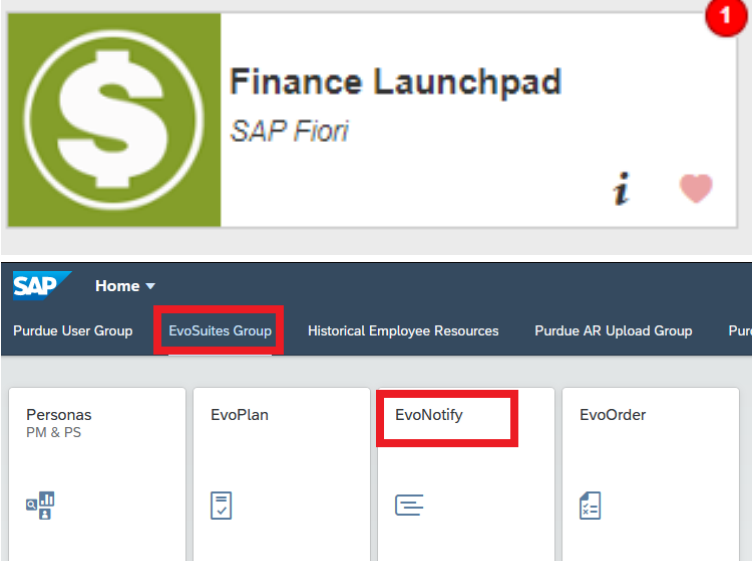


**Purpose:** Use this QRG to... Navigate EvoNotify  
 Hyperlinks & Jump Links – Select under the Table of Contents QRG for quick reference

**Cautions:** Use all caps with text when entering information.

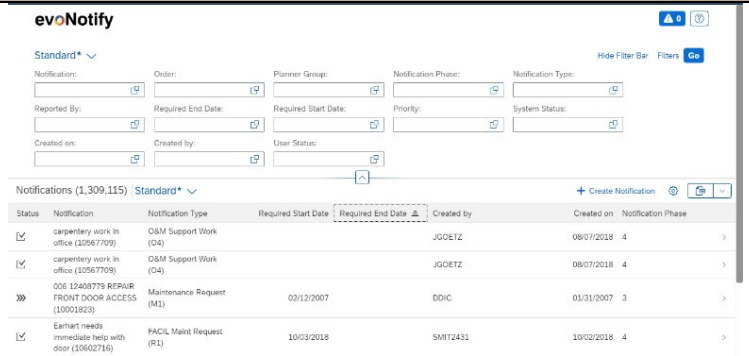
| Table of Contents  |  |
|--|--|
| <a href="#">Logging On</a>   | p. 1   |
| <a href="#">Homescreen</a>   | p. 2   |
| <a href="#">Creating a Notification</a>  | p. 2-6   |
| <a href="#">Approving a Notification</a>   | p. 6   |
| <a href="#">Notification Quick Search</a>  | p. 7   |
| <a href="#">Setting Your Search and Filter View</a>  | p. 7-8   |
| <a href="#">Saving a Filter/ View</a>  | p. 9   |
| <a href="#">Calling/ Switching Views</a>   | p. 9   |
| <a href="#">Update View</a>  | p. 10  |
| <a href="#">Manage Views</a>   | p. 10-11   |
| <a href="#">Troubleshooting</a>  | p. 11  |
| Logging On   |  |
| <ol style="list-style-type: none"> <li>1. Go to Finance Launchpad</li> <li>2.</li> <li>3.</li> </ol> |  |

## Home Screen

The Evo Notify Home screen is divided into two sections:

- **TOP: Search and Filter Bar** (what information you want to see)
- **BOTTOM: Notification list** (what information you need and the order you want it in)

\*Both sections are customizable to your specific area/needs. Once the view is saved, you will have access to it in the future.



**evoNotify**

Standard\* ▾

Notification: [ ] Order: [ ] Planner Group: [ ] Notification Phase: [ ] Notification Type: [ ] Hide Filter Bar Filters Go

Reported By: [ ] Required End Date: [ ] Required Start Date: [ ] Priority: [ ] System Status: [ ]

Created on: [ ] Created by: [ ] User Status: [ ]

