

# **CFS** **Common Financial System**


California State University, Chico

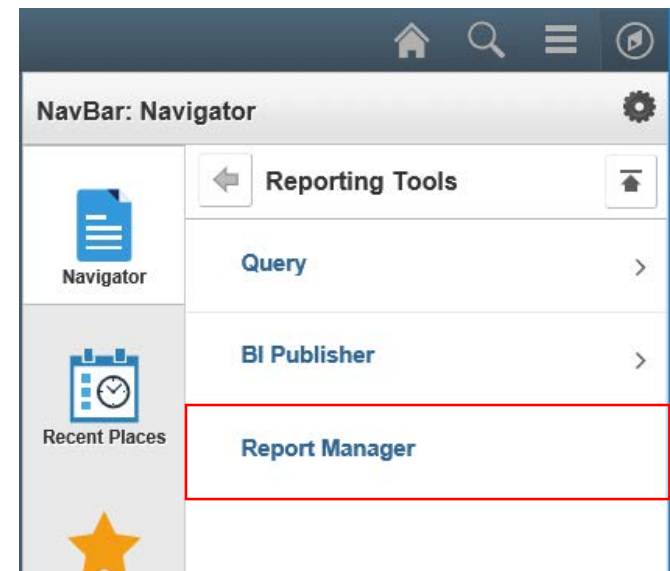
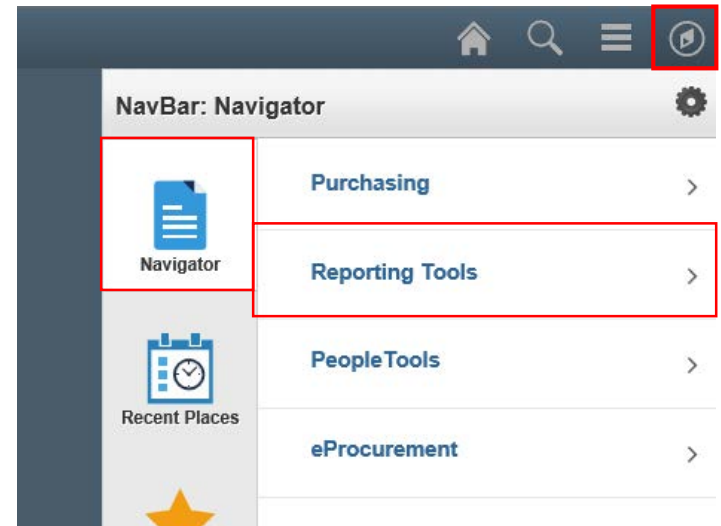
## **Requisition – Personalize My Print Fields**

Direct questions to Procurement & Contract Services, x5134

# Personalization for Requisition Printing

*Refer to 'Log into PeopleSoft Financials' guide for login instructions.*

- Once logged in, click on the  in the top right of the page.
- Click 'Navigator'.
- Click 'Reporting Tools'.
  
- Click on 'Report Manager'.



# Personalization for Requisition Printing (cont.)

- Select the 'Administration' tab.

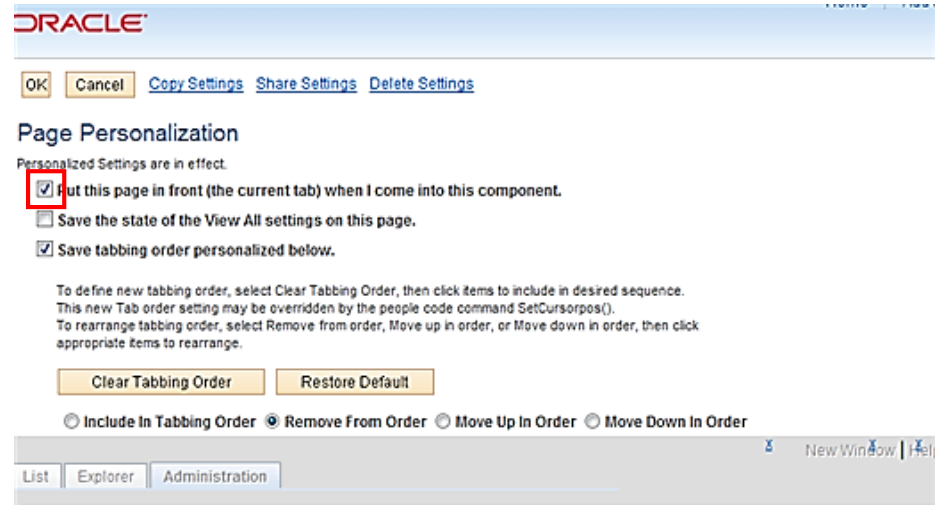
The screenshot shows the Oracle Requisition Printing interface. At the top, the Oracle logo is visible. Below it, there are three tabs: 'List', 'Explorer', and 'Administration'. The 'Administration' tab is highlighted with a red box. Below the tabs, there is a 'View Reports For' section with fields for 'User ID' (20000042745), 'Type', 'Last' (12), and 'Hours'. There are also fields for 'Status', 'Folder', 'Instance', and 'to:'. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prs Instance', 'Description', 'Request Date/Time', 'Format', and 'Status'. The table contains one row with a checkbox in the 'Select' column and 'Report Description' in the 'Description' column. At the top right of the table area, there are links for 'Personalize', 'Find', 'View All', and 'Last'.

