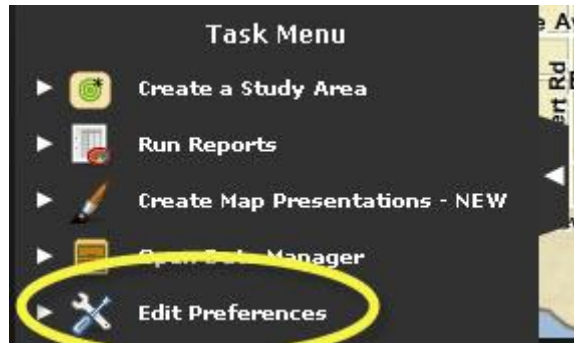


Edit Preferences

Users have the ability to customize the application by setting default preferences related to report logo, report format, study area type and report subtitle. Preferences help improve the speed at which users can navigate the application, gaining the desired information in the least amount of time.

To open the Edit Preference feature, click "Edit Preferences" on the Task menu to the left.



Pick a task from the following Workflow Analysis window:



Manage Report Logos

Users have the ability to maintain their own personal library of logos to be used on reports when generating report orders. A default report logo is selected as a user preference, but whenever a report order is generated, the user will have the opportunity to select any logo from their library.



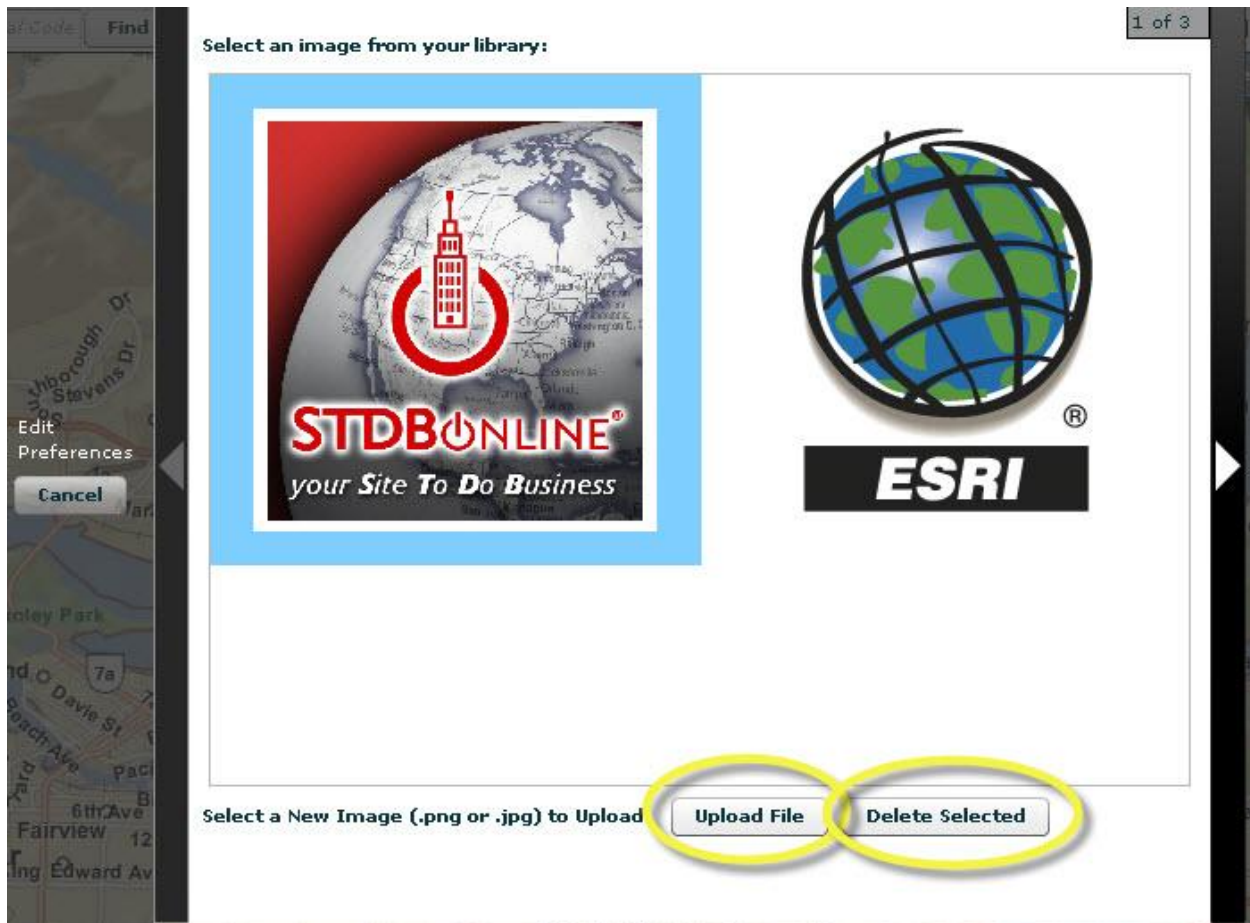
The maximum size limit for logos is 250 x 250 pixels.