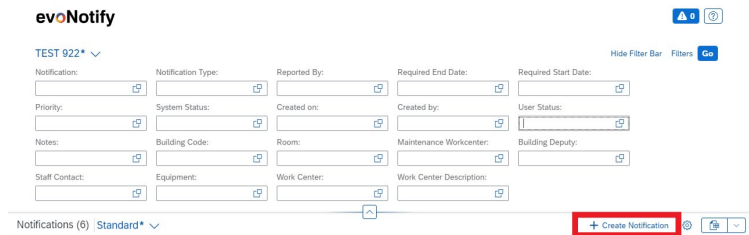
Notifications (1,309,115) Standard\* ▾ + Create Notification

| Status                              | Notification                                      | Notification Type        | Required Start Date | Required End Date | Created by | Created on | Notification Phase |
|-------------------------------------|---|--------------------------|---------------------|-------------------|------------|------------|--------------------|
| <input checked="" type="checkbox"/> | carpentry work in office (10567709)               | O&M Support Work (O4)    |                     |                   | JGOETZ     | 08/07/2018 | 4                  |
| <input checked="" type="checkbox"/> | carpentry work in office (10567709)               | O&M Support Work (O4)    |                     |                   | JGOETZ     | 08/07/2018 | 4                  |
| <input checked="" type="checkbox"/> | 006 12468779 REPAIR FRONT DOOR ACCESS (10001823)  | Maintenance Request (M1) | 02/12/2007          |                   | DDIC       | 01/31/2007 | 3                  |
| <input checked="" type="checkbox"/> | Earhart needs immediate help with door (10602716) | FacIL Maint Request (R4) | 10/03/2018          |                   | SMIT2431   | 10/02/2018 | 4                  |

## Creating a Notification

To create a notification, click on

[+ Create Notification](#)



**evoNotify**

TEST 922\* ▾

Notification: [ ] Notification Type: [ ] Reported By: [ ] Required End Date: [ ] Required Start Date: [ ] Hide Filter Bar Filters Go

Priority: [ ] System Status: [ ] Created on: [ ] Created by: [ ] User Status: [ ]

Notes: [ ] Building Code: [ ] Room: [ ] Maintenance Workcenter: [ ] Building Deputy: [ ]

Staff Contact: [ ] Equipment: [ ] Work Center: [ ] Work Center Description: [ ]

Notifications (6) Standard\* ▾ **+ Create Notification**

## Notification Description

-Enter Notification Description text here.



**General**

Notification Desc: \* [ ]

## Notification Type

Type or select using pop-out box .

A selection here will populate the 'Reported By' field.

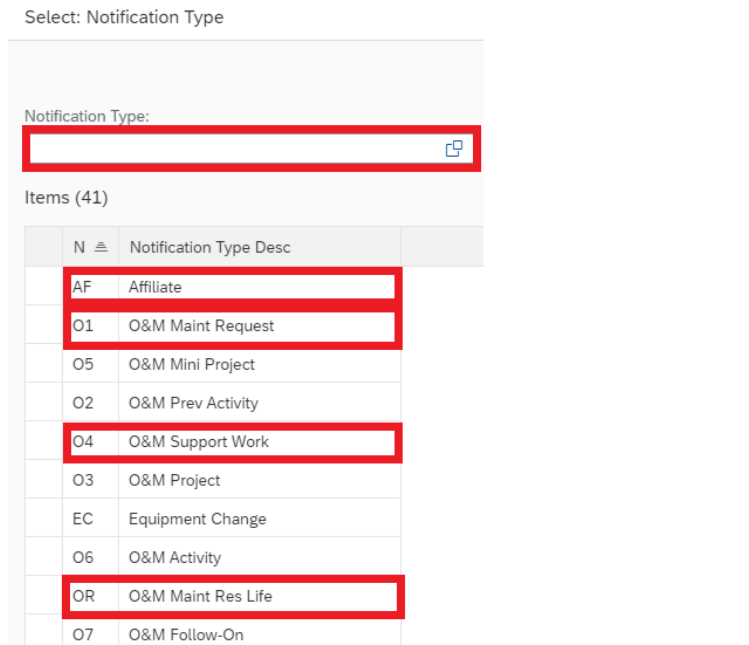
AF= Affiliate funded

O1= O&M funded

O4= Dept. Funded

OR= Student Life funded

\*Please only use these notification types




Select: Notification Type

Notification Type: [ ]

Items (41)

| N  | Notification Type Desc |
|----|------------------------|
| AF | Affiliate              |
| O1 | O&M Maint Request      |
| O5 | O&M Mini Project       |
| O2 | O&M Prev Activity      |
| O4 | O&M Support Work       |
| O3 | O&M Project            |
| EC | Equipment Change       |
| O6 | O&M Activity           |
| OR | O&M Maint Res Life     |
| O7 | O&M Follow-On          |

**Priority**

Type priority or select using the pop-out search box. 

Double click the priority needed.

Priority:  

Items (7)

| Pri... | P | Priority Text      |
|--------|---|--------------------|
| OM     | 0 | Safety             |
| OM     | 1 | Urgent             |
| OM     | 2 | High <2d to 7d>    |
| OM     | 3 | Med <next sched>   |
| OM     | 4 | Low <12d to 30d>   |
| OM     | 5 | Forelog <30 to 1Y> |
| OM     | C | Customer Request   |


Starting with the Building Code, Floor Description, and then Room will help to filter down to specific equipment.

