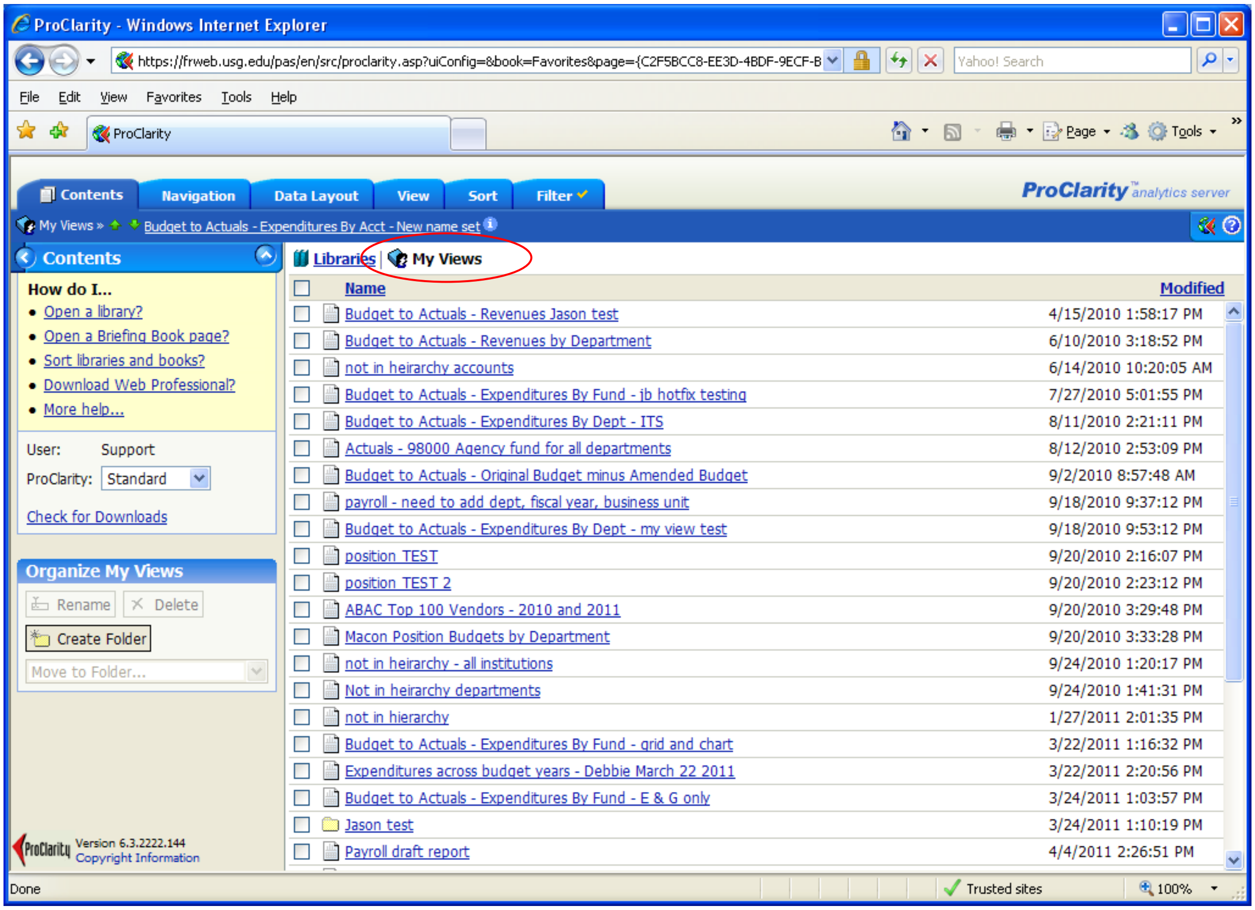
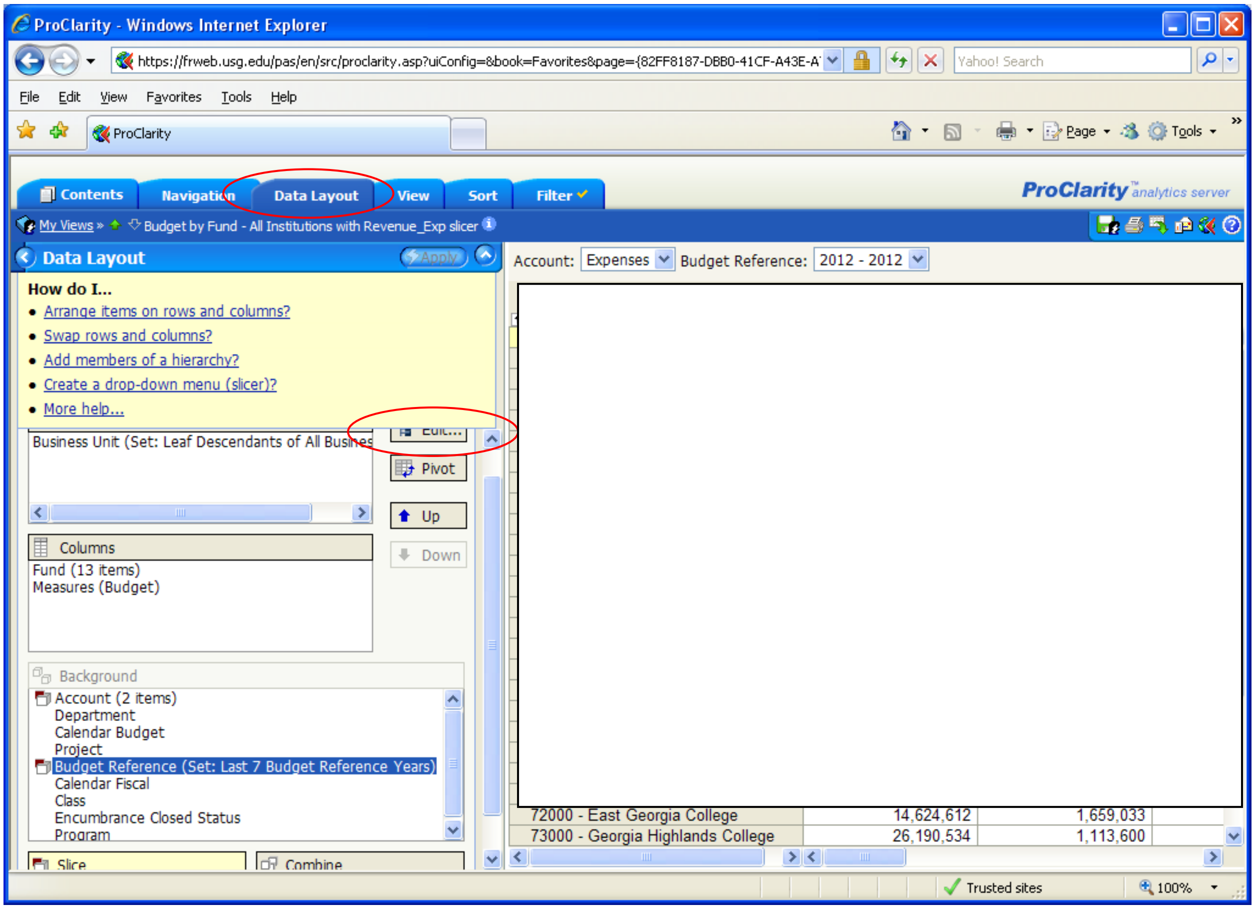
Updating "MY VIEWS" with new Budget Year

