



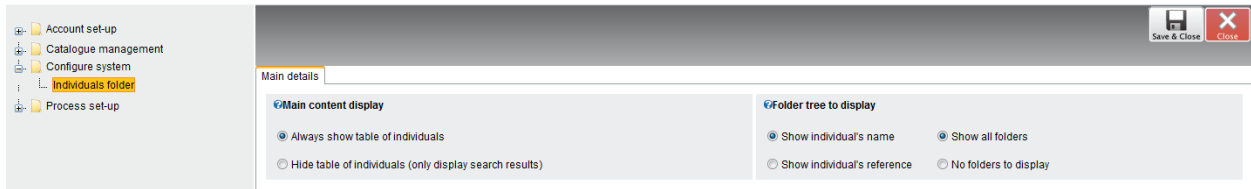
29 A business organisation user's guide to using System Configuration

System Configuration enables a budget manager to organise the layout of an individual's folder.

How to use System Configuration

Simply follow the steps below:

1. Log onto Budget Manager as a Business Organisation user.
2. Navigate to the Administration tab at the bottom left navigation panel.
3. Expand the Configure System folder.
4. Select the Individuals folder sub-category (shown below).
- 5.



The Main details tab displays two main categories:

1. Main content display

- Main content display
- Always show table of individuals
- Hide table of individuals (only display search results)

2. Folder tree to display

- Show individual's name
- Show individual's reference
- Show all folders
- No folders to display

Simply select the options that you require.