



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.

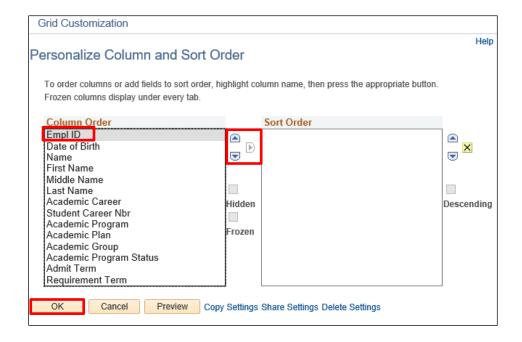
NAVIGATION

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



CHANGE COLUMN ORDER

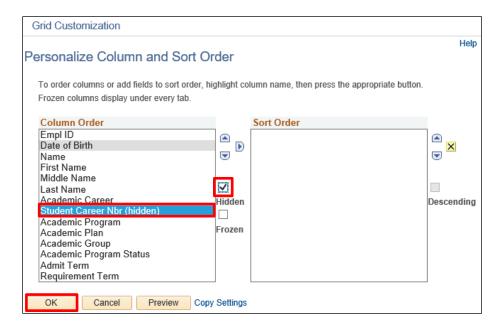
- 1. Select the desired column.
- 2. Select up and down arrows to change the order.
- Select OK.





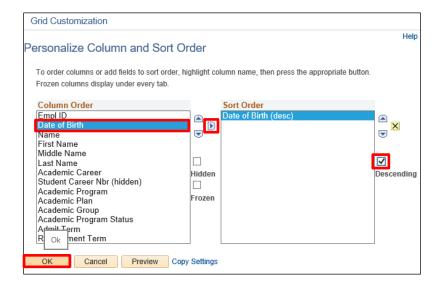
Hide an Entire Column

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



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.







FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu