

Select a Member

Users need to select members for a variety of purposes in Planning: to enter data on a form, run a report, or change user preferences. If you need to change a member for a dimension be aware that you must click the check next to that member, not the member name itself, in order for that item to be selected. Make sure the check is blue and the member is displayed in the tab above before clicking OK.

Select a Member

Organization
 "1300-School of Engineering"

13XX-School of Engineering an...	13YY-SEAS Other Parent
13YY-SEAS Other Parent >	<input checked="" type="checkbox"/> 1300-School of Engineering
BADM-SEAS Budget and Administ... >	<input type="checkbox"/> 1302-Chemical and Biomolecula...

Members can be changed on a form by clicking on the member name or the dimension name at the top of the form.

2. Revenue i

Organization 1300-School of Engineering	Fund 649999-OPERATING GIFT ADJUSTMENT	Program 0000-Not Program Related	CREF 13-0000-UNDEFINED
	FY17	FY17	FY17
	Spring	Working	Working

To select your user variables, which is currently located under the Tools icon, or to run a report, members can select the Member Locator icon next to each dimension box.

A4-YTD Analysis

Organization  Program 
CREF  

Click on Member Selector icon to make changes.