**State of Kansas**

 **How to Personalize a Page to Expand Sections**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 11/24/2015 |
| **Version:** | 1.0 |
| **Last Updated Date:** | 11/24/2015 |
| **Process:**  | To format a page to open with all lines and accounting lines expanded. These screenshots show Requisitions, but these instructions should work on all pages. |
| 1. Click the Expand arrow in the ‘Requisition Lines’ section
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| 1. Click the Expand arrow next to the ‘Accounting Lines’ text
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| 1. Click the ‘Personalize Page’ link in the upper right-hand corner of the screen
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| 1. Check the box next to “Save the state of the expanded/collapsed sections on this page.”
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| 1. Click OK
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