If you know the Equipment Number or Room Equipment Number, you may enter that first and the other fields (*Building Code, Floor Desc., Room, FLOC, Maintenance Workcenter, & Building Deputy info*) should autofill.

This information is being pulled from the master data record in SAP; therefore, an Equipment Number or Room Equipment Number must be selected.







**Reference Objects & Location**

Building Code:    
 Floor Description:    
 Room:    
 Functional Location:  







Equipment:  

| MaintPlant: | Equipment | Description     | Equipment Category |
|-------------|-----------|-----------------|--------------------|
|             | 158502    | Pump; Hot Water | F                  |





**General**

Notification Desc:   
 Notification Type:    
 Priority:    
 Reported By:    
 Order:    
 Code Group:    
 Coding:  






**Reference Objects & Location**

Building Code:    
 Floor Description:    
 Room:    
 Functional Location:    
 Equipment:    
 MaintPlant:  


**Description**
**Malfunction**

Malfunction Start Date:    
 Malfunction Start Time:    
 Malfunction End Date:    
 Malfunction End Time:    
 Breakdown:

**Responsibility**

Planner Group:    
 Maintenance Workcenter:    
 Building Deputy:    
 Building Deputy Name:    
 Staff Contact:  

**Building Code**


-Type the building abbreviation (code) and use mouse to select the Building Code from the list. You can also use the pop-out search box .

Building Code:  

| Floor Description:   | Building Code | Description                        |
|----------------------|---------------|------------------------------------|
| Room:                | PFSB          | 1346 - PHY.FAC.SERV.BLDG (BY MMDC) |
| Functional Location: | PFSBSR        | 3212 - O&M STOREROOM               |
| Equipment:           |               |                                    |


**Floor Description**


-Type the floor description (Ex. 1<sup>ST</sup> FLOOR) and use mouse to select the Floor Description from the list.


You can also use the pop-out search box .


*\*A selection here will automatically populate the Functional Location.*


**Reference Objects & Location**

Building Code: PFSB 

Floor Description: 1ST FLOOR 

Room: 


Functional Location: 4000-WADM-1346-00-0001 

Equipment: 

MaintPlant: 4000


**Room number**

-Type the room number and use mouse to select the Room from the list.


You can also use the pop-out search box .

*The ROOM Equipment # will populate in the equipment field.*


**Reference Objects & Location**


Building Code: PFSB 

Floor Description: 1ST FLOOR 

Room: 11 


| Room  | Description                             |
|-------|---|
| 1130  | OFFICE                                  |
| 1134  | OFFICE                                  |
| 1135  | NIGHT SUPERVISORS - J. HARRINGTON+B. WH |
| 1135A | OFFICE                                  |


Functional Location: 


Equipment: 


MaintPlant: 1134 OFFICE


**Reference Objects & Location**

Building Code: PFSB 

Floor Description: 1ST FLOOR 

Room: 1130 

Functional Location: 4000-WADM-1346-02-0001 


Equipment: 10026670 

MaintPlant: 4000


**Equipment**


The Equipment Number for the ROOM selected will auto-populate.


Make sure the correct equipment is selected for your request.


Click  to search for equipment within the room selected, OR THE ROOM ITSELF.


**Reference Objects & Location**

Building Code: PFSB 






Floor Description: 1ST FLOOR 

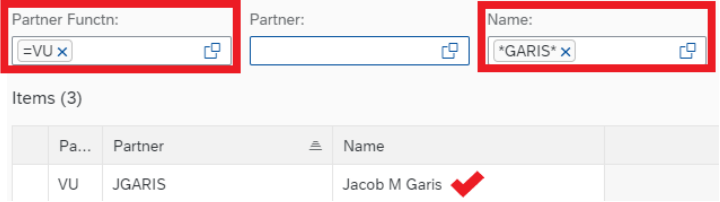
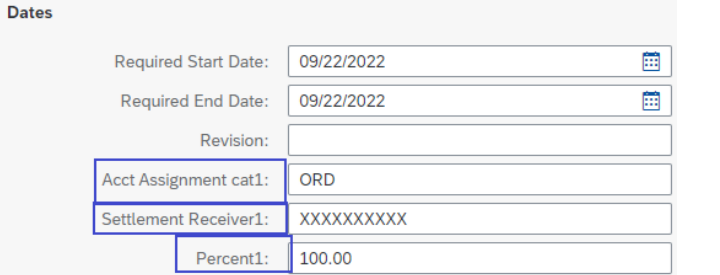
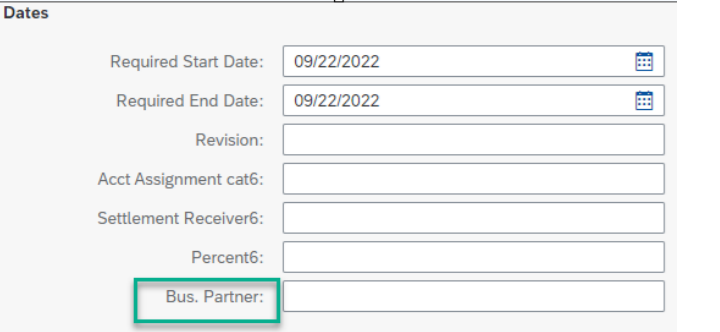
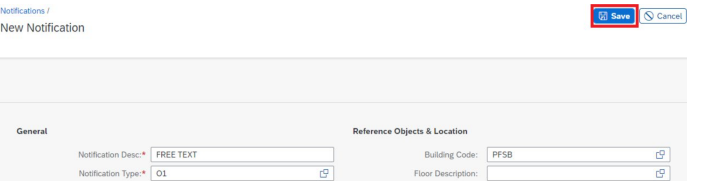

