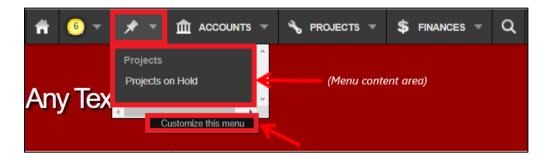
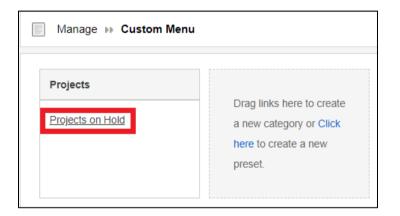
Edit or Delete a Preset

Edit a Preset

1. Open the **Preset Menu** (*thumbtack*) on the **Menu Bar**, and click on "*Customize this menu*" link. The link will appear by hovering inside the menu content area.



2. At the **Custom Menu** page, click on the link of the **Preset** to be edited.



3. Make changes to the filter options, and then click the *"Save Preset"* button. (*The Preset Name was also edited in the example below.*)

 Modify Preset: Pr 	ojects on Hold		
Basic Information		Other Information	
Preset Name:	Obligated Projects on Hold	Category:	Projects •
	This will be the name of the link in your menu.	Results Per Page:	25 -
Listing:	Project -	J	
Filter Options:			
Grant / Applicant	Project	General	Custom
Program	Туре	On Hold	Project Version Status
Grant	Size	Yes No	Has Closeout Request
County	 Obligated 	Deleted	Has Small Project Closeout
 Show More Fill 	Yes No		Show More Filters
			Save Preset Delete Preset Cancel

4. A green check mark **Preset Saved** will appear briefly. The edits have now been saved.

Add Custom Menu Link	÷	Request Additional Access	
Preset Saved 🗲		-	
Summary			
 Manage Basic Information Profile Picture Change Password Custom Menu Received Emails 	>	Projects Obligated Projects on Hold	Drag links here to create a new category or Click here to create a new preset.

Delete a Preset

1. Open the **Preset Menu** (thumbtack) on the **Menu Bar**, and click on **"Customize this menu"** link. The link will appear by hovering inside the menu content area.



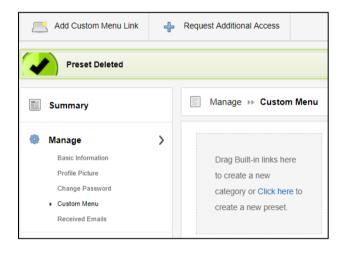
2. At the **Custom Menu** page, click the link of the **Preset** to be deleted.

Manage 🕨 Custom Menu	
Projects Obligated Projects on Hold	Drag links here to create a new category or Click here to create a new preset.

3. Click the **"Delete Preset"** button. A window will display asking **"Are you sure?"** (Are you sure you want to delete this preset?) Click the **"Yes"** button to delete.

Basic Information			Other Information		
Preset Name:	Obligated Project	ts on Hold	Category:	Projects	•
Listing:	This will be the nam	• Are you sure?		ŀ	
Filter Options: Grant / Applicant	F	Are you sure you want to de	elete this preset?	- 1	Custom
Program			Ye	s Cancel	Project Version Status
Grant		G size			Has Closeout Request
County		Obligated	Deleted		Has Small Project Closeout
- Show More F	iltore	💿 Yes 🔘 No			 Show More Filters

4. A green check mark **Preset Deleted** will appear briefly.



5. The preset has been removed from the **Preset Menu** (*thumbtack*), and the **Custom Menu**.

