

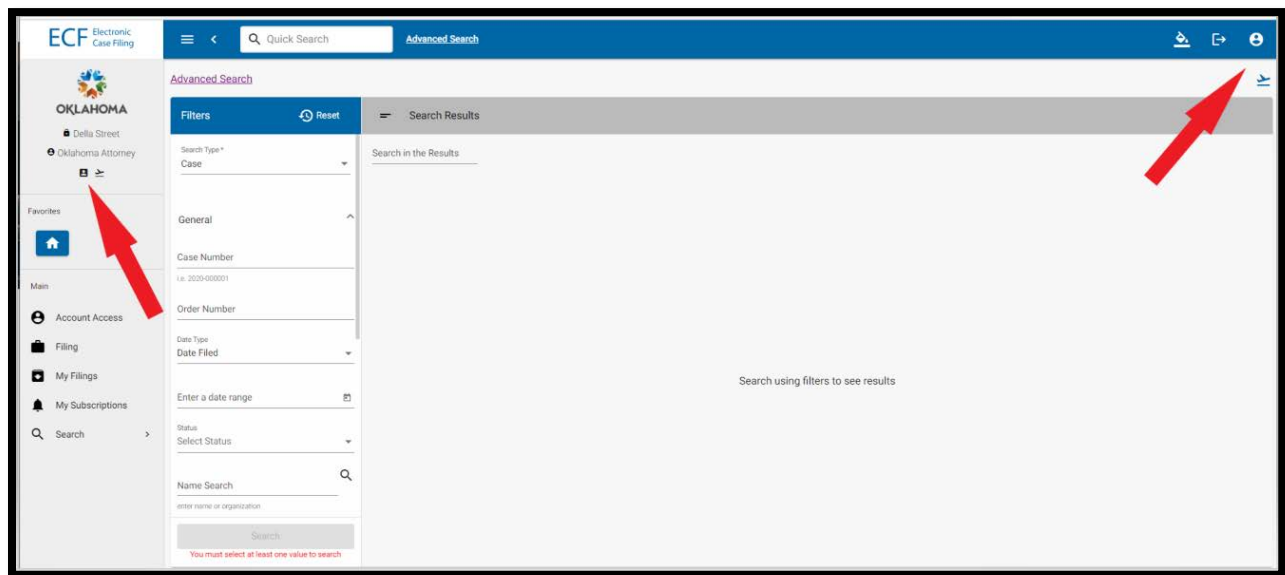
Setting User Preferences allows for customization of the ECF System. It is not necessary to set User Preferences. However, doing so will help you more quickly navigate to screens most relevant to your work.


All default settings selected as User Preferences can be changed, as needed, when using the applicable system screens.

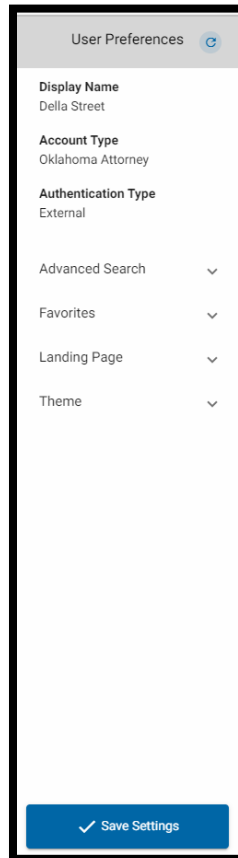
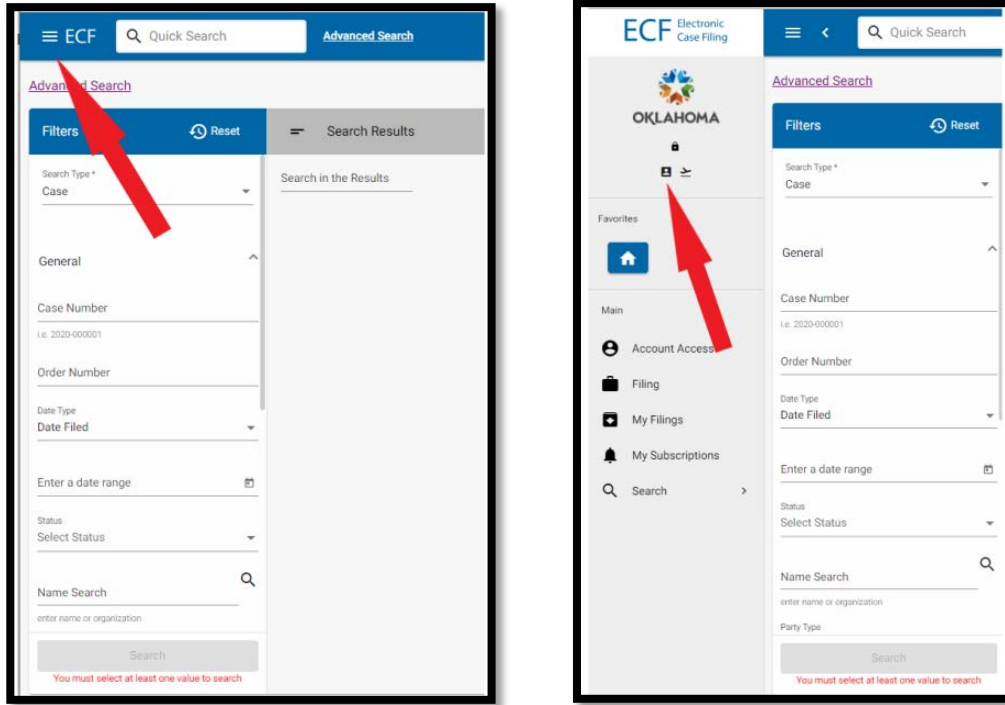
To set your default User Preferences for:


