

CUSTOMIZING

THE CIVILIAN INBOX

The image displays two screenshots of a 'Notifications Summary' window. The top screenshot shows a list of notifications with columns for Priority, Due Date, To, Employee Name, and Subject. The bottom screenshot shows a detailed view of a notification with columns for Priority, Due Date, To, Subject, Comment, Notepad, SF52 Status, and Date Sent.

Priority	Due Date	To	Employee Name	Subject
20		Yee, Olivia		Personnel Action : Promotion NTE _____
20		Yee, Olivia		Personnel Action : Award/One-Time Paymen
1		HIHRO_TECH	Baltazar,	Personnel Action : Absent - Uniformed S
9		HIHRO_TECH	Gorospe,	Personnel Action : Promotion NTE 22-M
50		HIHRO_TECH	Samson,	Personnel Action : Conv to Career Appo
171		HIHRO_TECH		Personnel Action : Excepted Appointme
570		HIHRO_TECH	Mizoshiri,	Personnel Action : Conv to Excepted Ap
571		HIHRO_TECH	ROBERTS,	Personnel Action : Conv to Excepted Ap

Priority	Due Date	To	Subject	Comment	Notepad	SF52 Status	Date Sent
20		Yee, Olivia	Personnel Action : Promotion NTE _____ : Re		No	REQUESTED	17-DEC-2014
20		Yee, Olivia	Personnel Action : Award/One-Time Paymen		Yes	REQUESTED	22-JAN-2015
1		HIHRO_TECH	Personnel Action : Absent - Uniformed Servic	AB-US Ext Baltazar	Yes	AUTHORIZED	25-MAR-2015
9		HIHRO_TECH	Personnel Action : Promotion NTE 22-MAY-20	HOLD-wait on Noreens res	Yes	AUTHORIZED	12-MAR-2015
50		HIHRO_TECH	Personnel Action : Conv to Career Appointm	Samson indef ext; old act	Yes	AUTHORIZED	05-DEC-2014
171		HIHRO_TECH	Personnel Action : Excepted Appointment NT	FOR JACOB - BODNAR	Yes	AUTHORIZED	17-APR-2015
570		HIHRO_TECH	Personnel Action : Conv to Excepted Appoint	ANNE - R&A - EFF 22MAR1	No	AUTHORIZED	24-MAR-2015
571		HIHRO_TECH	Personnel Action : Conv to Excepted Appoint	ANNE-R&A EFF 22APR15	No	INITIATED	20-APR-2015
713		HIHRO_TECH	Personnel Action : Chg to Lower Grade, Lev	ANNE R&A eff 22 Mar 15	No	INITIATED	18-MAR-2015
721		HIHRO_TECH	Personnel Action : Reassignment : Req# 15F	MAEDO MDR - ANNE REVII	Yes	AUTHORIZED	06-FEB-2015

Customizing the Civilian Inbox

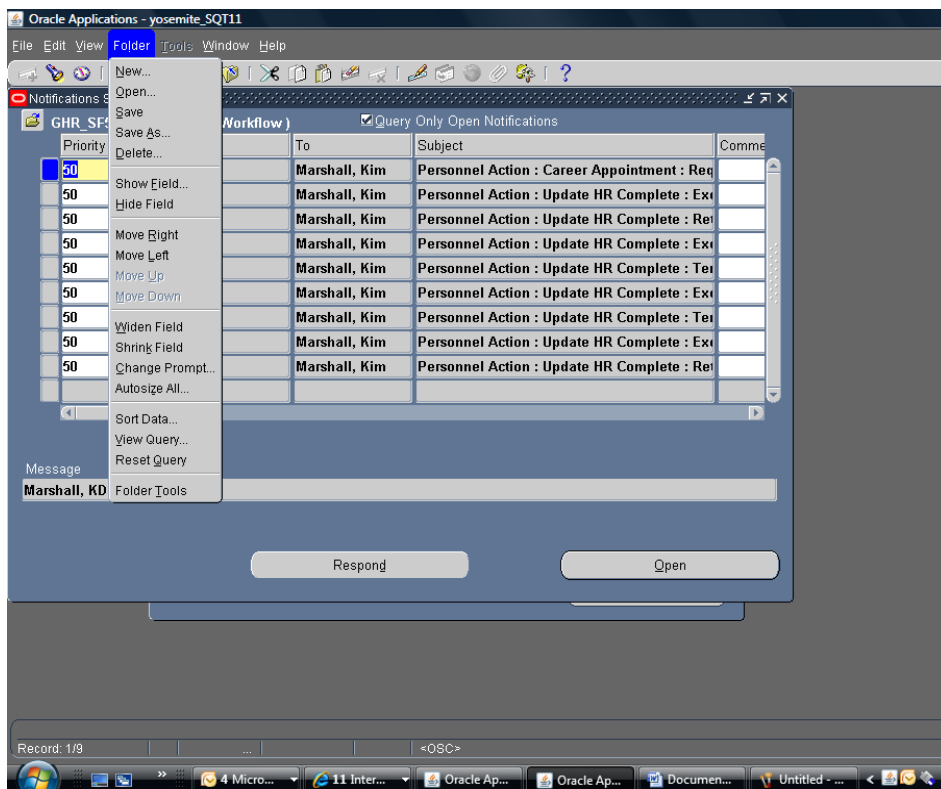
You can personalize the appearance of your inbox in a number of ways:

- You can specify what columns to show or not show.
- You can change the order of columns from left to right.
- You can sort the items in different ways.