Room: 1130 

Functional Location: 4000-WADM-1346-02-0001 

Equipment: 10026670 

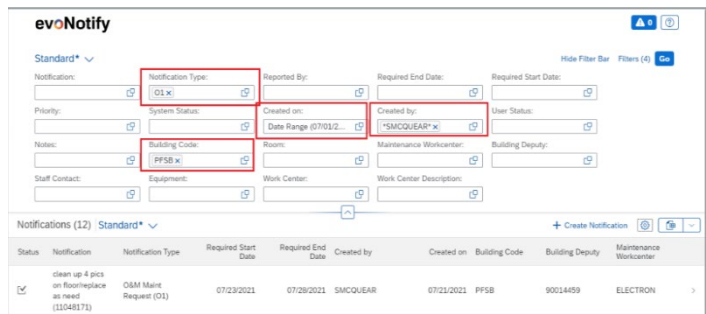
MaintPlant: 4000

| <p><b>*Equipment Category References:</b></p> <p>F- Facilities Equipment<br/>         R- Room<br/>         U- Utility Equipment</p>  | <p>Equipment: <input type="text"/> Equipment Category: <input type="text"/> Building Code: <input type="text" value="=PFSB x"/></p> <p>Room: <input type="text" value="=1130 x"/></p> <p>Items (21)</p> <table border="1"> <thead> <tr> <th>Equipment</th> <th>Description</th> <th>Equipment Category</th> </tr> </thead> <tbody> <tr> <td>164924</td> <td>Ladder; Step; 4'</td> <td>F</td> </tr> <tr> <td>164929</td> <td>Ladder; Step; 4'</td> <td>F</td> </tr> <tr> <td>164932</td> <td>Ladder; Step; 6'</td> <td>F</td> </tr> <tr> <td>164951</td> <td>Ladder; Step; 6'</td> <td>F</td> </tr> <tr> <td>10026670</td> <td>OFFICE</td> <td>R</td> </tr> </tbody> </table>   | Equipment   | Description | Equipment Category | 164924 | Ladder; Step; 4' | F   | 164929 | Ladder; Step; 4' | F              | 164932 | Ladder; Step; 6' | F              | 164951 | Ladder; Step; 6' | F              | 10026670 | OFFICE | R              |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
|--|--|---|-------------|--------------------|--------|------------------|---|--------|------------------|----------------|--------|------------------|----------------|--------|------------------|----------------|----------|--------|----------------|------|-------|----------------|------|-------|----------------|------|-------|--------------------------------|------|-------|--------------------------------|------|-------|--------------------------------|
| Equipment  | Description  | Equipment Category  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 164924   | Ladder; Step; 4'   | F   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 164929   | Ladder; Step; 4'   | F   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 164932   | Ladder; Step; 6'   | F   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 164951   | Ladder; Step; 6'   | F   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 10026670   | OFFICE   | R   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| <p><b>Maintenance Workcenter</b></p> <p>Selection of equipment above should populate the maintenance work center.</p>  | <p><b>Responsibility</b></p> <p>Planner Group: <input type="text"/></p> <p>Maintenance Workcenter: * <input type="text" value="ZONE1"/></p> <table border="1"> <thead> <tr> <th>Plant</th> <th>Work center</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>4000</td> <td>ZONE1</td> <td>Zone 1 - 47645</td> </tr> <tr> <td>4000</td> <td>ZONE2</td> <td>Zone 2 - 41773</td> </tr> <tr> <td>4000</td> <td>ZONE3</td> <td>Zone 3 - 47646</td> </tr> <tr> <td>4000</td> <td>ZONE4</td> <td>Zone 4 - 49293</td> </tr> <tr> <td>4000</td> <td>ZONE5</td> <td>Zone 5 - 42723</td> </tr> <tr> <td>4000</td> <td>ZONE7</td> <td>Zone 7 - 41410</td> </tr> <tr> <td>4000</td> <td>ZONE8</td> <td>Zone 8 - 67687</td> </tr> <tr> <td>4000</td> <td>ZONED</td> <td>Residential Zone D Maintenance</td> </tr> <tr> <td>4000</td> <td>ZONEA</td> <td>Residential Zone A Maintenance</td> </tr> <tr> <td>4000</td> <td>ZONEC</td> <td>Residential Zone C Maintenance</td> </tr> </tbody> </table> <p><b>Dates</b></p> <p>Required Start Date: 4000 ZONE4 Zone 4 - 49293</p> <p>Required End Date: 4000 ZONE5 Zone 5 - 42723</p> <p>Revision: 4000 ZONE7 Zone 7 - 41410</p> <p>Acct Assignment cat1: 4000 ZONE8 Zone 8 - 67687</p> <p>Settlement Receiver1: 4000 ZONED Residential Zone D Maintenance</p> <p>Percent1: 4000 ZONEA Residential Zone A Maintenance</p> <p>Acct Assignment cat2: 4000 ZONEC Residential Zone C Maintenance</p> | Plant   | Work center | Description        | 4000   | ZONE1            | Zone 1 - 47645  | 4000   | ZONE2            | Zone 2 - 41773 | 4000   | ZONE3            | Zone 3 - 47646 | 4000   | ZONE4            | Zone 4 - 49293 | 4000     | ZONE5  | Zone 5 - 42723 | 4000 | ZONE7 | Zone 7 - 41410 | 4000 | ZONE8 | Zone 8 - 67687 | 4000 | ZONED | Residential Zone D Maintenance | 4000 | ZONEA | Residential Zone A Maintenance | 4000 | ZONEC | Residential Zone C Maintenance |