For this example, we would like to add budget year 2013 to an existing "My View".

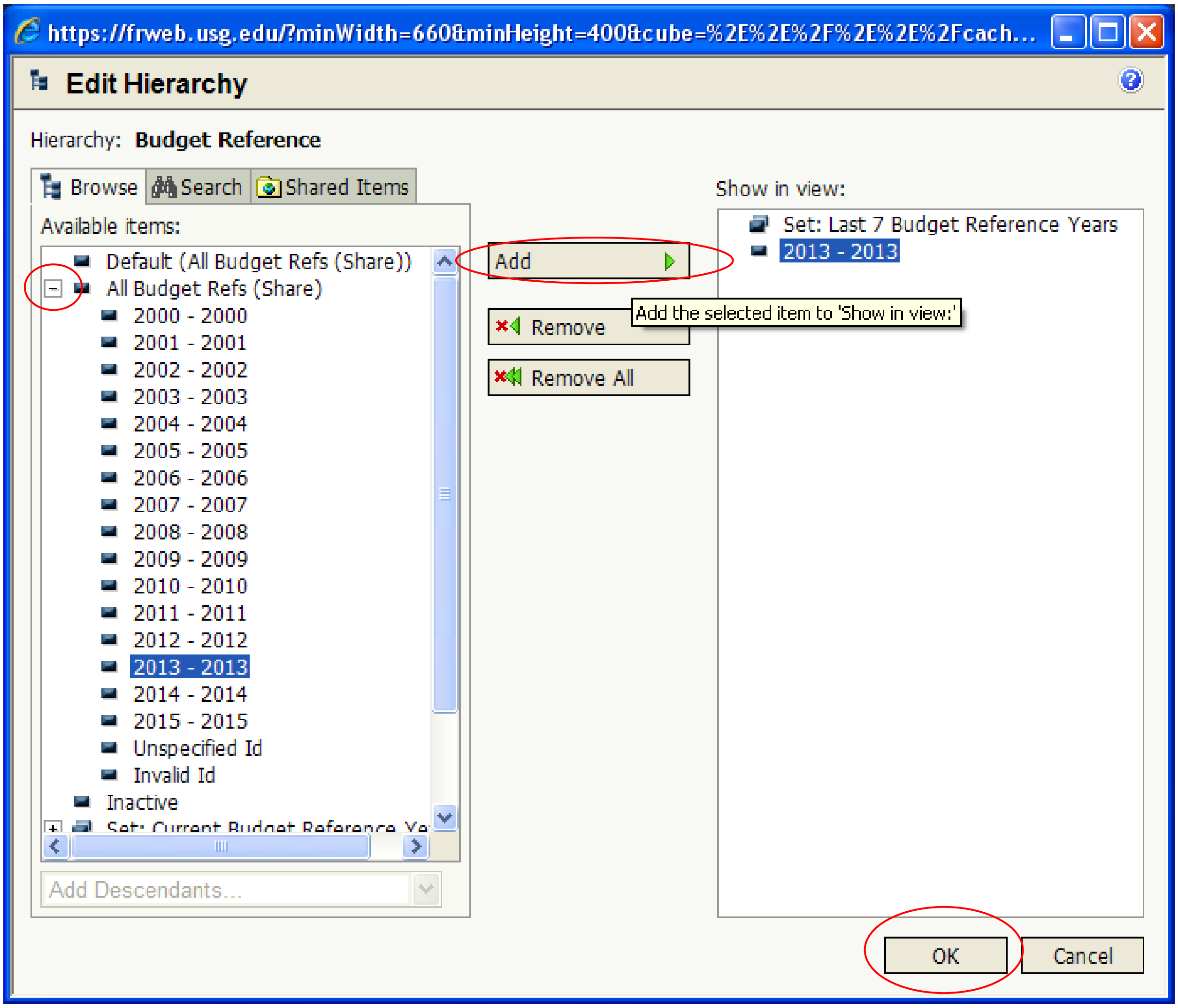
Step 1 – Login to iStrategy (https://frweb.usg.edu) and Select the **My Views** button.



