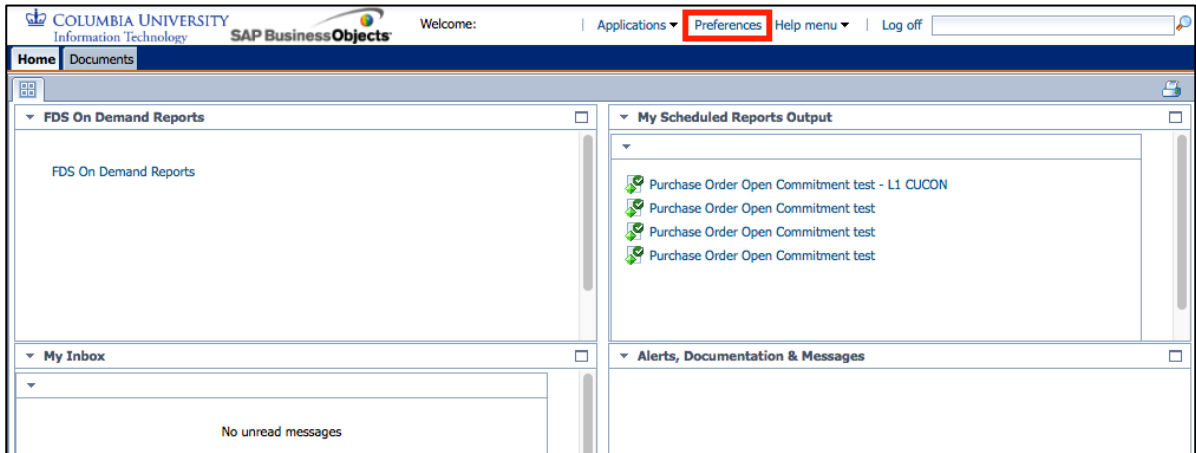


How to access your FDS preference settings

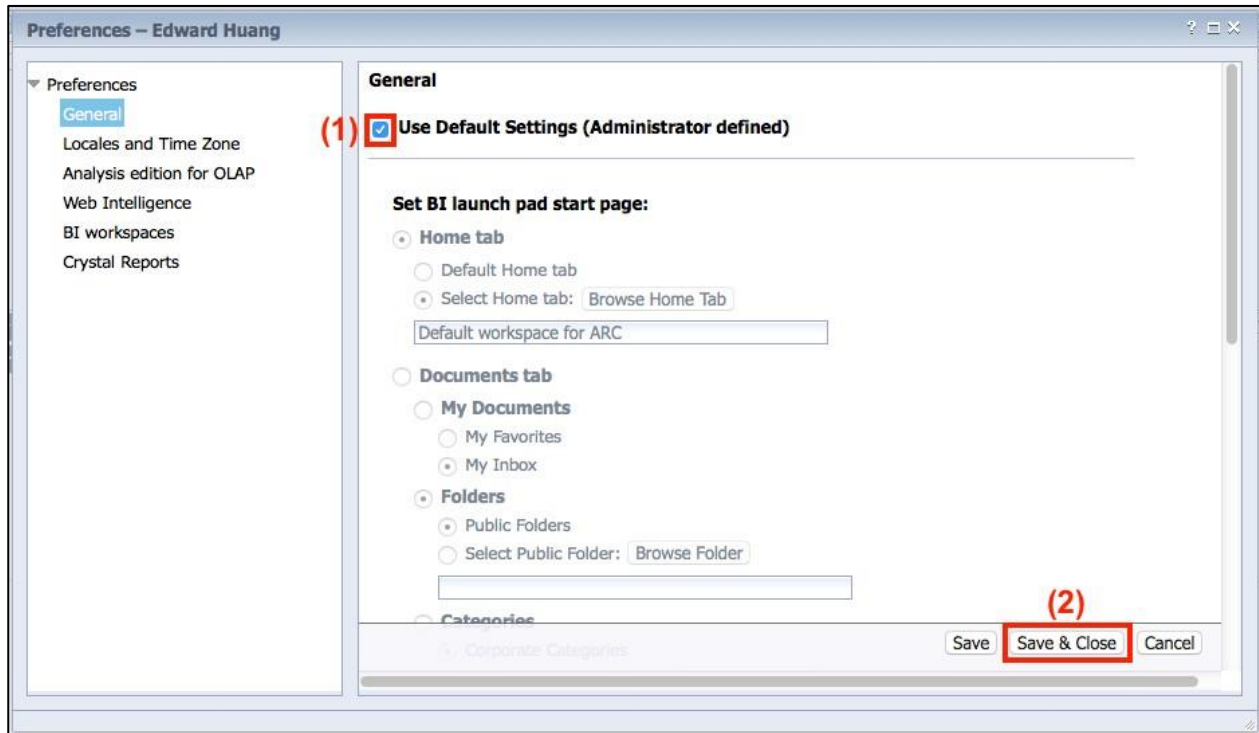
The preferences settings are accessed through the “Preferences” link in the upper right of the LaunchPad page.



