UDW+ TIPS & TRICKS

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This friendly email newsletter provides all UDW+ users with helpful UDW+ Tips and Tricks for more efficient and easy system use.

SET A DASHBOARD AS A DEFAULT HOME PAGE
Did you know that you can set a specific Dashboard to be your default Home Page when you login to UDW+?
If there is a dashboard or report that you access most frequently or exclusively, you can set it to automatically display when you login to UDW+. Follow the simple instructions below:
1. Login to UDW+.
2. Navigate to your Net ID located in the upper right hand corner.
3. Click on the down arrow and choose "My Account".
4. On the Preferences tab, click on the dropdown for Starting Page.
5. Choose your preferred default dashboard or report from the available options.
6. Click OK.
Upon your next UDW+ login, your newly set Home Page will be set!

LOOK OUT!!!
We have new and exciting improvements coming to UDW+ Dashboards and Reports! Check your email inbox for the upcoming September issue of the UDW+ Enhancements Newsletter which will highlight some of the updates and changes that will be available based on your requests.

FINANCIAL BRIO COUNCOWN
As a kind reminder, all financial reporting will transition from Brio to UDW+ on October 31st, 2013. Brio will no longer be accessible for Financial Standard Reports or Financial Ad Hoc Reporting after October 31st.

Please help us spread the word to your fellow financial reporting colleagues who may not be aware of this transition.

If you have any unmet financial reporting needs in UDW+, please contact Addis Crooks-Jones.

BUDGET CONTROL RULES
As you are working through Year-End Close, we remind you to use the reports available within the UDW+ Financial Operations Dashboards whose default view is determined by the budget-checking rules for the selected grouping of funds (for example, the roll-up to Project view is displayed as the default for
Management Designated funds as they are budget-checked at the Project level).

**RETURN BUTTON**

If you drill to a report that navigates you away from a dashboard page, you should use the Return button to get back to the previous screen.

The Return button is always located at the lower left hand corner of the newly opened drill report (this may require scrolling).