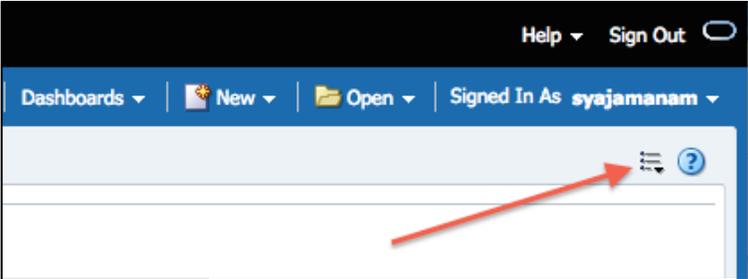


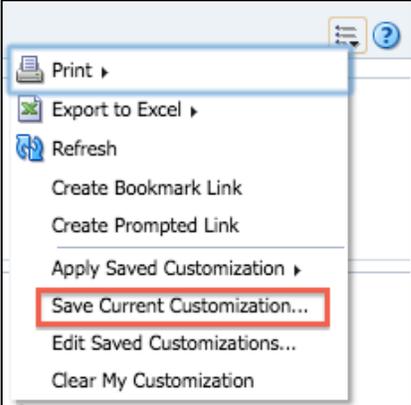
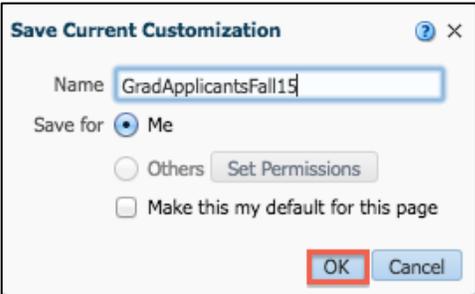
You can save your customizations/filters for your own personal use with the Save Current Customization feature. The Create Bookmark Link and Create Prompted Link allow you to share your customizations with others on campus.

Contents

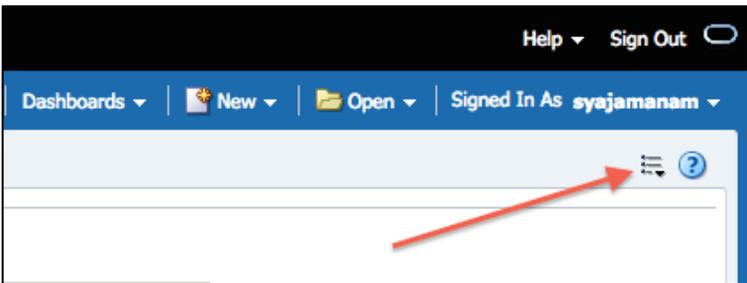
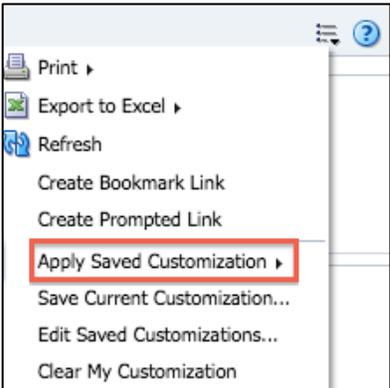
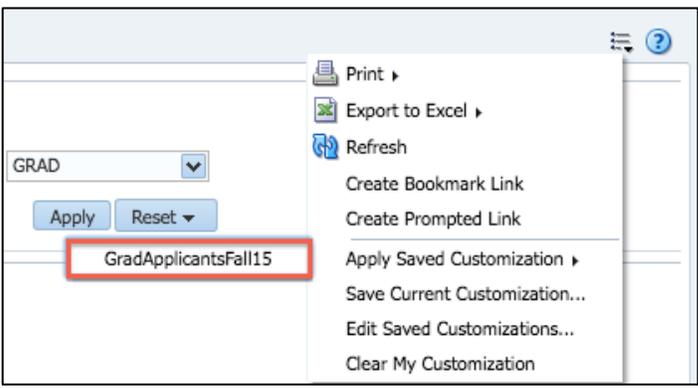
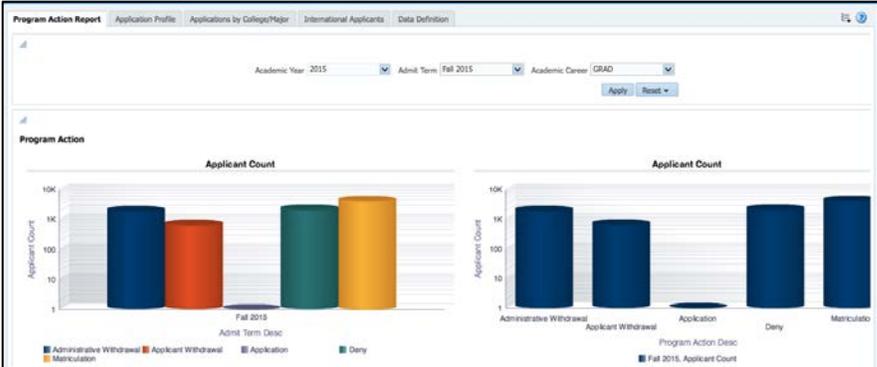
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Save Current Customization	1
Apply Saved Customization	3
Clear My Customization	4
Edit Saved Customizations	5
Create Bookmark Link	6
Create Prompted Link	8

