Configuring My ENPS
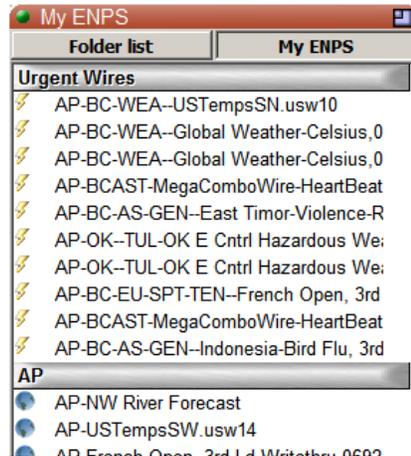
On the ENPS Desktop click the green rover at the bottom of the screen and select **My ENPS Configuration**.

Wires

Select the wires that you want to be included in My ENPS by selecting the checkbox in the *Enabled* column.

By default, the most recent incoming wire stories will be at the top of the List Window.

ENPS Content

On this tab you can create My ENPS sections consisting of several types of ENPS content located on any server and in any folder or sub-folder at your station or any other station you can access. To create a category, click the *New* button at the bottom left corner of the screen. Type a descriptive name in the *My ENPS Section* column. This will be the section header when My ENPS displays in your list window.

Next, choose the Server Group, Server name, and Folder (Program) name from the respective columns. You will select from the dropdown list in each box. The Server Group is typically your geographic location; the Server name is typically your station call letters followed by `ENPS01`. Most users will skip the "subfolder" column.

Most users can leave the Subfolder column blank. Now, click in the Type column. That will show the drop-down menu you will use to select the type of object you are looking to display. To display a certain type of information, select its *Enabled* checkbox. (Note: If you select assignment items it will display items that are assigned to you.)

Searches

The third tab allows you to include Forward Searches or saved Searches in your my ENPS categories. To display a certain type of information, select its *Enabled* checkbox.

For Searches or forward searches to appear as choices in the dropdown list, you must have already created and named your search. Refer to the *ENPS Basic User's Guide* for more information. Because users may include complex searches (which may include material on remote servers), some My ENPS searches may take a while to complete. My ENPS is designed to display categories as they become available, so you will see the material arrive as it is found. If you need to abort the process for any reason press ESC button to stop the search.

List Configuration

On the fourth tab you can configure how data is displayed in My ENPS. Set the maximum number of items that will be displayed in a category by double-clicking on the *Max. Items* column for the entry you want to change, then typing in the new number. The maximum value you can set for any category is 99.

 To change the order in which information appears, select one or more section names, then click the up and down arrows in the lower left-hand corner of the window to move the position higher or lower.

Click *Ok* to save your changes.