- You can expand or shrink the width of columns.
- You can save different views with different names.

Using Folder Tools

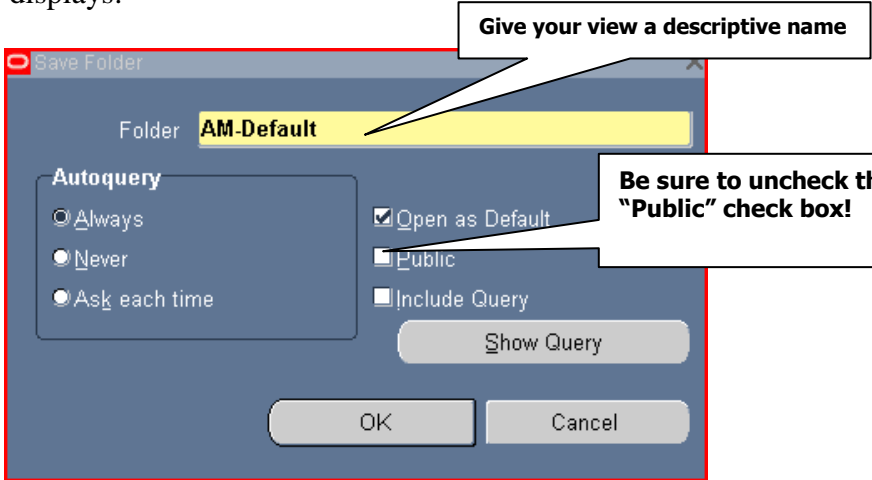
The folder tools menu lets you change the appearance of your inbox. You can use the Folder menu or the Folder Tools window that displays when you click the Folder Tools icon.



- To change the width of a column, click in the column you want to change and click the Widen Field or Shrink Field icon (or the corresponding entries from the Folder menu).
- To hide a column, click in the column you want to hide, and click the Hide Field icon.
- To restore a column that you previously hid, click in the column next to where you want to restore the column, then click the Show Field icon. This will display a list of hidden columns from which you can select.
- To move columns around (left to right), click in a column and click the Move Right or Move Left icon. You can do this repeatedly until the column is located where you want it.

Saving a Folder View

You can save different folder views for various purposes, then the next time you open your inbox, you can select one of your pre-set views:

Step	Action
1	<p>Once your inbox is set up the way you want it (columns sized and arranged, sorted, etc.), select <i>Folder</i> → <i>Save As</i> from the menu. The <i>Save Folder</i> window displays:</p>  <p>The screenshot shows the 'Save Folder' dialog box with the following elements: <ul style="list-style-type: none"> Folder: A text field containing 'AM-Default'. Autoquery: Three radio button options: 'Always', 'Never', and 'Ask each time'. Open as Default: A checked checkbox. Public: An unchecked checkbox. Include Query: An unchecked checkbox. Show Query: A button. OK/Cancel: Two buttons at the bottom. Callouts in the image point to the 'Folder' field with the text 'Give your view a descriptive name' and to the 'Public' checkbox with the text 'Be sure to uncheck the "Public" check box!'.</p>
2	<p>Make up a descriptive name for the folder view.</p>
3	<p>Select the "Autoquery" choice as follows:</p> <ul style="list-style-type: none"> • To "Always" for the inbox to auto-populate when the folder is opened. • To "Ask each time" if you want to be prompted to run the query (not auto-populated). • To "Never" if you never want the inbox to populate when you open this view (use this if you just want the view to display, with the intention of running a different query each time you use this view).
4	<p>Select (click) "Open by Default" if you want this view to automatically open each time you use this folder. You can only have one default view, so if you make this your default, any former default view will be canceled.</p>
5	<p>Important: Un-check the "Public" box if it is checked – users should NEVER make their folder views Public (this allows anyone to see this folder view which could eventually result in thousands of views).</p>
6	<p>Click <OK> to save your new folder view.</p> <ul style="list-style-type: none"> • The new name of the folder view is now showing next to the folder icon at the top of the window. • The next time you open your inbox you can retrieve and use this view by clicking on the folder icon and selecting the view from the list of folders. • If you made this your default view, it will automatically open when you open your inbox.