Step 1 of 3: Select an image from your library

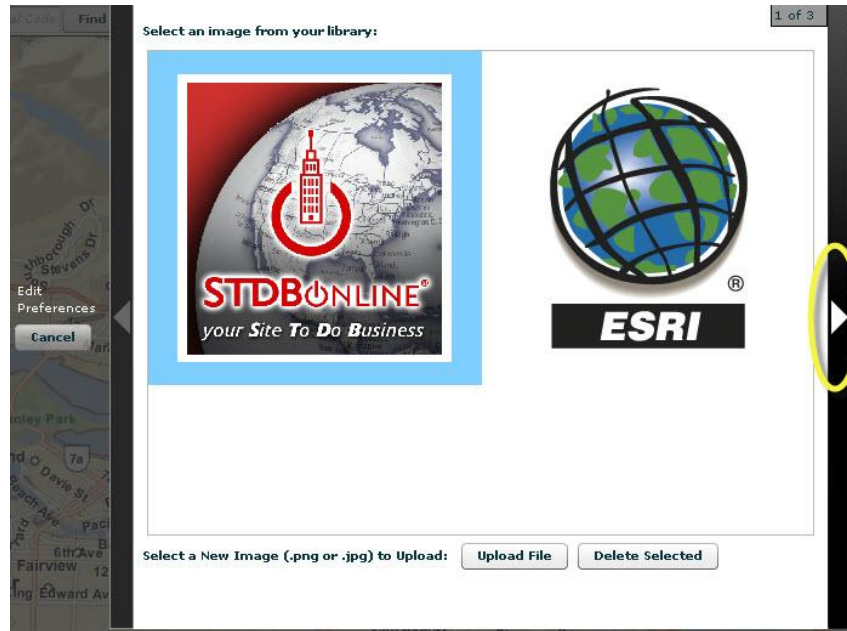
This step allows users to select a default logo to be used on reports that are generated. Users can select an existing logo from their library as their default or upload a new image (.png or .jpg format).

The size dimension limit for report logos is 250 x 250 pixels. An error message will be displayed at the bottom of the screen in red if the limit is exceeded.

To upload a logo, click on the "Browse" button to locate the desired logo. The name of the selected file will be displayed in the navigation box. The next step is to click "Upload". A progress bar is displayed as the file is uploading and a confirmation will appear once the load process has been completed. Users can also delete unwanted logos by highlighting the image and clicking "Delete".

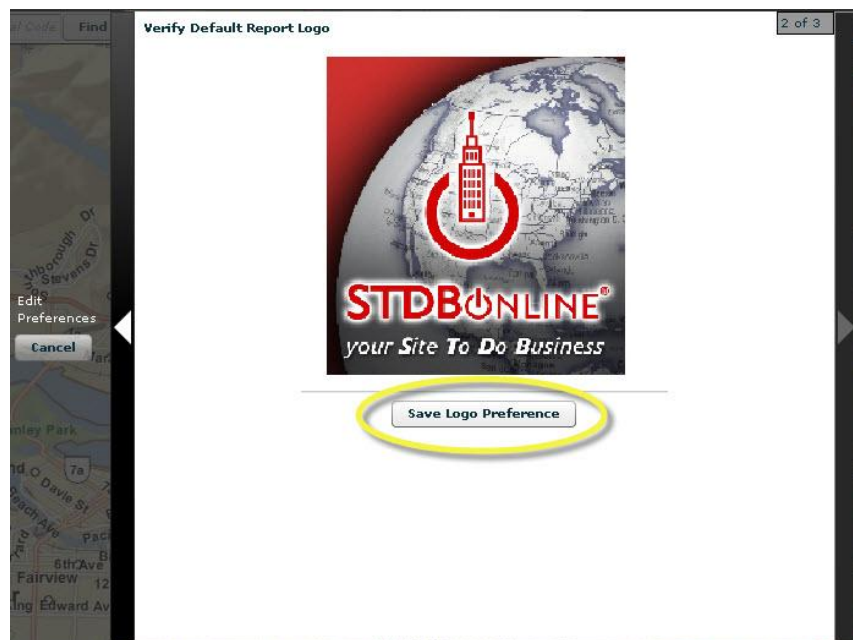


Once the desired default logo is selected, click the arrow to the right of the navigation box to proceed to Step 2.



Step 2 of 3: Verify default report logo

This step prompts the user to verify the selected logo from Step 1. If the desired default logo appears, click "Save Logo Preference", then click the arrow to the right of the navigation box to proceed to Step 3.



Step 3 of 3: Confirmation message

This step confirms the default logo has been saved successfully as a user preference and provides additional workflows the user may be interested in performing.