Resetting to Default settings

To reset your settings to the recommended default (Note: This only affects the settings in the General tab)

- (1) Check the “Use Default Settings (Administrator defined)” checkbox in the General tab
- (2) Click the “Save and Close” button.



Changing the Default Start Page

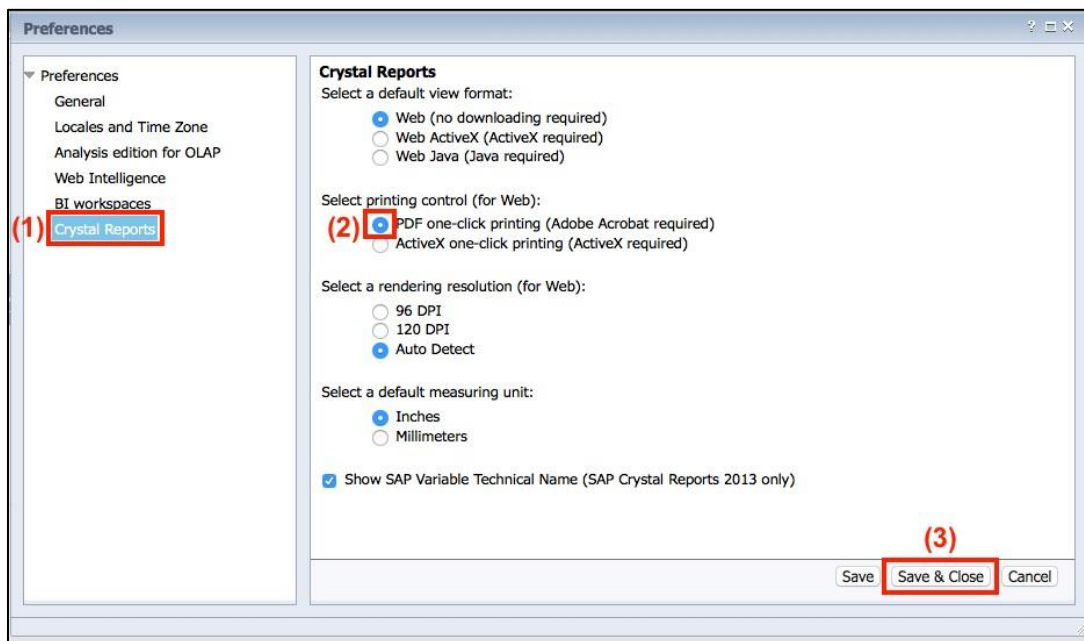
If you are an active FDS report user, it is recommended that you use the “Default workspace for ARC” Home tab. If you have access to FDS but more regularly use another set of reports, for example, HR or SIS, you can change your Default Start Page to the folder you most frequently visit.

- (1) Go to the Preferences > General tab
- (2) Uncheck the “Use Default Settings (Administrator defined)” checkbox
- (3) Select the “Documents tab” radio button
- (4) Select the “Folders” radio button
- (5) Select the “Select Public Folder” radio button
- (6) Click on the “Browse Folder” button and select the folder you would like to use as your BI launch pad start page, then click the “Open” button to confirm your folder selection.
- (7) Click the “Save & Close” button at the bottom of the dialog box to apply your change.
- (8) Refresh the browser window to go to your updated Default Start Page.

Printing Preferences

The recommended default print setting for FDS reports is the “PDF” option, as this is the most reliable and preferred printing option. To set the print setting to the “PDF” option:

- (1) In Preferences, select Crystal Reports.
- (2) Select the “PDF one-click printing (Adobe Acrobat required)” radio button under the Select printing control (for Web) header.
- (3) Click the “Save & Close” button to apply the change.



Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122