- Click the 'Personalize Page' link.

The screenshot shows the same Oracle Requisition Printing interface as the previous one. In this view, the 'Personalize Page' link at the top right of the interface is highlighted with a red box. The 'Administration' tab is still selected. The 'View Reports For' section and the 'Report List' table are identical to the previous screenshot. The 'Personalize' link in the table area is also visible.

# Personalization for Requisition Printing (cont.)

- Click the box next to 'Put this page in front (the current tab) when I come into this component'.



ORACLE

OK Cancel Copy Settings Share Settings Delete Settings

### Page Personalization

Personalized Settings are in effect.

Put this page in front (the current tab) when I come into this component.

Save the state of the View All settings on this page.

Save tabbing order personalized below.

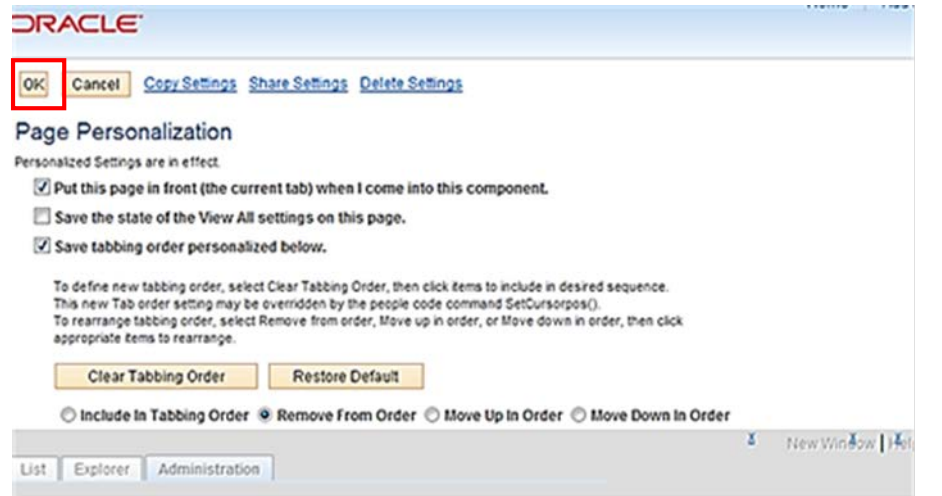
To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. This new Tab order setting may be overridden by the people code command SetCurspos(). To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Clear Tabbing Order Restore Default

Include In Tabbing Order  Remove From Order  Move Up In Order  Move Down In Order

List Explorer Administration New Window

- Click 'OK' on **Page Customization**.



ORACLE

OK Cancel Copy Settings Share Settings Delete Settings

### Page Personalization

Personalized Settings are in effect.

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Clear Tabbing Order Restore Default

Include In Tabbing Order  Remove From Order  Move Up In Order  Move Down In Order

List Explorer Administration New Window

# Personalization for Requisition Printing (cont.)

- Click 'Save'.

*Once customization is finished, you can go back to the navigator or sign out in the top right corner of the page.*

The screenshot shows a web application interface with a navigation bar at the top containing 'List', 'Explorer', and 'Administration' tabs. Below the navigation bar is a 'View Reports For' section with fields for 'User ID' (20000047321), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance', along with a 'Refresh' button. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', and 'Status'. The table contains one row with a checkbox in the 'Select' column and 'Report Description' in the 'Description' column. Below the table are 'Select All' (checked) and 'Deselect All' buttons, and a 'Delete' button with the text 'Click the delete button to delete the selected report(s)'. At the bottom, a 'Save' button is highlighted with a red box. The footer contains the navigation links 'List | Explorer | Administration'.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>			Report Description			