| Plant  | Work center  | Description   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE1  | Zone 1 - 47645  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE2  | Zone 2 - 41773  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE3  | Zone 3 - 47646  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE4  | Zone 4 - 49293  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE5  | Zone 5 - 42723  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE7  | Zone 7 - 41410  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONE8  | Zone 8 - 67687  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONED  | Residential Zone D Maintenance  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONEA  | Residential Zone A Maintenance  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| 4000   | ZONEC  | Residential Zone C Maintenance  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| <p><b>Building Deputy</b></p> <p>Building Deputy info will autofill. You do not need to add anything here.</p>   | <p>Building Deputy: <input type="text" value="90014459"/></p> <p>Building Deputy Name: <input type="text" value="Ullrich Brian C"/></p> <p>Staff Contact: <input type="text" value="KNERICKS"/></p>  |   |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| <p><b>Staff Contact</b></p> <p>Defaults to the person creating the notification. You can change staff contact by clicking the pop out button. </p> <p>Search by username:</p> <ul style="list-style-type: none"> <li>- Partner Function: auto populates “=VU”</li> <li>- Partner: Type <b>username</b>. Enter.</li> <li>- Click to select the contact.</li> </ul> <p>Search by last name:</p> <ul style="list-style-type: none"> <li>- Partner Function: auto populates “=VU”</li> <li>- Name: <b>*lastname*</b></li> </ul> | <p>Staff Contact: <input type="text" value="KNERICKS"/> </p> <p>Partner Functn: <input type="text" value="=VU x"/> Partner: <input type="text" value="=JGARIS x"/> Name: <input type="text"/></p> <p>Items (1)</p> <table border="1"> <thead> <tr> <th>Pa...</th> <th>Partner</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>VU</td> <td>JGARIS</td> <td>Jacob M Garis </td> </tr> </tbody> </table>   | Pa...   | Partner     | Name               | VU     | JGARIS           | Jacob M Garis  |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| Pa...  | Partner  | Name  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |
| VU   | JGARIS   | Jacob M Garis  |             |                    |        |                  |   |        |                  |                |        |                  |                |        |                  |                |          |        |                |      |       |                |      |       |                |      |       |                                |      |       |                                |      |       |                                |

|  |  |
|--|--|
| <p>- Click to Select the contact.</p>  |    |
| <p><b>If Notification Type is O4 (Departmental Costs)</b><br/>       -Enter IO or Grant (F.)<br/>       -Enter Percent being paid.</p> |    |
| <p><b>If Notification Type is AF/AFF (Affiliate Work Orders)</b><br/>       -Enter Business Partner number.</p>                        |   |
| <p><b>Save to Create Notification</b></p>  |  |
| <p><b><u>Approving a Notification</u></b></p>  |  |
| <p><b>Once the notification has been saved, you will be able to approve it at the top of the screen, if you have the role.</b></p>     |  |

