

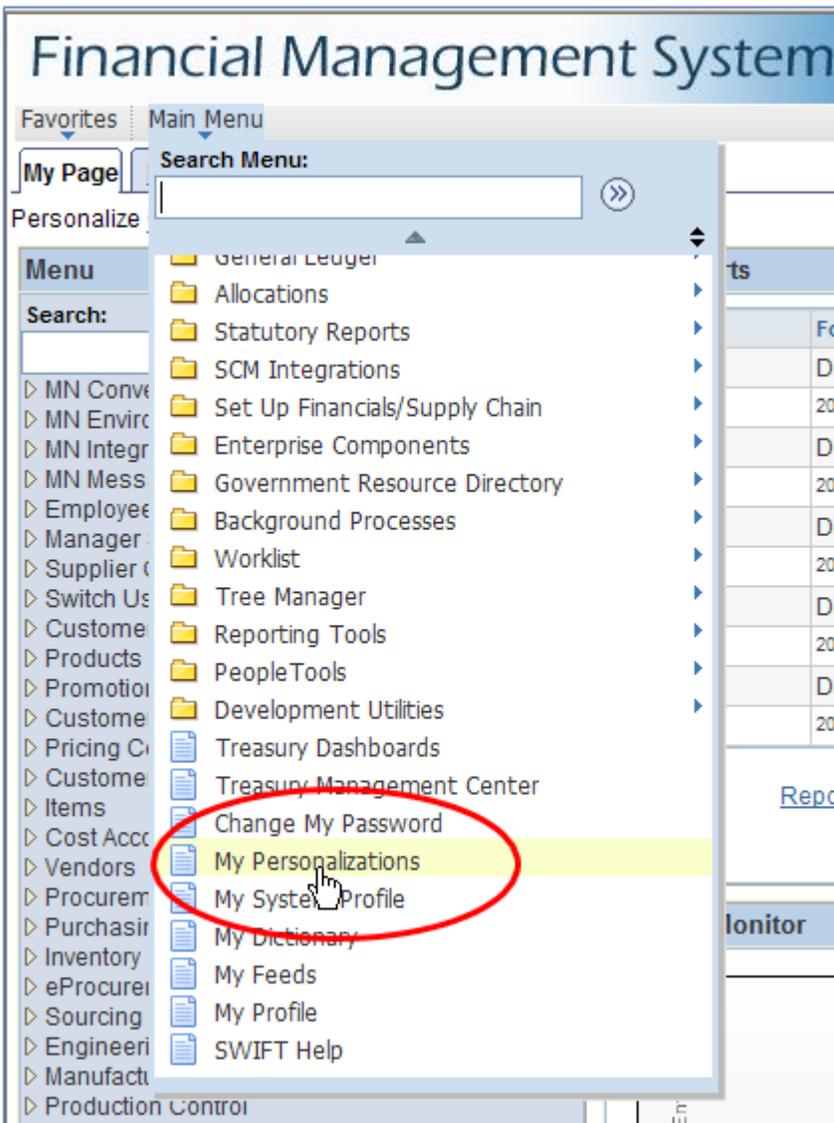
## QUICK REFERENCE GUIDE

### *Updating Default Navigation Settings in SWIFT*

November 15, 2011

Follow these steps to update your navigation personalization settings to override the system defaults.

**Navigate** to “My Personalizations” from the main menu:



Select the “Personalize User Options” button on the Navigation Personalizations category:

Financial Management System Home

Favorites Main Menu > My Personalizations

## Personalizations

Toensing, Jeff

Personalized settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

Personalization Categories	
Description	Personalize User Options
General Options	Personalize User Options
Regional Settings	Personalize User Options
System & Application Messages	Personalize User Options
Navigation Personalizations	Personalize User Options

Restore Defaults

Note that all 'tab over' personalizations have a default value of "Yes," which indicates the cursor on a page will not stop on the listed item when using the tab key to navigate on a page.

Financial Management System Home | Print | Worklist

Favorites | Main Menu > My Personalizations

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Tab over Add/Del Buttons (+/-)	Yes	<input type="text"/>	<a href="#">Explain</a>
Drop down Menu Sort Order	None	<input type="text"/>	<a href="#">Explain</a>
Automatic Menu Collapse	No	<input type="text"/>	<a href="#">Explain</a>
Show browser address location	Yes	<input type="text"/>	<a href="#">Explain</a>
Show browser navigation bar	Yes	<input type="text"/>	<a href="#">Explain</a>
Show browser links	Yes	<input type="text"/>	<a href="#">Explain</a>
Show browser menu	Yes	<input type="text"/>	<a href="#">Explain</a>
Mouse over popup event	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Calendar Button	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Grid Tabs	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Header Icons	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Lookup Button	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Navigation Bar	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Browser Elements	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Page Links	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Related Page Links	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Toolbar	Yes	<input type="text"/>	<a href="#">Explain</a>
Type ahead	No	No	<a href="#">Explain</a>

Find First 1-20 of 20 Last

To disable the tab over feature for a particular item, you will set the override value to “No.” For example, if you want the cursor to stop on the magnifying glass Lookup icons instead of tabbing over them, you would set the override value for that item to “No” (as shown below) and click OK to save the change:

The screenshot shows the 'Financial Management System' interface with a 'My Personalizations' section. A table lists various settings, with the 'Tab over Lookup Button' row highlighted in red. The 'Override' column for this row is set to 'No'. Below the table are buttons for 'Restore Category Defaults', 'OK', and 'Cancel'.

Setting	Default	Override	Action
Mouse over popup event	Yes		<a href="#">Explain</a>
Tab over Calendar Button	Yes		<a href="#">Explain</a>
Default Expert Entry On	No	Yes	<a href="#">Explain</a>
Max rows for View All	100		<a href="#">Explain</a>
Tab over Grid Tabs	Yes		<a href="#">Explain</a>
Tab over Header Icons	Yes		<a href="#">Explain</a>
<b>Tab over Lookup Button</b>	Yes	<b>No</b>	<a href="#">Explain</a>
Tab over Navigation Bar	Yes		<a href="#">Explain</a>
Tab over Browser Elements	Yes		<a href="#">Explain</a>
Tab over Page Links	Yes		<a href="#">Explain</a>
Tab over Related Page Links	Yes		<a href="#">Explain</a>
Tab over Toolbar	Yes		<a href="#">Explain</a>
Type ahead	No	No	<a href="#">Explain</a>