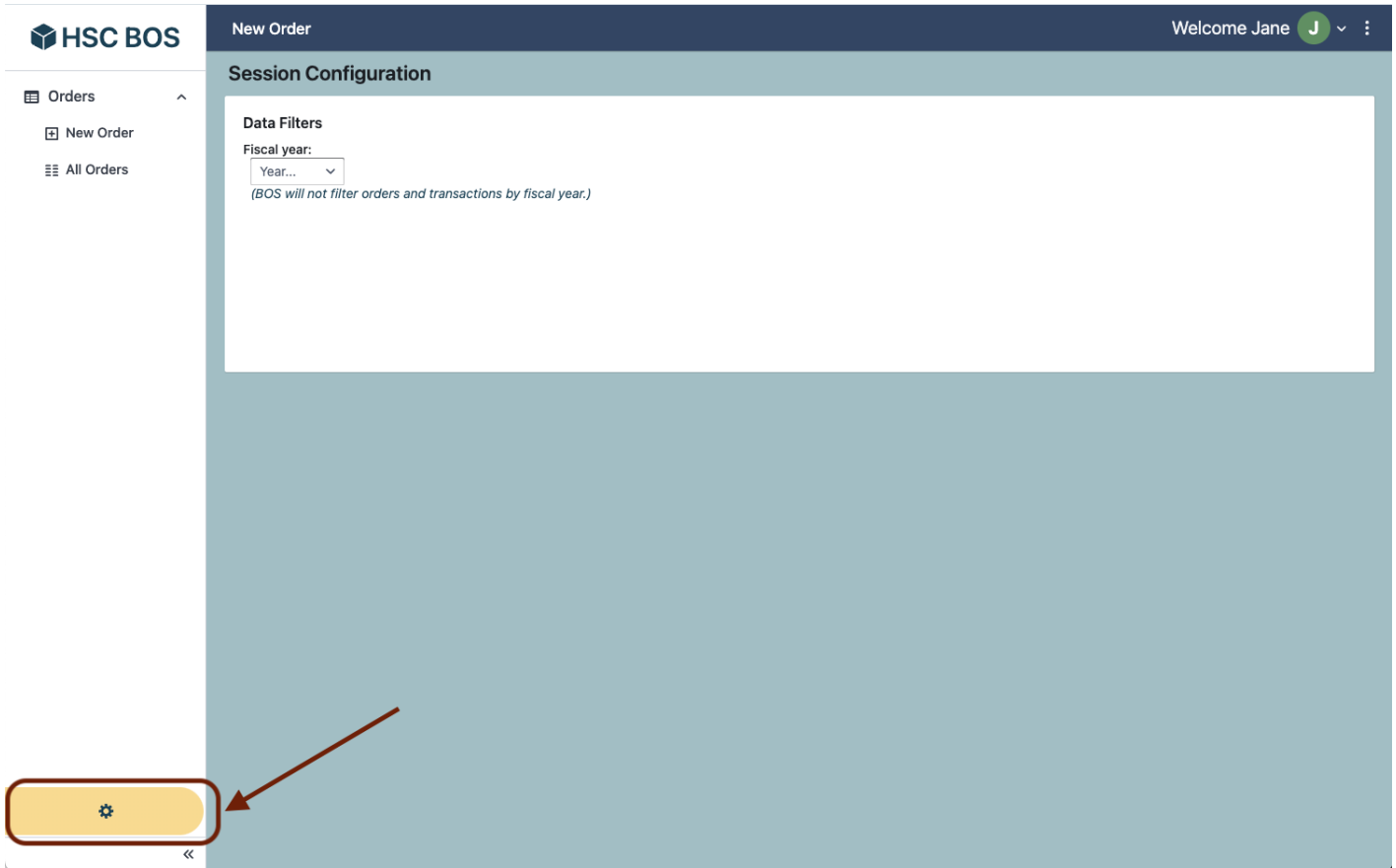


BOS Session Configuration

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.



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... ▾

-

2024

2023

2022

2021

2020

2019

2018

2017

2016

(BOS will filter orders and transactions by fiscal year.)

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)

Revision #5

Created 30 January 2024 17:39:50 by Megan Bowler

Updated 30 January 2024 18:34:57 by Megan Bowler