Processing steps	Screen shots
<p>Save Current Customization</p> <p>Save Current Customization allows you to save filters for your own use. Currently, these cannot be shared with other campus users.</p> <p><u>Save Current Customization</u> <u>Step 1:</u> First, you need to create a filter.</p> <p>Enter in the criteria that you wish to use for the filter and click Apply.</p>	 <p>The screenshot shows a form with three dropdown menus: 'Academic Year' set to '2015', 'Admit Term' set to 'Fall 2015', and 'Academic Career' set to 'GRAD'. Below the dropdowns are two buttons: 'Apply' (highlighted with a red box) and 'Reset' with a dropdown arrow.</p>
<p><u>Step 2:</u> Then click on the Page Options icon ().</p>	 <p>The screenshot shows a user interface with a top navigation bar containing 'Help', 'Sign Out', and a user profile 'Signed In As syajamanam'. Below the navigation bar is a 'Page Options' menu with icons for 'Dashboards', 'New', and 'Open'. A red arrow points to a 'Page Options' icon (three horizontal lines) in the top right corner of the main content area.</p>

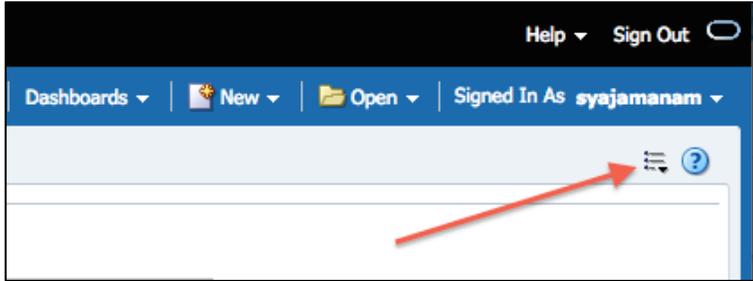
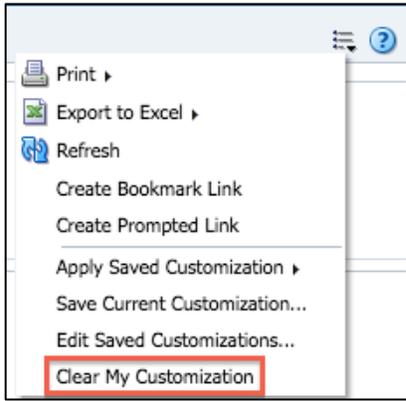
Saving & Applying Filters in Data Warehouse

