

PERSONALIZATIONS IN MYUFL: GRID COLUMNS AND SORT ORDER

This instruction guide will step you through the process of personalizing data tables in myUFL including sorting, hiding, and freezing columns as well as changing the order of columns with the grid.

NAVIGATION

Navigate to the appropriate page in myUFL with a grid and select **Personalize**.

Academic Career	Student Career Nbr	Academic Program	Academic Plan	Academic Group	Academic Program Status	Admit Term	Requirement Term
Undergraduate	0	Liberal Arts and Sciences	African American Studies	Liberal Arts and Sciences	Active in Program	2178	2178
Graduate	1	Agricultural and Life Sciences	Family, Youth & Community Sci	Agricultural and Life Sciences	Active in Program	2181	2181
Undergraduate	1	Liberal Arts and Sciences	Biology	Liberal Arts and Sciences	Active in Program	2178	2188
Undergraduate	2	Liberal Arts and Sciences	History	Liberal Arts and Sciences	Completed Program	2178	2188
Undergraduate	0	Liberal Arts and Sciences	East-Central European Studies	Liberal Arts and Sciences	Active in Program	2188	2188
Undergraduate	0	Liberal Arts and Sciences	Biology	Liberal Arts and Sciences	Active in Program	2185	2185

CHANGE COLUMN ORDER

1. Select the desired column.
2. Select up and down **arrows** to change the order.
3. Select **OK**.

Grid Customization [Help](#)

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Empl ID
- Date of Birth
- Name
- First Name
- Middle Name
- Last Name
- Academic Career
- Student Career Nbr
- Academic Program
- Academic Plan
- Academic Group
- Academic Program Status
- Admit Term
- Requirement Term

Sort Order

Descending

Hidden
 Frozen

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Hide an Entire Column

1. Select the desired column.
2. Check the **Hidden check box**.
3. Select **OK**.

Grid Customization Help

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order	Sort Order
Empl ID	
Date of Birth	
Name	
First Name	
Middle Name	
Last Name	
Academic Career	
Student Career Nbr (hidden)	
Academic Program	
Academic Plan	
Academic Group	
Academic Program Status	
Admit Term	
Requirement Term	

Hidden
 Frozen
 Descending

OK Cancel Preview Copy Settings

CHANGE SORT ORDER

1. Select the desired column heading.
2. Select the right **arrow**.
3. Select the **Descending check box** to change from ascending to descending order.
4. Click **OK**.

Grid Customization Help

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order	Sort Order
Empl ID	
Date of Birth	Date of Birth (desc)
Name	
First Name	
Middle Name	
Last Name	
Academic Career	
Student Career Nbr (hidden)	
Academic Program	
Academic Plan	
Academic Group	
Academic Program Status	
Admit Term	
Requirement Term	

Hidden
 Frozen
 Descending

OK Cancel Preview Copy Settings

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

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