

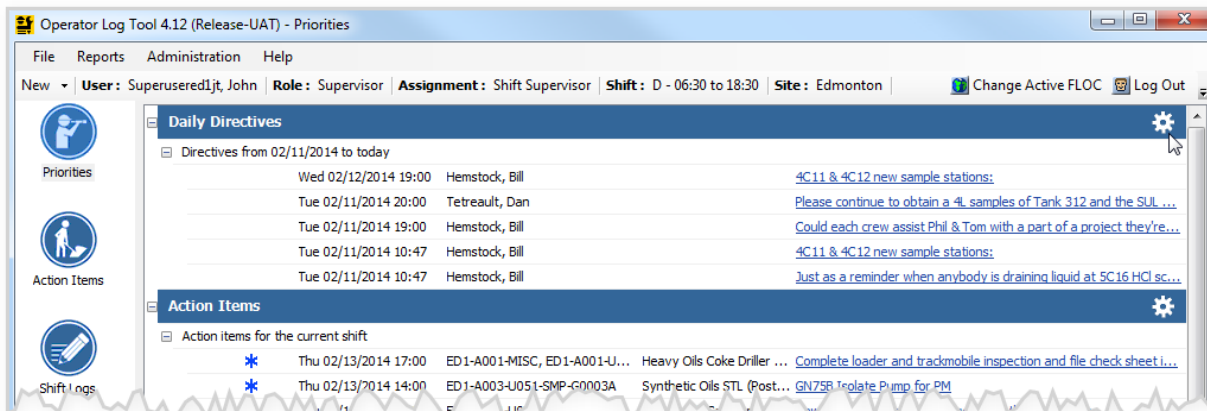


Helpful Hints

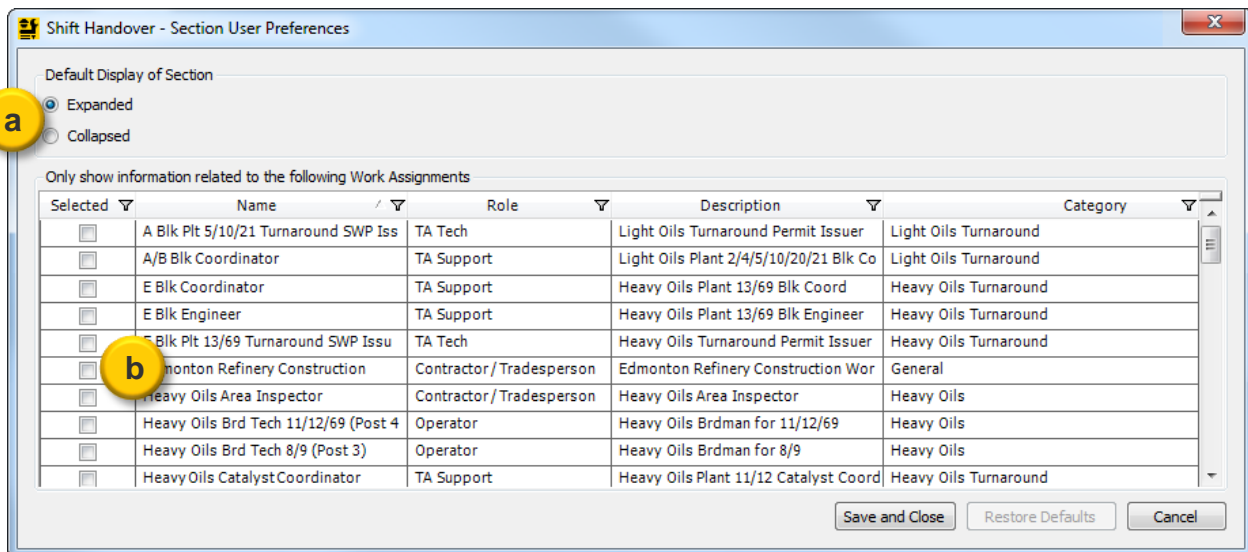
- Each user can have a different set of section preferences based on their selected Work Assignment.
- Any sections showing a **blue gear** have been **customized**.

Procedure

1. On the navigation pane, **click** on the **Priorities** icon  to **view** the **Priority Screen**.
2. **Click** on the **gear** icon  next to the section you wish to customize.



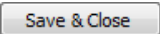
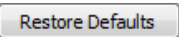
3. **Select** your preferences for the section.



- a) **Click** on the **checkbox** to indicate if the section should default **expanded** or **collapsed**.
- b) **Click** on the **checkbox** next to the **Work Assignment(s)** you want to see in the section.



Only sections (i.e. Action Items and Handovers) that support Work Assignment filtering will show the option for customizing the work assignments.

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4. **Click** on the  button to save your customizations for the section.
 5. **Click** on the  button to remove any preferences you've set and restore to default.