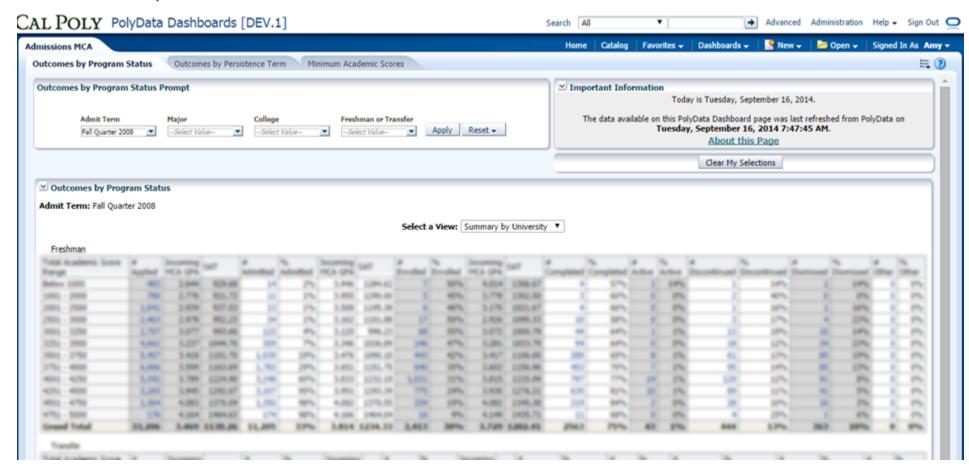
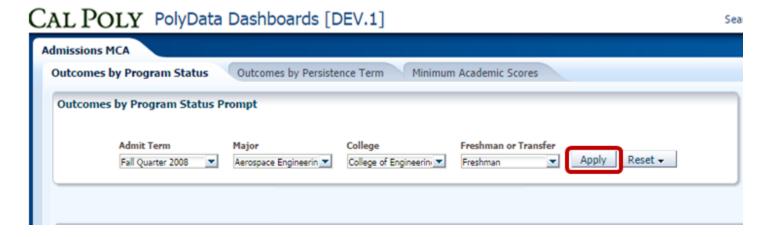
## **How To: Create Saved Customizations**

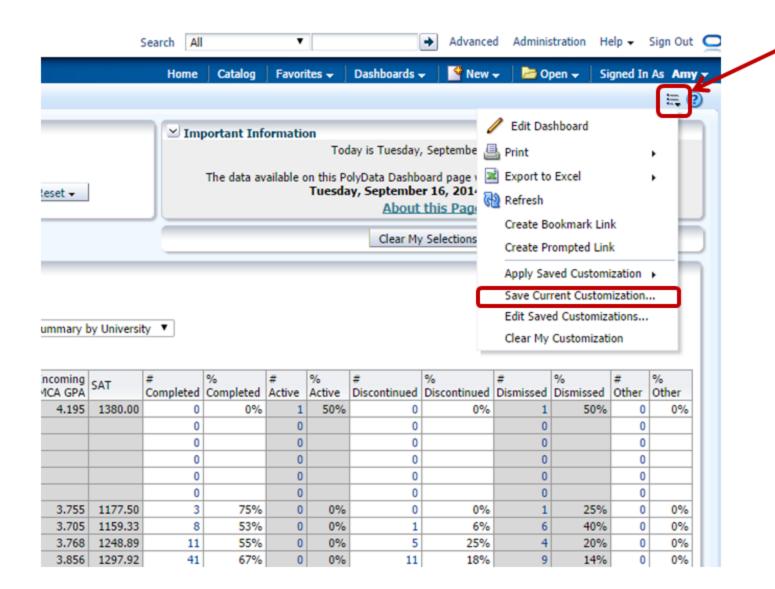
1. Go to the dashboard you would like to save a selection for.



2. In the prompt section, make the selection you would like to get results for. Once you have made the prompt selection, Select Apply.

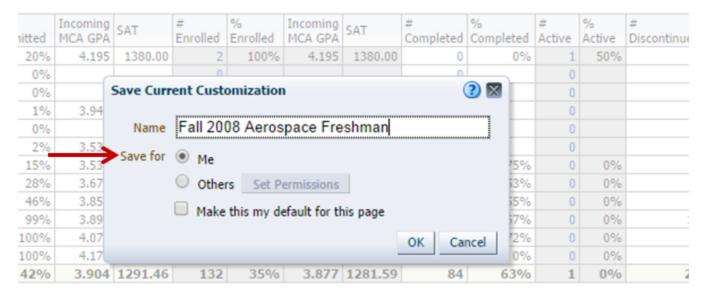


3. Then select the Page Options icon in the upper right hand corner of the dashboard, indicated by the three small lines. Select the Save Current Customization option.



<sup>4.</sup> Create a name for your saved customization that you will recognize and set your saving preferences. If this is a customization you would like to set custom permissions so that a specific group or set of people can view your customization, select **Others** and **Set Permissions** to set your own custom permissions. If you would like to make this customization the default result any time you visit this dashboard, select the box next to **Make this my default for this page**. Then select **OK** to save your current customization.

## Select a View: Summary by University ▼



For the Fall Quarter 2007 admit term, the # Admitted is not available.

Refresh - Print - Export

Please send questions or comments to polydata-adm-support@calpoly.edu.

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<sup>5.</sup> To use your newly saved customization, select the Page Options icon in the upper right hand corner of the dashboard again, indicated by the three small lines and select Apply Saved Customization and select the customization you would like to use.

