

PERSONALIZATIONS IN MYUFL: USING FIND

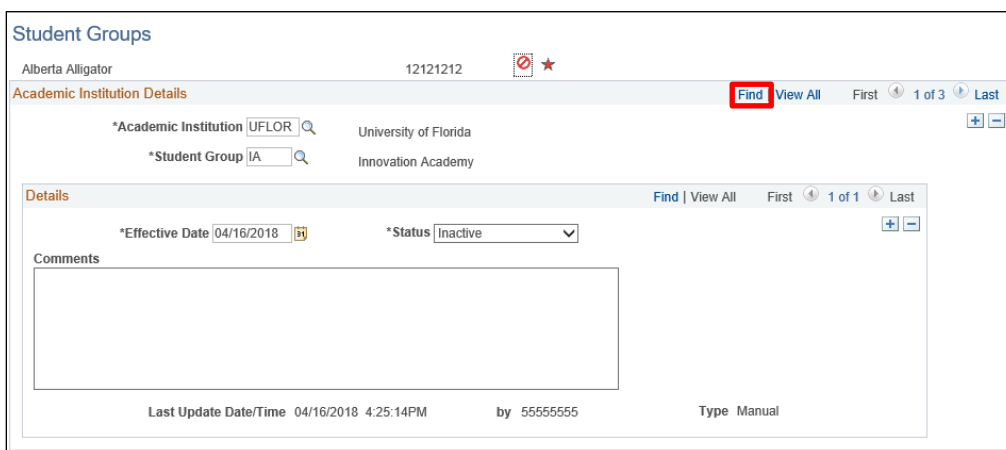
This instruction guide will step you through how to use the Find function to search for items on a page.

NAVIGATION

Navigate to the appropriate page in myUFL.

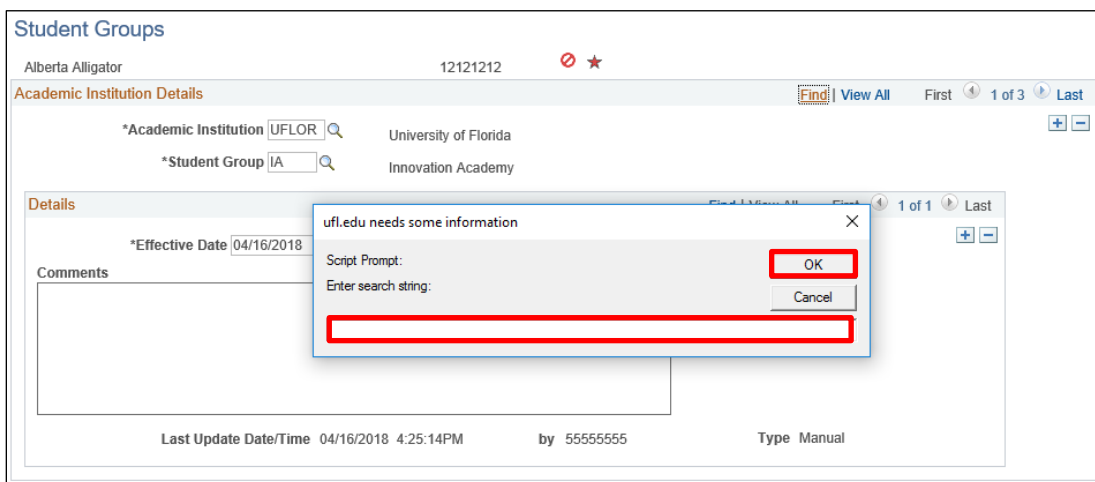
USE FIND

1. Click **Find**.



The screenshot shows the 'Student Groups' page for user Alberta Alligator. The page has a header with the user name and ID (12121212). Below the header, there are two sections: 'Academic Institution Details' and 'Details'. In the 'Academic Institution Details' section, there are search fields for '*Academic Institution' (containing 'UFLOR') and '*Student Group' (containing 'IA'). The 'Find' button is highlighted with a red box. The 'Details' section shows '*Effective Date' as '04/16/2018' and '*Status' as 'Inactive'. There is a 'Comments' text area and a 'Last Update Date/Time' field at the bottom.



2. Enter search string.
3. Click **OK**.



The screenshot shows the same 'Student Groups' page as above, but with a search dialog box open. The dialog box is titled 'ufl.edu needs some information' and contains a 'Script Prompt:' field with the text 'Enter search string:'. There is a red box around the 'OK' button and another red box around the search input field. The background page is slightly dimmed.

4. Search results appear.

Student Groups

Alberta Alligator 12121212  

Academic Institution Details Find | View All First 3 of 3 Last

*Academic Institution University of Florida

*Student Group Online Degree Initiative (imm)

Details Find | View All First 1 of 1 Last

*Effective Date *Status

Comments

Last Update Date/Time 05/07/2018 12:09:39PM by 55555555 Type Manual

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu