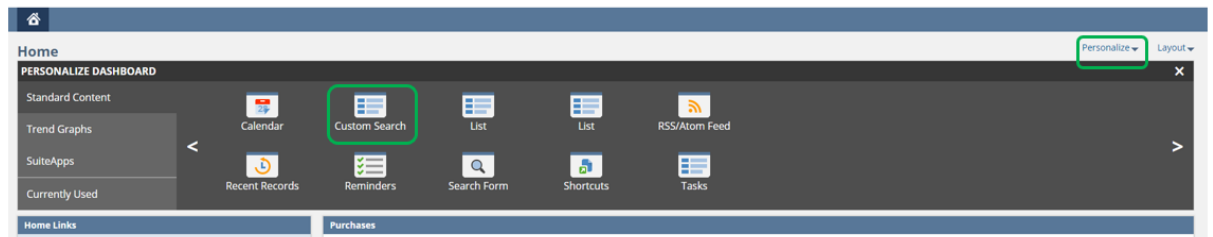
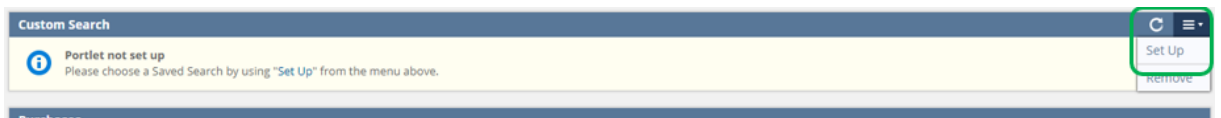


Add the “My bills to approve” search to dashboard.

1. Log in to Netsuite with your chosen role.
2. Click on Personalize and add a custom search by clicking on the icon.



3. On the new “Custom search” portlet, click set up and add the search “My bills to approve”
 - a.



b.

The screenshot shows the 'Custom Search' setup dialog box. It has a title bar 'Custom Search' and a close button. Inside, there are buttons for 'Save', 'Cancel', and 'Reset'. Below these is the text 'Please choose your custom search preferences.' There is a 'SEARCH' dropdown menu with 'My Bills to approve' selected. Below that is a 'CUSTOM PORTLET TITLE' text field. There is a 'RESULTS SIZE' dropdown menu with '10' selected. There is a 'DRILL DOWN' dropdown menu with 'To New Page' selected. There is a checkbox for 'ALLOW INLINE EDITING' which is checked. There is a 'CHART THEME' dropdown menu with 'Global Theme' selected. There is a 'BACKGROUND TYPE' text field.