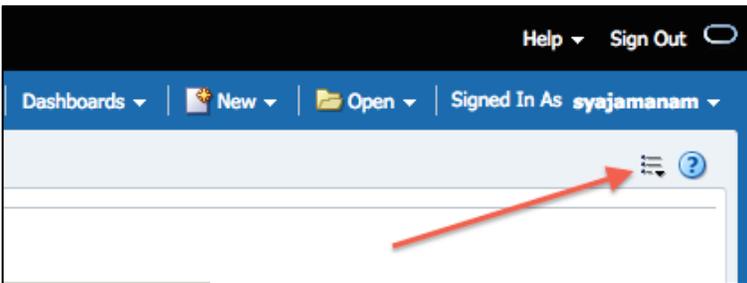
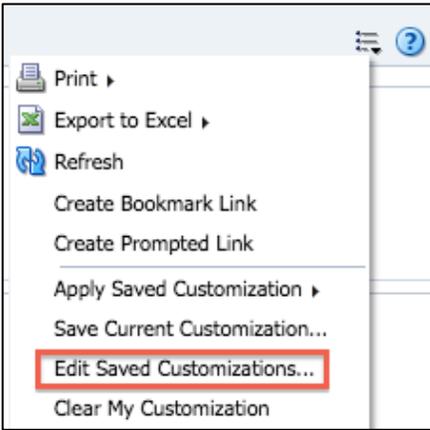
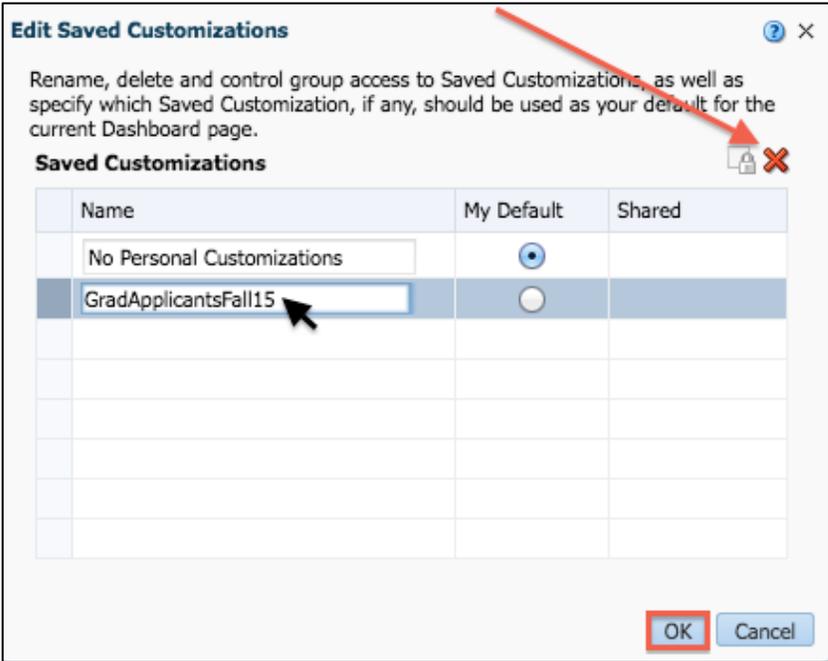
Processing steps	Screen shots
<p>Step 3: Choose Save Current Customization.</p>	 <p>A screenshot of a context menu with the following items: Print, Export to Excel, Refresh, Create Bookmark Link, Create Prompted Link, Apply Saved Customization, Save Current Customization... (highlighted with a red box), Edit Saved Customizations..., and Clear My Customization.</p>
<p>Step 4: Give your customization a name.</p> <p>Place a checkmark in the Make this my default for this page if you want this filter to automatically be applied each time you visit this Page.</p> <p>Click OK to save your customization.</p>	 <p>A screenshot of the 'Save Current Customization' dialog box. The 'Name' field contains 'GradApplicantsFall15'. The 'Save for' section has 'Me' selected. There are radio buttons for 'Others' and 'Make this my default for this page'. The 'OK' button is highlighted with a red box.</p>

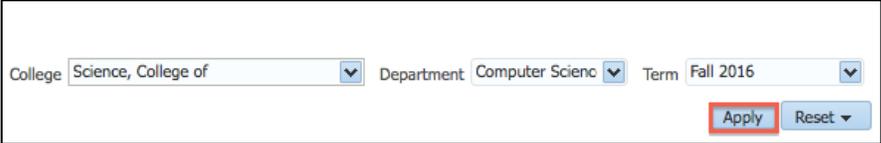
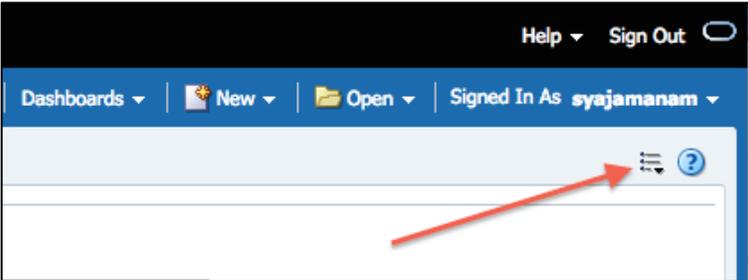
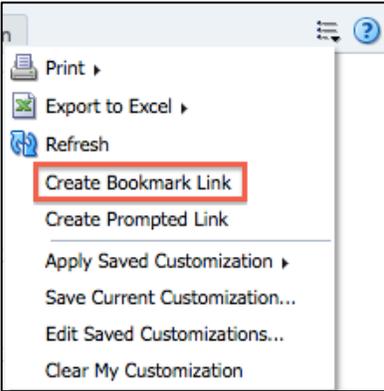
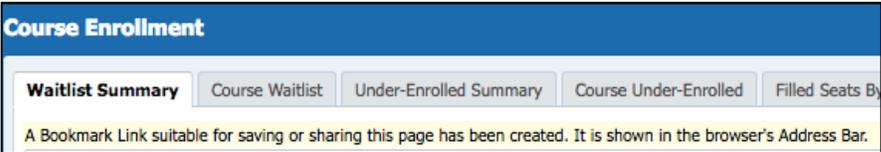
Saving & Applying Filters in Data Warehouse