### Notification Quick Search

You may also use the fields to conduct a quick




The screenshot shows the EvoNotify search interface. Several fields are highlighted with red boxes: Notification Type (01X), System Status, Date Range (07/01/2021), Created by (SMCQUEAR), Building Code (PFSB), and User Status.

| Status                              | Notification                                      | Notification Type      | Required Start Date | Required End Date | Created by | Created on | Building Code | Building Deputy | Maintenance Workcenter |
|-------------------------------------|---|------------------------|---------------------|-------------------|------------|------------|---------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> | clean up 4 pcs on floorplate as needed (11048171) | OMM Maint Request (01) | 07/29/2021          | 07/28/2021        | SMCQUEAR   | 07/21/2021 | PFSB          | 9001459         | ELECTRON               |

### Setting Your Search and Filter View

**Recommendation:**

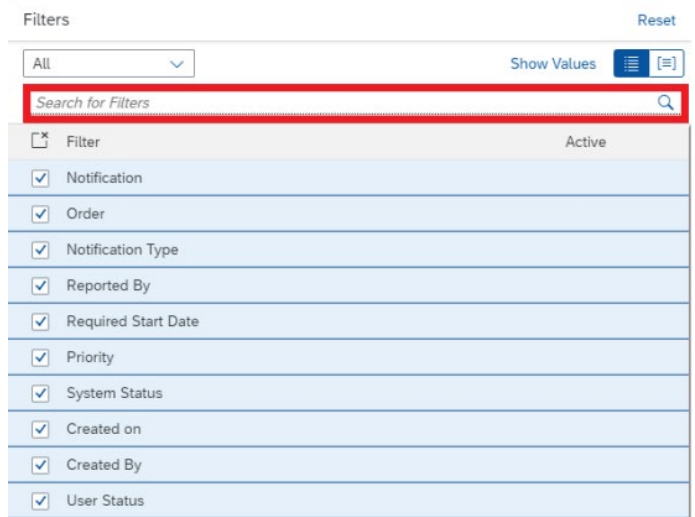
Create a filter for an area(s) you are responsible for. This will require bringing in filters that are important to you.



The screenshot shows the EvoNotify search interface with the 'Filters' button highlighted in red.

**Add Filters you want to see in your View.**

-Type your search into the "Search for Filters"

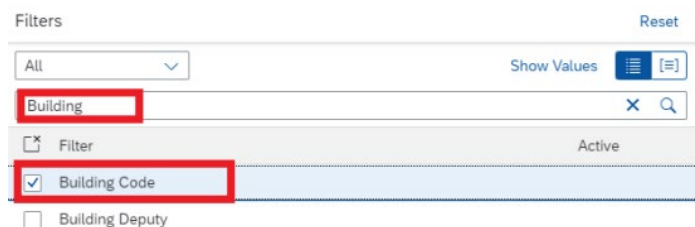


The screenshot shows the 'Filters' panel in EvoNotify. The search bar is highlighted in red. Below the search bar, a list of filters is shown with checkboxes:

- Filter
- Notification
- Order
- Notification Type
- Reported By
- Required Start Date
- Priority
- System Status
- Created on
- Created By
- User Status

**Recommended Filters:**

Building Code, Room, System Status, and User Status




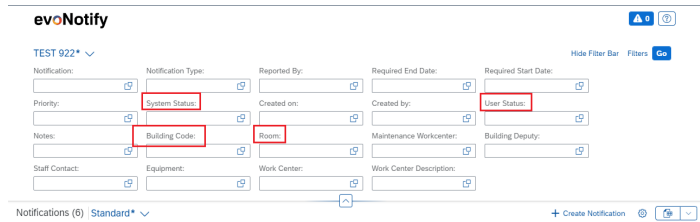
The screenshot shows the 'Filters' panel in EvoNotify. The search bar contains 'Building' and the 'Building Code' filter is checked and highlighted in red.

Once filter fields are selected, click Go, then proceed to fill them in with the information you are looking for.

When searching, “=ALLCAPS” may be necessary.

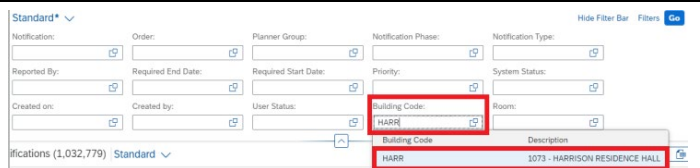
Example: User Status:

Some fields may require use of the search pop-out .




