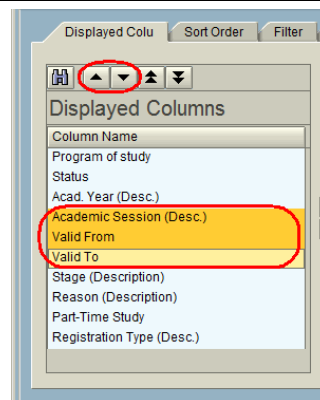
Fields can be added or removed from the **Columns** panel by selecting the field and then clicking on either the **Add** or **Drop** icon located between the two windows



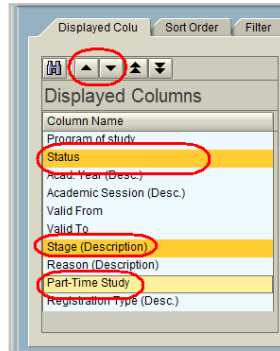
The order of the fields in the **Column** panel can be moved up or down in the list by selecting the field you want to move and clicking on the **Selected Row(s) Up One Position** or **Selected Row(s) Down One Position** icons



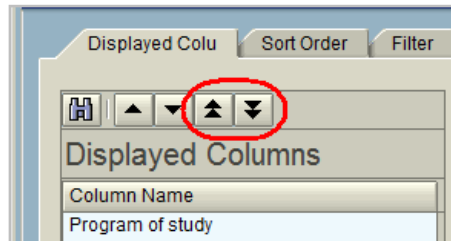
You can move several fields in a row by holding down the **Shift** key, clicking on the first field, and then clicking on the last field before you click on the **Up One Position** or **Down One Position** icons



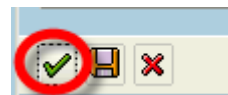
You can move several fields which are not in a row by holding down the **Ctrl** key and clicking on each field that you want to move before you click on the **Up One Position** or **Down One Position** icons



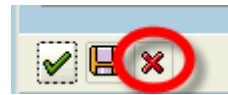
To move a field up to the top or down to the bottom of the list, select the field and then click on either the **Selected Row(s) to Top** or the **Selected Row(s) to Bottom** icons



To use the layout without saving it, click the **Continue** icon

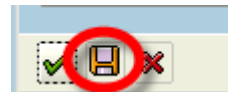


To cancel changing the layout, click the **Cancel** icon



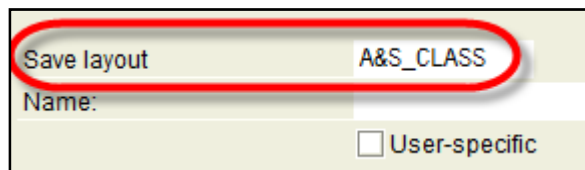
### Save the Layout Setting

To save the layout for future use, click the **Save** icon



Enter a short abbreviation in the **Save Layout** field

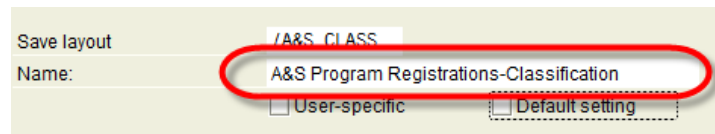
**Tip:** If you want to share this layout with others in your area, begin the abbreviation with a slash mark / , such as **/A&S\_CLASS**



Save layout

**/A&S\_CLASS**

Enter a longer description of the layout in the **Name** field



# Quick Reference Card – Student Lifecycle Management

## PIQST00 Change Layout Settings



<p>If this layout is for personal use, click in the <b>User-specific</b> checkbox</p>	
<p>If you would like to make this layout your default layout, click in the <b>Default Setting</b> checkbox</p>	
<p>When you have entered all the information needed to save the layout, click on the <b>Continue</b> icon</p>	
<p>You will be returned to the <b>Change Layout</b> window, which you can close by clicking on the <b>Continue</b> icon</p>	
<p>Your new layout will be displayed</p>	