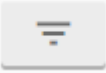
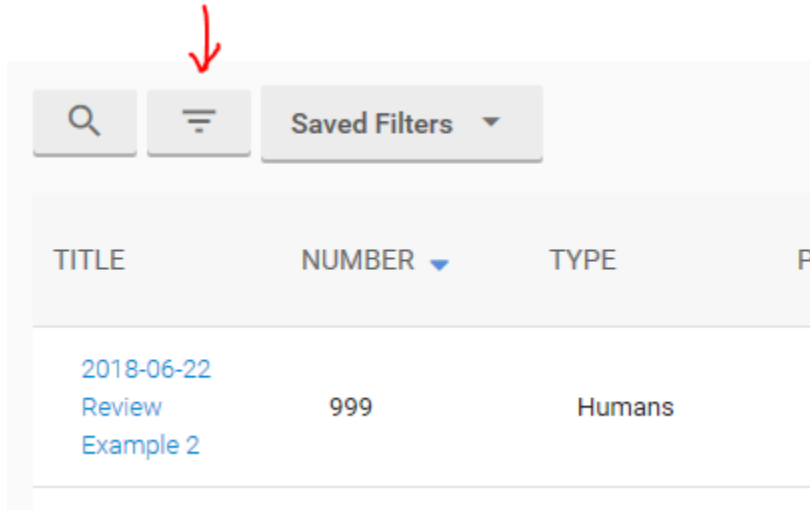


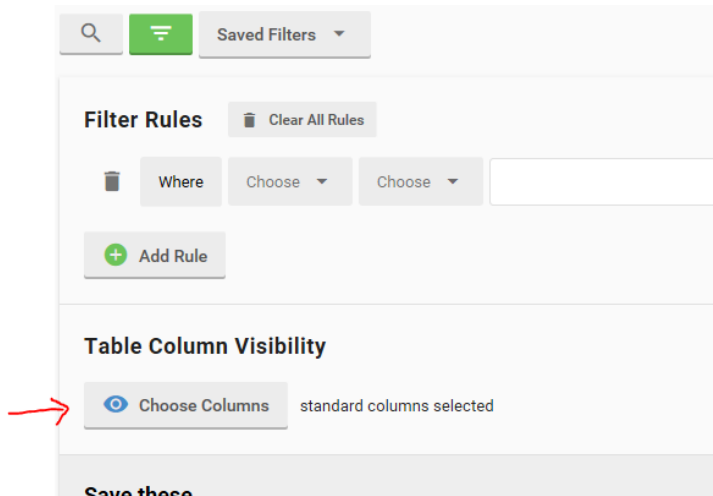
## Setting up your Renewal Filter



The Manage Protocols page will display using default settings. You can modify which columns appear by

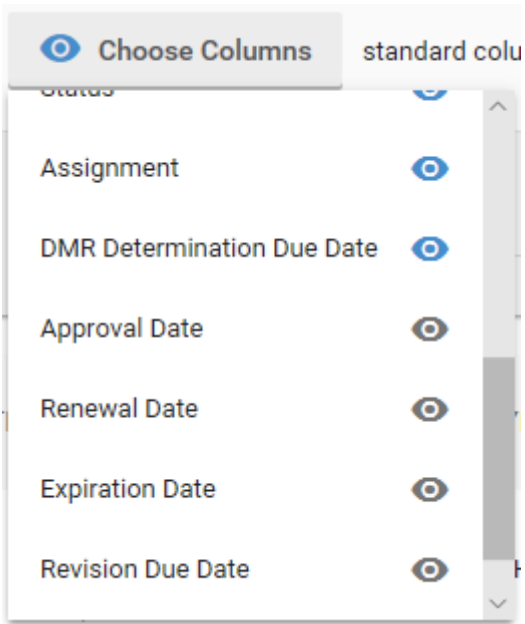
selecting the filter menu. 



With the Filter Menu open, select the  button.



Select an item from the list to hide or display it. A blue eye icon  indicates that the item will be displayed and a grey eye icon  indicates that it will be hidden.

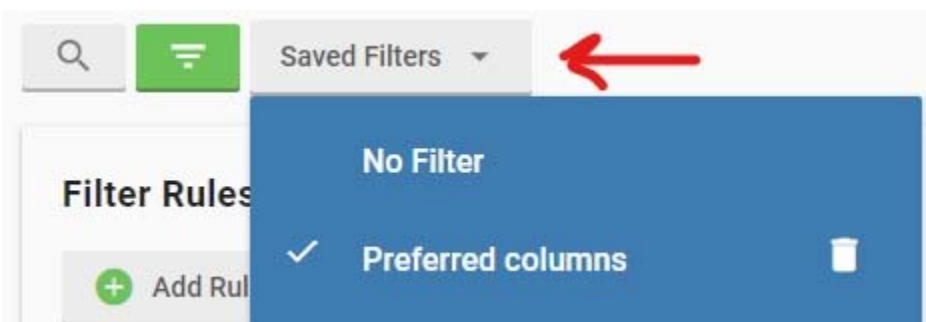


From the default setting, it is recommended you use the fields "Title", "PI" "Number", "Status" and "Renewal Date".

You can apply your chosen setting again by entering a name beside "Save these as:" and selecting "Save." A name such as "Preferred columns" is a suggestions as noted below.



This will put your selection in the "Saved Filters" list.



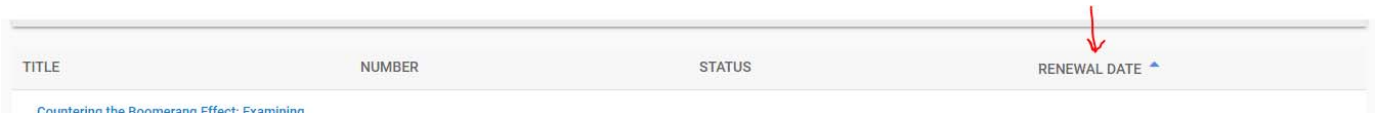
Selecting the Filter Menu button again will close the filter screen but keep the settings you changed.



If you change the columns but don't create a saved filter, you will need to make these changes every time you come to the page. If you save the changes as a filter, the system will apply that filter.

### Sorting by Renewal Date

To sort by date, simply click on the column header "Renewal Date" set up previously.



You can change the sorting by clicking again, and turn off the filter by pressing the header a third time. Please note you may only submit a renewal up to 60 days before the renewal date.

### Resetting the display of a page

To reset your page back to the default, select the "Saved Filters" button.



Next, choose the "No Filter" option.