### Example: Building Code

- Start typing the Building Code
- Select from drop-down



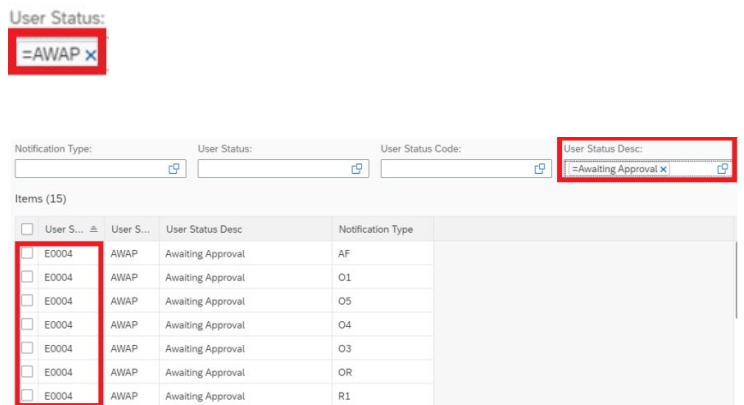
### Example: User Status

- Type the status you need into the field starting with “=”.

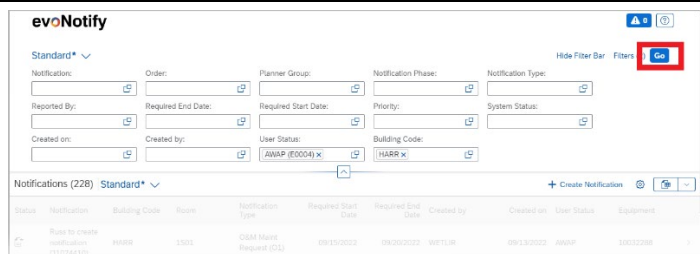
-OR, select search pop-out 

- Type search into User Status Description
- Example: “=Awaiting Approval”

- Hit enter to get the list.
- Select any of the E0004 options
- Select OK



| <input type="checkbox"/> | User S... | User S... | User Status Desc  | Notification Type |
|--------------------------|-----------|-----------|-------------------|-------------------|
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | AF                |
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | O1                |
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | O5                |
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | O4                |
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | O3                |
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | OR                |
| <input type="checkbox"/> | E0004     | AWAP      | Awaiting Approval | R1                |



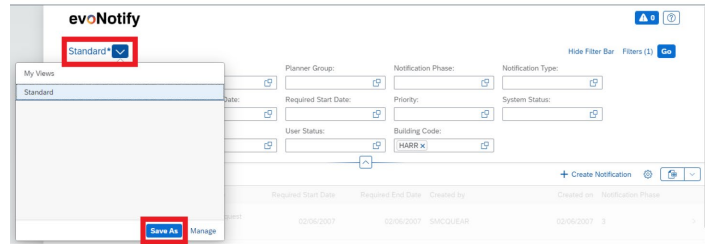
| Status | Notification                           | Building Code | Room | Notification Type      | Required Start Date | Required End Date | Created by | Created on | User Status | Equipment |
|--------|--|---------------|------|------------------------|---------------------|-------------------|------------|------------|-------------|-----------|
| ✓      | Rule to create notification (11/25/13) | HARR          | 1001 | OSM Maint Request (CI) | 08/15/2022          | 08/20/2022        | WFTJ:R     | 08/15/2022 | AWAP        | 10012208  |



### Saving a Filter/View

Once you have filled in the fields you need:

- Select Standard\* (top left corner)
- Save As



Name the View you created.

Set as Default if you wish.

#### Save View

View:

