[Personalize Your Enterprise Reporting Portal]

You can personalize the way data appears in the portal by changing the preferences. Use this instruction guide to personalize your view.

Changes take effect immediately in the current session. The preferences are stored and used for future sessions unless you change them.

- **Default view** – The decision to use list view or details view by default
  - List view shows the name, modified date, and actions
  - Details view shows the name, description, modified date, and possible actions. (Details view works only in Public Folders and My Folders)
- **Number of columns in details view** – The maximum number of columns per row for the details view
- **Number of lines in list view** – The maximum number of rows that appear in a list before scrollbars are required. This applies to rows where scrolling is allowed
- **Separators in list view** – The method of separating entries in lists. Choose from no separator, grid lines, or alternating backgrounds. This setting applies to all lists with the exception of the output versions list. This setting is available only if you use Internet Explorer
- **Format** – The preferred format to view the report. Choose between HTML, PDF, Delimited Text (CSV), Excel, and XML
- **Home page** – The preferred view for the portal home page. Choose between Welcome, Public Folders, My Folders, or a custom page. Custom pages are available only if you logged on
- **Automatic refresh rate in seconds** – The period of time to wait before refreshing the portal interface. This setting applies only to some administrative pages
- **Show a summary of the run options** – The option to cause a summary of the run options to appear when a report is not run interactively
- **Personalized Pages** – Customized portal pages. You can revert back to the Default of no personalized pages by clicking Delete All
- **Show the Welcome page** – The option to show or hide the Welcome page. This applies only if you logged on and if the Home page setting is not set to Welcome
- **Product language** – Make no changes here
- **Content language** – Make no changes here
- **Time zone** – Make no changes here
- **Credentials** – Make no changes here