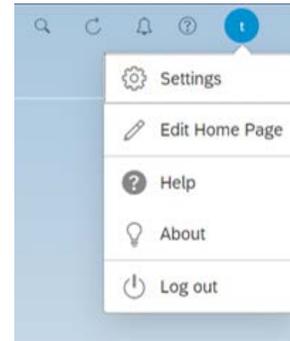


## Setting your Preferences

To change your Preferences so that when you open CROA, it opens to a specific tab/page, set up your Preferences.

1. Click your profile icon in the upper right corner then click the gear icon. A pop-up window will appear and take you to the Settings tab.
2. To change your default settings, uncheck Use Administrator Provided Settings so you can edit the information below to meet your needs.
3. Determine what you want your homepage to be and select what information within that tab you want to display (My Documents, My Favorites, etc.).



**Settings**

User Account  
tbellegue

Account Preferences  
Edit Account Preferences

Application Preferences  
Edit Application Preferences

Appearance  
SAP Belize

Page Preferences | Page Customization | Locale and Time Zone

Use Administrator Provided Settings

Landing Page Preferences

Select Home Page: Default

Column Preferences

Select the columns to display:

View the document:

Within BI Launchpad

In a new browser tab

Set the maximum number of items per page: 50

Save Cancel