

Setting Up User Preferences in Hyperion 2.0 Supplemental Job Aid

Date: 08/30/2016

Revision History

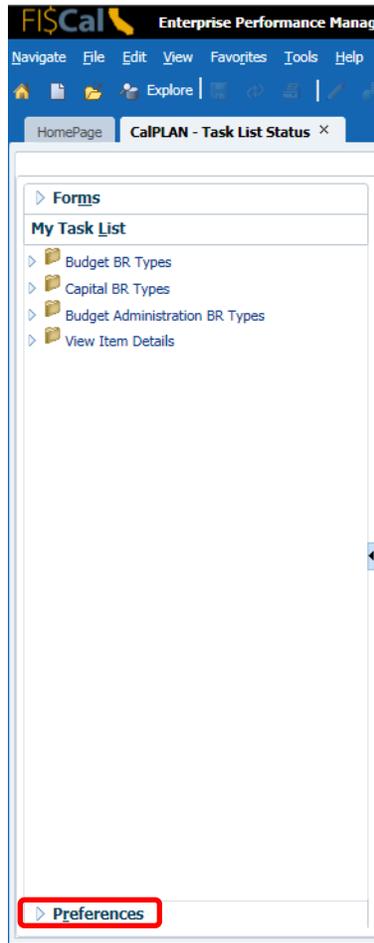
Date	Version	Location	Update Description
08/12/2016	2.0		Updated for Hyperion 2.0 Environment

Target Audience: All FI\$Cal roles with access to the Hyperion Planning Application

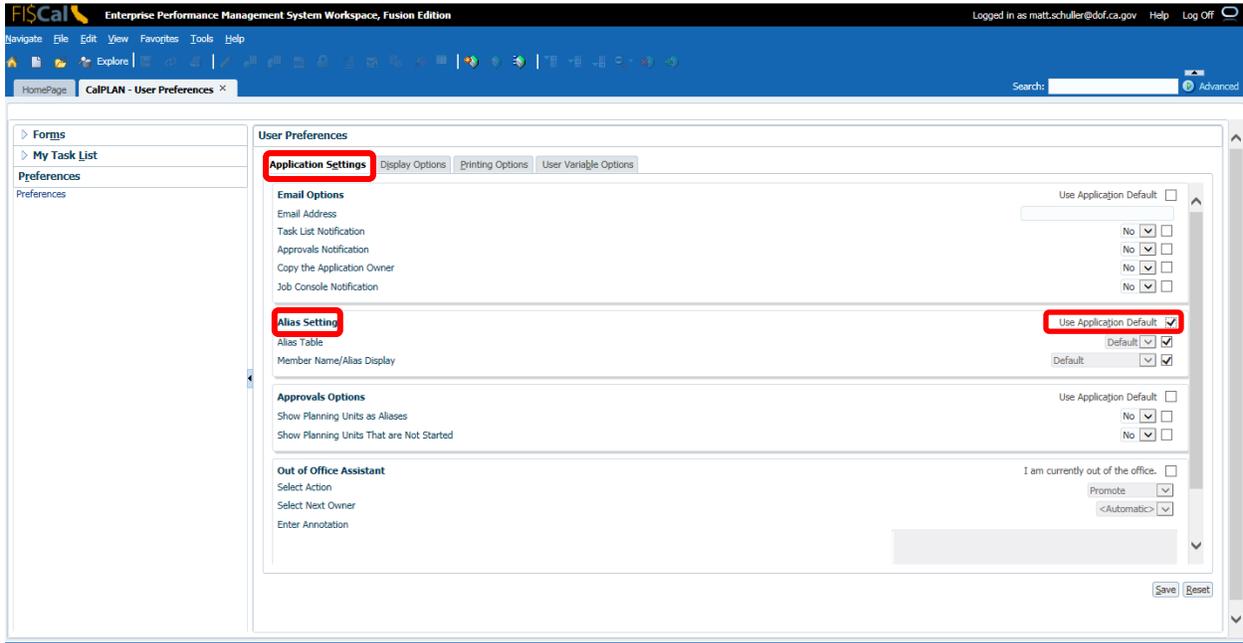
Purpose: This Supplemental Job Aid provides instructions for setting up user preferences and defaults in the Hyperion Planning Application. User preferences will be used throughout the system for display purposes and to provide default values.

Setting Up User Preferences in the Hyperion Planning Application:

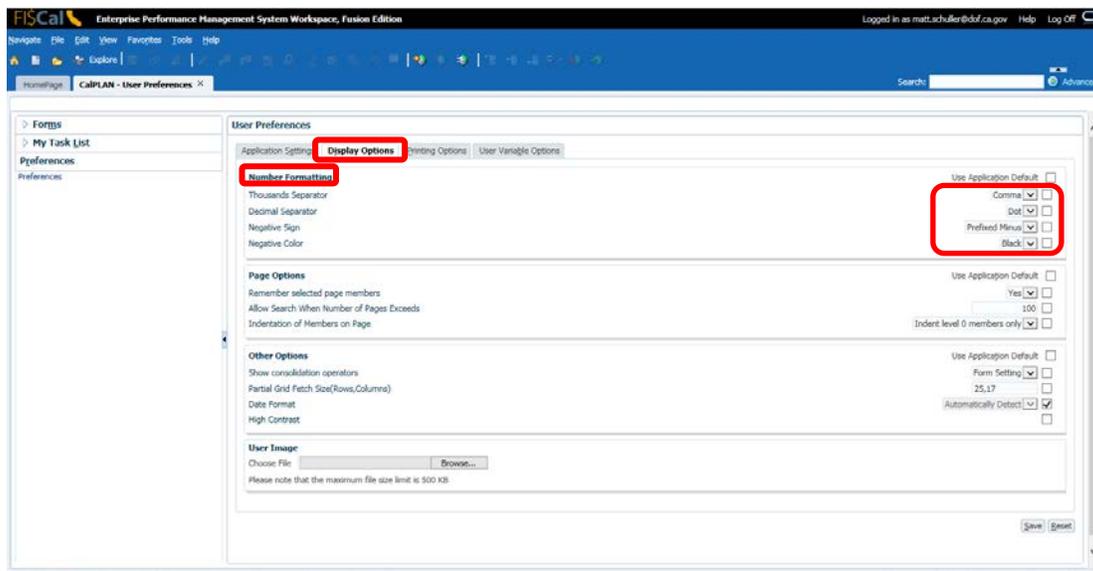
Step 1: Log in to the Hyperion Planning Application and select **Preferences** from the left toolbar.



Step 2: In the **Application Settings** tab, “Alias Setting” section, click the **Use Application Default** checkbox.



Step 3: In the **Display Options** tab, “Number Formatting” section, set the **Thousands Separator** to **Comma** and **Decimal Separator** to **Dot**. Maintain **Negative Sign** default of **Prefixed Minus** and **Negative Color** default of **Black**. Do not put a check in the check boxes next to these drop downs.



You have successfully set up user preferences in the Hyperion Planning Application.