Processing steps	Screen shots
<p>Apply Saved Customization</p> <p>Step 1: To apply a saved filter, click on the Page Options icon ().</p>	
<p>Step 2: Choose Apply Saved Customization.</p>	
<p>Step 3: Choose the filter you wish to apply.</p>	
<p>Step 4: The filter is applied and your results are updated.</p>	

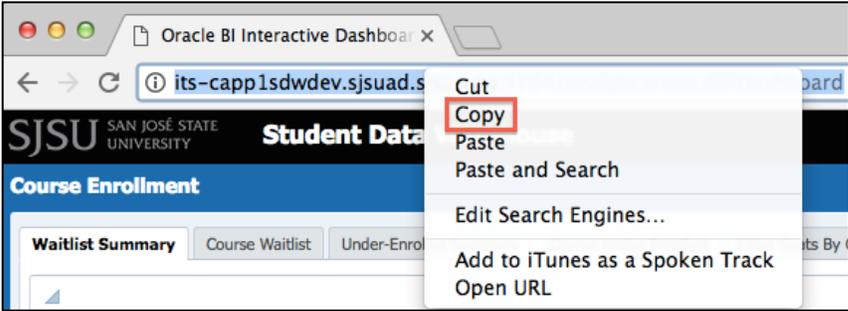
Saving & Applying Filters in Data Warehouse

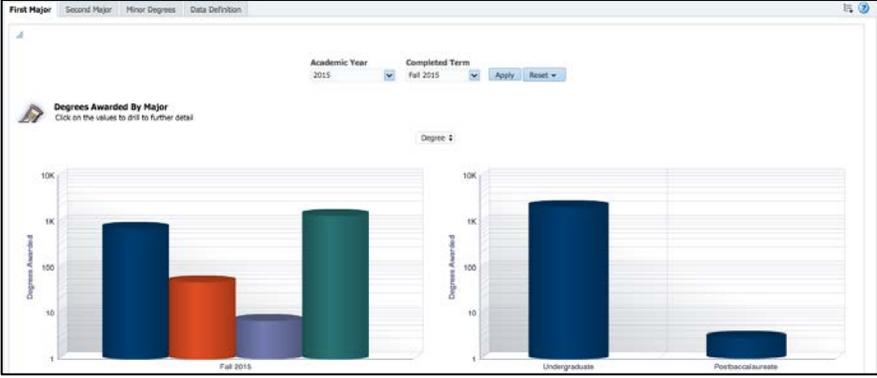
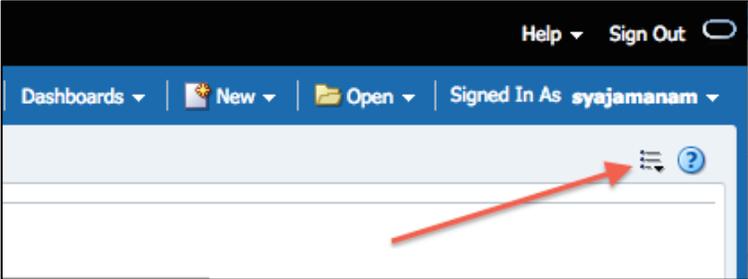
Processing steps	Screen shots
<p>Clear My Customization</p> <p>Step 1: To clear out your current filter criteria, click on the Page Options icon ().</p>	
<p>Step 2: Select Clear My Customization.</p>	
<p>Step 3: All of your filter criteria are automatically removed and your results are updated to include all available values.</p>	