Report Format

Users have the ability to select their desired default report format (Excel or PDF) as a user preference. Maps are only available in PDF format. Whenever a report order is generated, the user will have the opportunity to override their default format within any workflow that generates a report order.



Step 1 of 2: Select default report format

This step allows users to select their desired default report format. The two formats currently available are Excel or PDF. Once the desired format is selected, click "Apply".

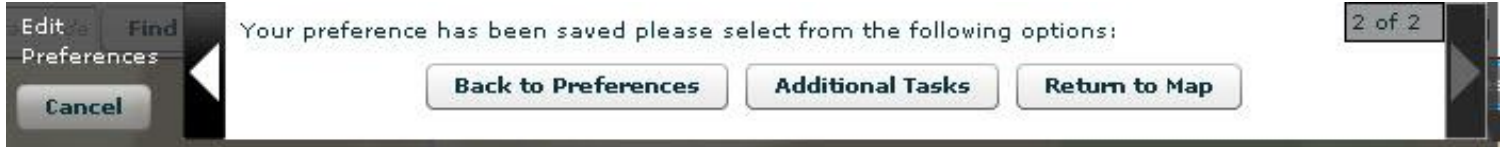


Click the arrow to the right of the navigation box to proceed to Step 2.



Step 2 of 2: Confirmation message

This step confirms the default report format has been saved successfully as a user preference and provides additional workflows the user may be interested in performing.



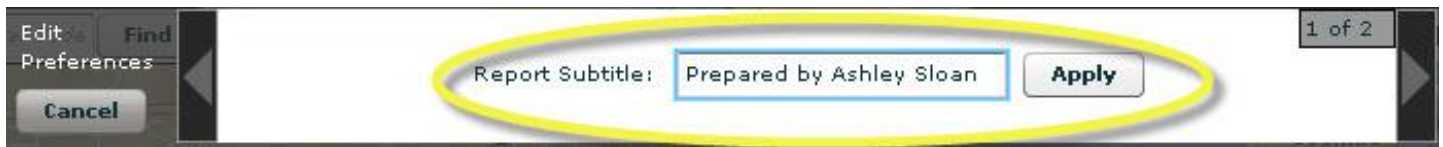
Report Subtitle

Users have the ability to customize the report subtitle that appears on generated reports. The system default is "Prepared by STDBonline" and users are encouraged to save their own subtitle as a user preference. Whenever a report order is generated, the user will have the opportunity to override their default within any workflow that generates a report order.

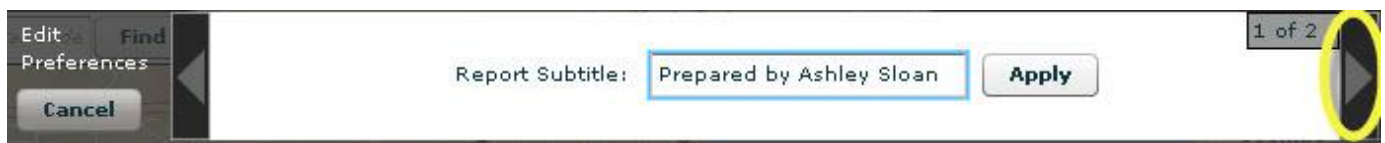


Step 1 of 2: Enter report subtitle

This step allows users to enter their desired default subtitle to be included on reports generated by the system. Once the default report subtitle is entered, click "Apply".

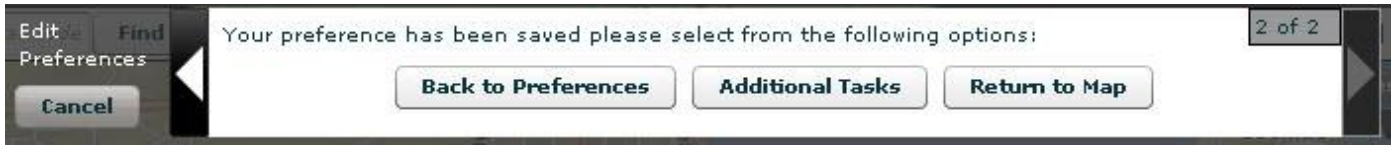


Click the arrow to the right of the navigation box to proceed to Step 2.



Step 2 of 2: Confirmation message

This step confirms the default report subtitle was saved successfully as a user preference and provides additional workflows the user may be interested in performing.



Study Area Type

Users have the ability to select their desired study area type (Rings or Donuts) as a user preference. Whenever a study area is created, the user will have the opportunity to override their default within any workflow that generates a study area.



Step 1 of 2: Select default study area type

This step allows users to select their desired default study area type. The two types currently available as user preferences are Rings and Donuts; Drive-times are also supported as an option within any workflow that generates a study area. Once the default study area type is selected and buffer parameters are set, click "Apply".



Click the arrow to the right of the navigation box to proceed to Step 2.



Step 2 of 2: Confirmation message

This step confirms the default study area type has been saved successfully as a user preference and provides additional workflows the user may be interested in performing.