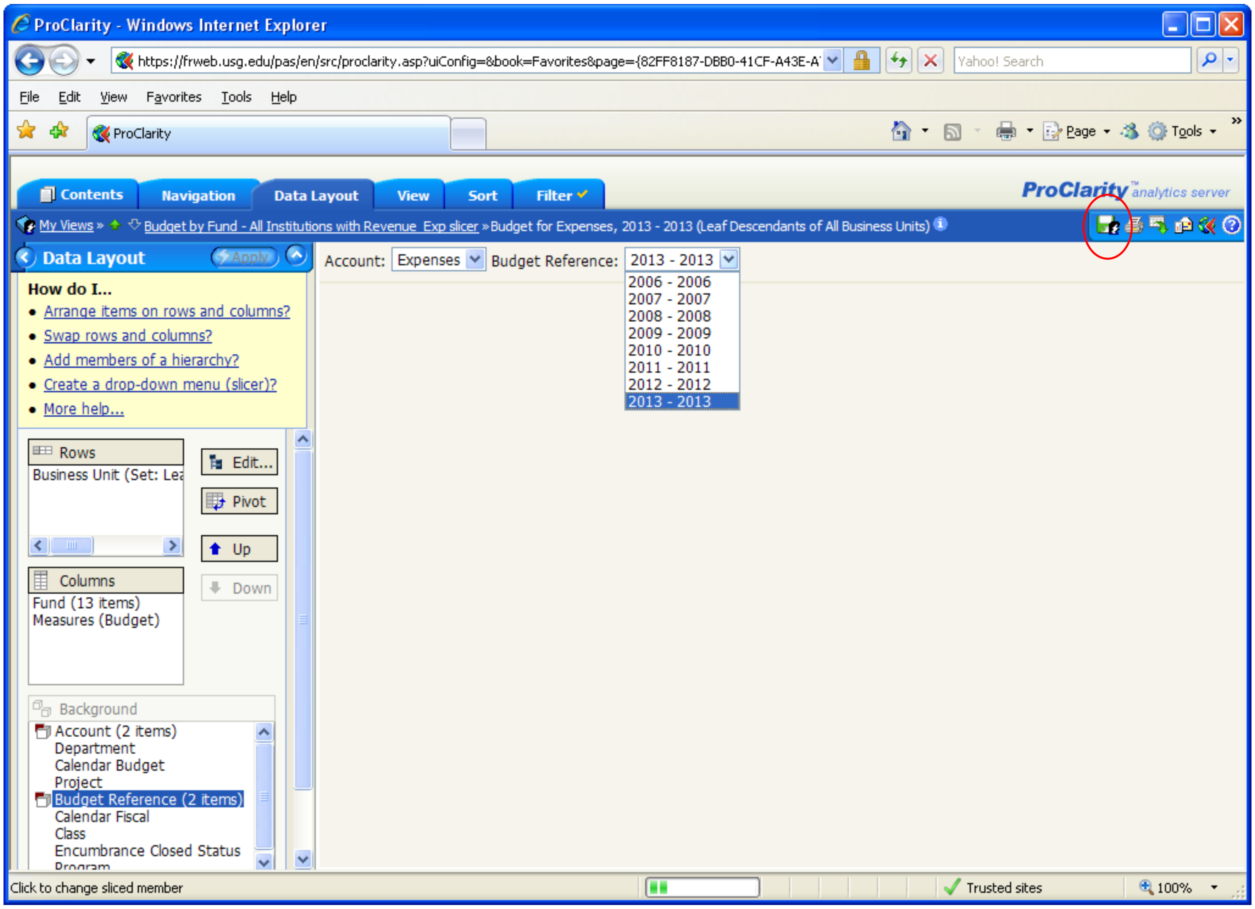
Step 2: Select the **Data Layout** tab. In the **background**, select **budget reference** and click the **edit** button.



Step 3: **Expand** (+) **all budget refs** and select **2013** and then click the **add** button. Your screen should look like the screen below. Click **ok** to continue

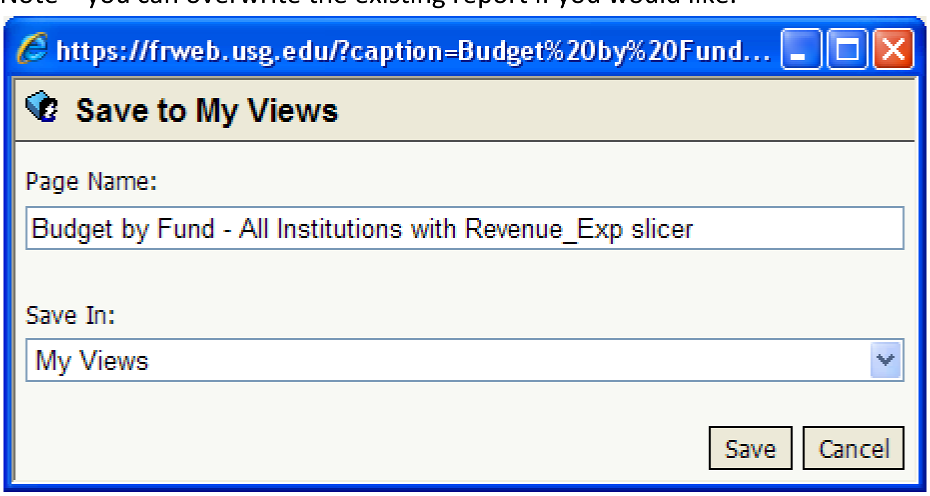


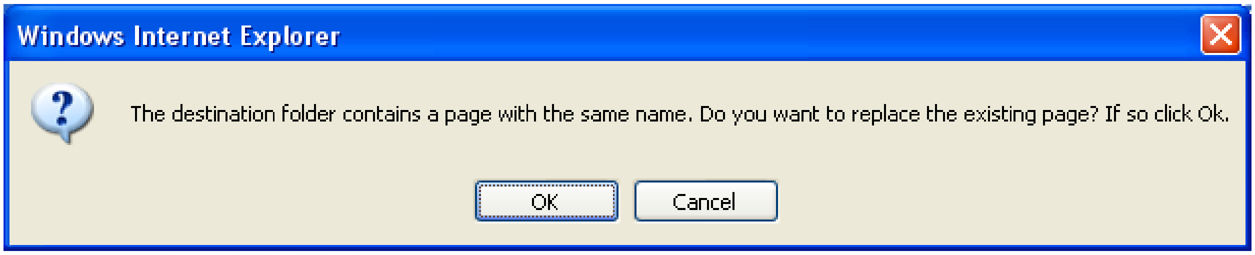
Step 4: When the report displays, select the **budget reference slicer** and select **2013**.



