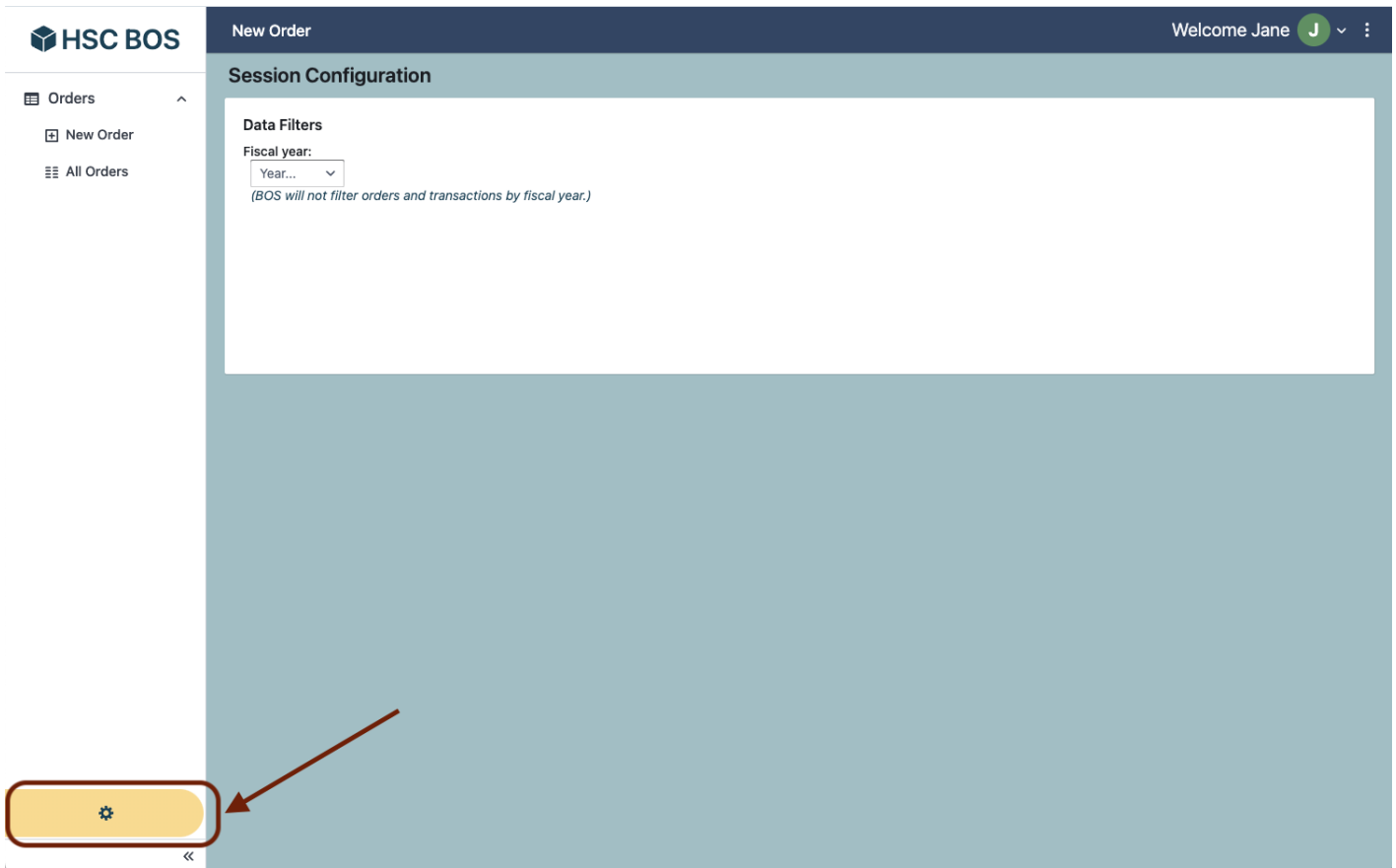


BOS Session Configuration

You can update your BOS session configuration from the **Session Configuration Page** accessed by clicking the **gear icon** on the bottom of the Side Navigation Menu.



The screenshot displays the HSC BOS interface. At the top left is the HSC BOS logo. The main header shows 'New Order' and 'Welcome Jane J'. The left sidebar contains 'Orders' with sub-items 'New Order' and 'All Orders'. The main content area is titled 'Session Configuration' and contains a 'Data Filters' section. Under 'Data Filters', there is a 'Fiscal year:' label and a dropdown menu with 'Year...' selected. Below the dropdown, a note states '(BOS will not filter orders and transactions by fiscal year.)'. A red arrow points to a gear icon in the bottom left corner of the page, which is highlighted with a red box.

Here, you can opt to have BOS filter orders/transactions by fiscal year. Just click the arrow in the Fiscal Year drop down and then select a year.

Session Configuration

Data Filters

Fiscal year:

Year... ▾

- (Filter orders and transactions by fiscal year.)
- 2024
- 2023
- 2022
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016



If a year is selected, the note will be updated and a clear button will become available. This will cause BOS to automatically filter orders and transactions. *This filter does not apply to Reports (accessible by those with permission only).*

Session Configuration

Data Filters

Fiscal year:

2024 Clear

(BOS will filter orders and transactions to fiscal year: 2024)

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