Processing steps	Screen shots																											
<p>Edit Saved Customizations</p> <p>Step 1: To edit your saved filters, click on the Page Options icon ().</p>																												
<p>Step 2: Choose Edit Saved Customizations.</p>																												
<p>Step 3: To edit a customization, click on the customization.</p> <p>Type a new name for the customization or click the red x icon () at the top right to delete the customization.</p> <p>To make a customization the default for the Page, click the radio button in the My Default column.</p> <p>When you are done making changes, click OK.</p>	 <table border="1" data-bbox="665 1312 1421 1690"> <thead> <tr> <th>Name</th> <th>My Default</th> <th>Shared</th> </tr> </thead> <tbody> <tr> <td>No Personal Customizations</td> <td><input checked="" type="radio"/></td> <td></td> </tr> <tr> <td>GradApplicantsFall15</td> <td><input type="radio"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	My Default	Shared	No Personal Customizations	<input checked="" type="radio"/>		GradApplicantsFall15	<input type="radio"/>																			
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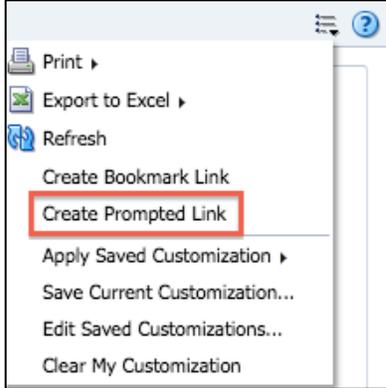
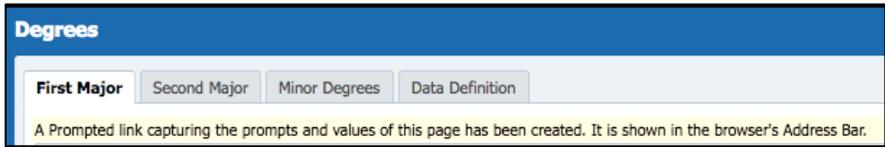
Processing steps	Screen shots
<p>Create Bookmark Link</p> <p>Creating a bookmark link allows you to share a filter/customization with other campus users.</p> <p>Step 1: First, you need to create a customization.</p> <p>Enter in the criteria that you wish to use for the customization and click Apply.</p>	 <p>A screenshot of a web form with three dropdown menus: 'College' (Science, College of), 'Department' (Computer Scienc), and 'Term' (Fall 2016). Below the dropdowns are two buttons: 'Apply' (highlighted with a red box) and 'Reset'.</p>
<p>Step 2: Then click on the Page Options icon ().</p>	 <p>A screenshot of a web application header. The 'Page Options' icon (three horizontal lines) is highlighted with a red arrow. Other icons for 'Dashboards', 'New', 'Open', and 'Signed In As syajamanam' are visible.</p>
<p>Step 3: Choose Create Bookmark Link.</p>	 <p>A screenshot of a context menu. The 'Create Bookmark Link' option is highlighted with a red box. Other options include 'Print', 'Export to Excel', 'Refresh', 'Create Prompted Link', 'Apply Saved Customization', 'Save Current Customization...', 'Edit Saved Customizations...', and 'Clear My Customization'.</p>
<p>Step 4: You will see a message indicating that a Bookmark Link has been created.</p>	 <p>A screenshot of a 'Course Enrollment' page. A message at the bottom states: 'A Bookmark Link suitable for saving or sharing this page has been created. It is shown in the browser's Address Bar.' The page also shows tabs for 'Waitlist Summary', 'Course Waitlist', 'Under-Enrolled Summary', 'Course Under-Enrolled', and 'Filled Seats By'.</p>

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Processing steps	Screen shots
<p>Step 5: To share this customization with other campus users, highlight the web address in your internet browser's address bar to select it.</p> <p>Then copy and paste the web address into an email or chat window to share it with someone else.</p> <p> To use this filter, other campus users must have the appropriate security permission.</p> <p> You must already be logged in to Data Warehouse for this link to work (for you or anyone else). This does not allow you to bypass the campus portal.</p>	 <p>The screenshot shows a web browser window titled "Oracle BI Interactive Dashboard". The address bar contains the URL "its-capp1sdwdev.sjsuad.s". A context menu is open over the address bar, with the "Copy" option highlighted in red. The background of the browser shows the SJSU (San José State University) logo and the text "Student Data" and "Course Enrollment".</p>

Processing steps	Screen shots
<p>Create Prompted Link</p> <p>If you have created prompts or sections from your table results, you will want to create a prompted link in order to share your results with others properly.</p> <p>Step 1: First, you need to create a customization.</p> <p>Enter in the criteria that you wish to use for the customization and click Apply.</p>	
<p>Step 2: Create your specialized prompts and sections.</p> <p> <i>Want to learn more about creating prompts and sections? View the guide at TBD</i></p>	
<p>Step 3: Then click on the Page Options icon ().</p>	

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Processing steps	Screen shots
<p>Step 4: Choose Create Prompted Link.</p>	
<p>Step 5: You will see a message indicating that a Prompted Link has been created.</p>	
<p>Step 6: To share this customization with other campus users, highlight the web address in your internet browser's address bar to select it.</p> <p>Then copy and paste the web address into an email or chat window to share it with someone else.</p> <p> To use this filter, other campus users must have the appropriate security permission.</p> <p> You must already be logged in to Data Warehouse for this link to work (for you or anyone else). This does not allow you to bypass the campus portal.</p>	