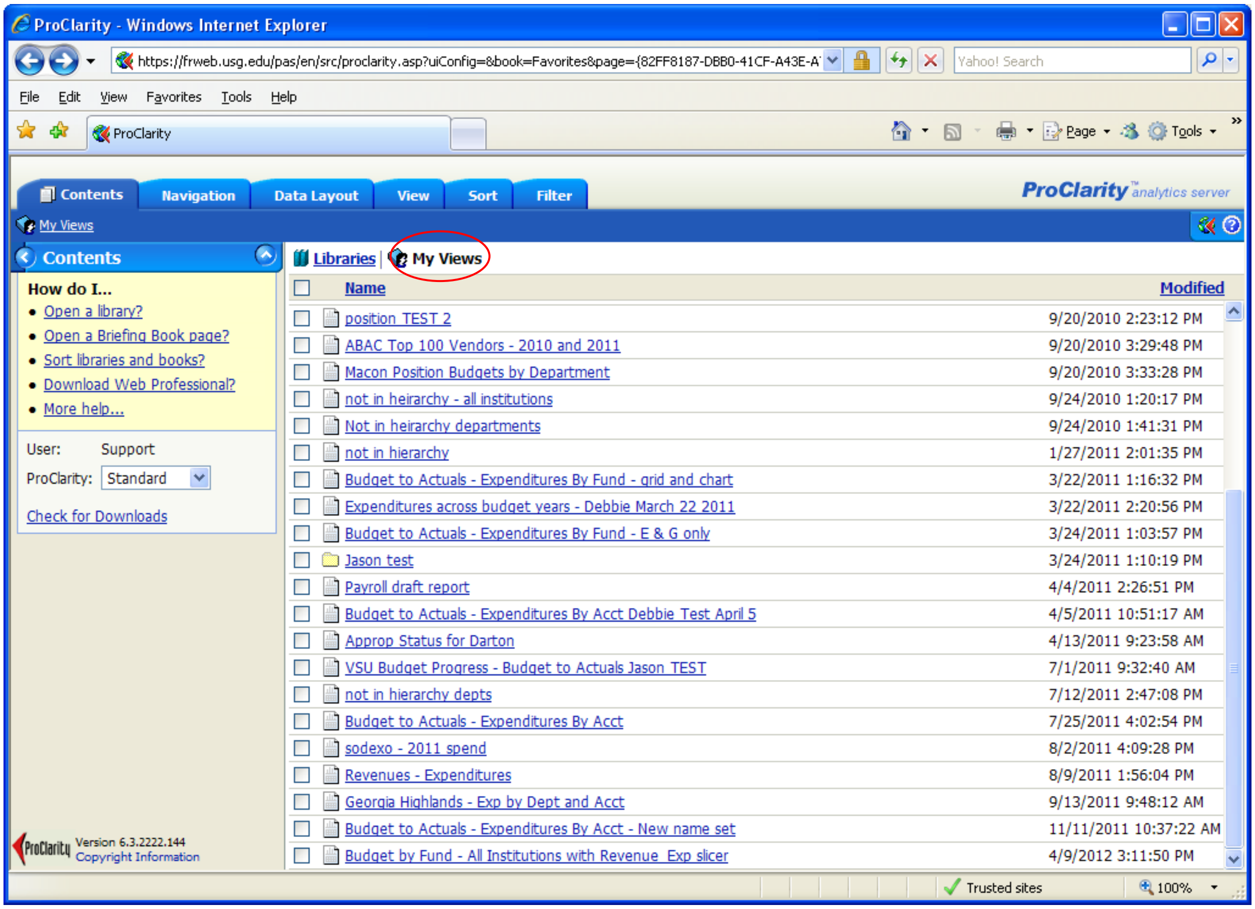
Step 5: Save the report as a new “my view” by selecting the floppy disk icon (circled above).

Note – you can overwrite the existing report if you would like.





The updated report will be saved in your "my views".



Should you need any additional assistance updating iStrategy "My Views" please put in a ticket to the ITS Helpdesk (helpdesk@usg.edu, 706-583-2001). ITS will be happy to assist all users to update their "My Views".