Name View HERE

Set as Default

Public

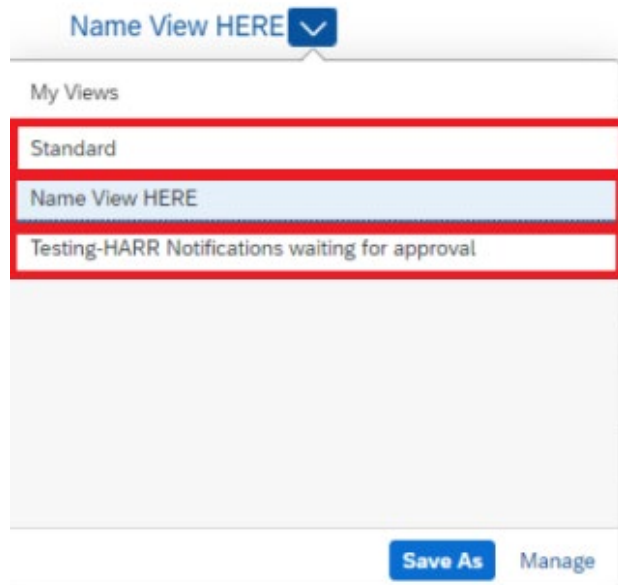
Apply Automatically

Save

Cancel

### Calling/ Switching Views

The current View name is displayed. A down arrow



## Update View

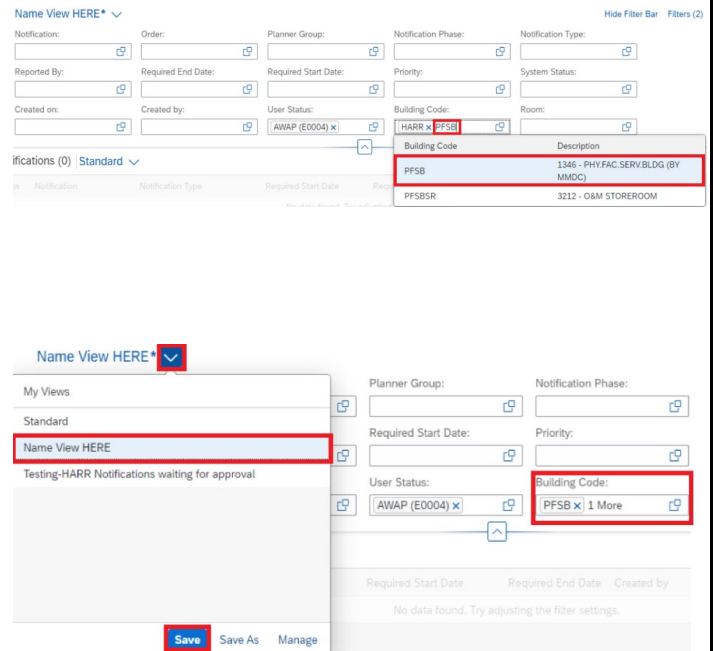
**\*NOTE-** When you see the (\*) by the view name, this means filter changes have been made, but have not been saved.

For example: Adding a second building (PFSB) to the already saved View.

### STEPS:

- Add building
- Select Drop- down
- Click Save (to add this information to the already saved view)

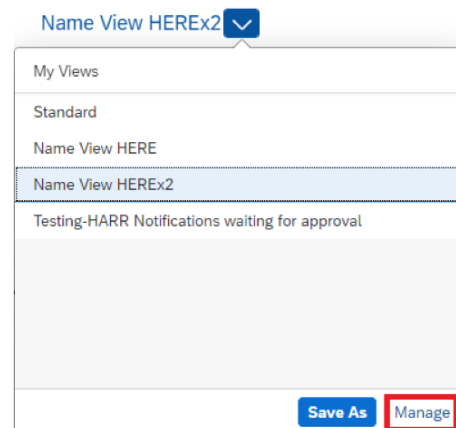
**\*Save As-** will save a NEW View with the added information. It will prompt you to name the view after selecting Save As.



The screenshot shows the Evo Notify filter configuration page. At the top, there are various filter fields such as Notification, Order, Planner Group, Notification Phase, Notification Type, Reported By, Required End Date, Required Start Date, Priority, System Status, Created on, Created by, User Status, Building Code, and Room. A table below lists notifications with columns for Notification, Notification Type, Required Start Date, and Required End Date. Two notifications are visible: PFSB (1346 - PHYFAC SERV BLDG (BY MINDC)) and PFSBSR (3212 - O&M STOREROOM). A dropdown menu for 'Name View HERE\*' is open, showing 'Standard' and 'Name View HERE' (highlighted with a red box). The 'Building Code' field is also highlighted with a red box, showing 'PFSB x 1 More'. At the bottom, there are buttons for 'Save', 'Save As', and 'Manage'.

## Manage Views

"Manage" opens the list of filter variants. The following is visible and changeable.



The screenshot shows the 'Manage Views' dropdown menu. It lists several views: 'My Views', 'Standard', 'Name View HERE', 'Name View HEREx2' (highlighted with a blue background), and 'Testing-HARR Notifications waiting for approval'. At the bottom of the menu, there are buttons for 'Save As' and 'Manage' (highlighted with a red box).

- **Search bar:** This allows you to search for the name of a variant.
- **Default:** Allows you to select which View you'd like to see when you log in.
- You may also **Delete a view** by clicking the X on the right side.
- Click **OK to save** changes.
- Clicking **Cancel** will take you out of the screen without saving changes.

Manage Views

Search

| View   | Sharing | Default                          | Apply Automatically      | Created By |
|--|---------|----------------------------------|--------------------------|------------|
| ★ Standard   | Private | <input type="radio"/>            | <input type="checkbox"/> | SAP        |
| ★ <input type="text" value="Name View HERE"/>                                  | Private | <input checked="" type="radio"/> | <input type="checkbox"/> | KNERICKS   |
| ★ <input type="text" value="Name View HEREx2"/>                                | Private | <input type="radio"/>            | <input type="checkbox"/> | KNERICKS   |
| ★ <input type="text" value="Testing-HARR Notifications waiting for approval"/> | Private | <input type="radio"/>            | <input type="checkbox"/> | KNERICKS   |

OK Cancel

**Troubleshooting**