- Advanced Search Type;
- Attributes [search filters];
- Favorites [display icons];
- Landing Page; and
- Visual Theme [light or dark]

click on the User Profile Settings [head & shoulders] icon near the top of the left vertical ECF Menu or upper right of the main title bar:



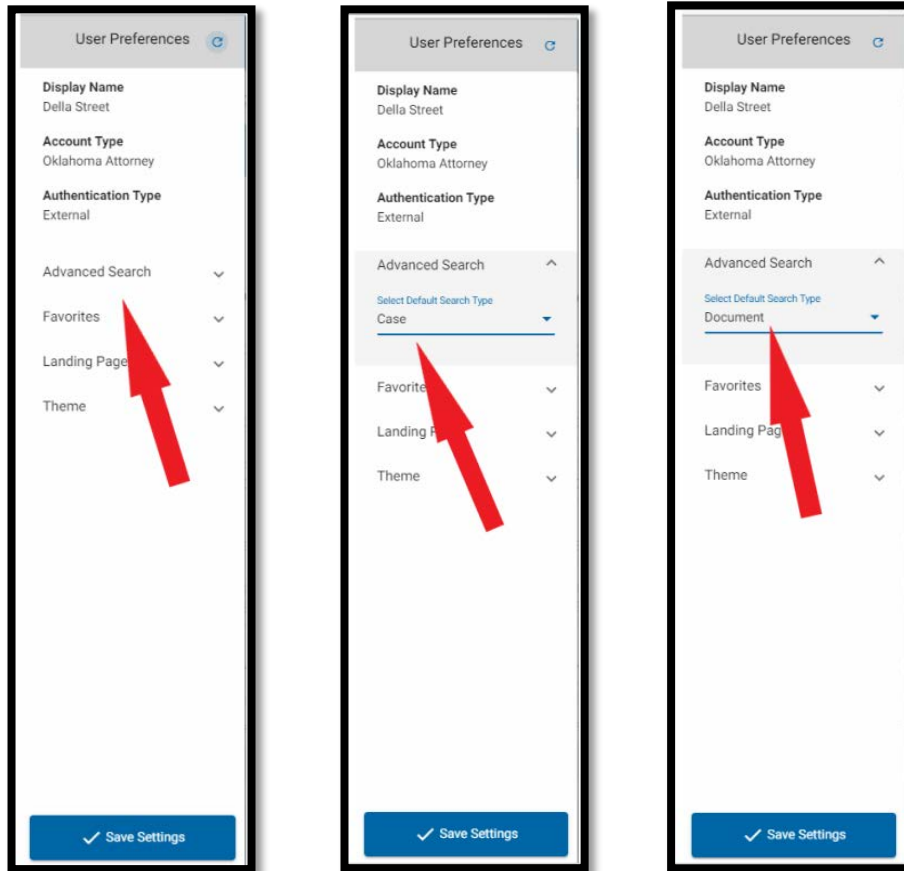
If the left vertical ECF Menu pane is not showing, use the “hamburger”  icon at the top left of the horizontal menu bar to open the ECF Menu pane:



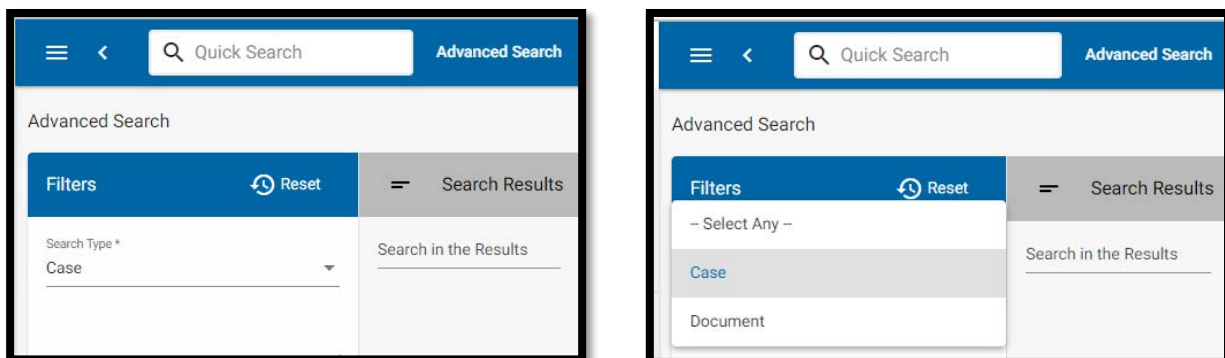
After making or changing any User Preferences, click on Save Settings () at the bottom of the User Preferences Menu to save your selections.

Advanced Search Type:

The “Advanced Search” User Preference filter allows you to choose a default search type when using the Advanced Search screen -- Case Search or Document Search:



NOTE: If Advanced Search Type is not chosen as a User Preference, Case Search will be the default Advanced Search Type. When searching for documents, “Document” will need to be selected again each time the Reset button is used to clear Advanced Search filters:

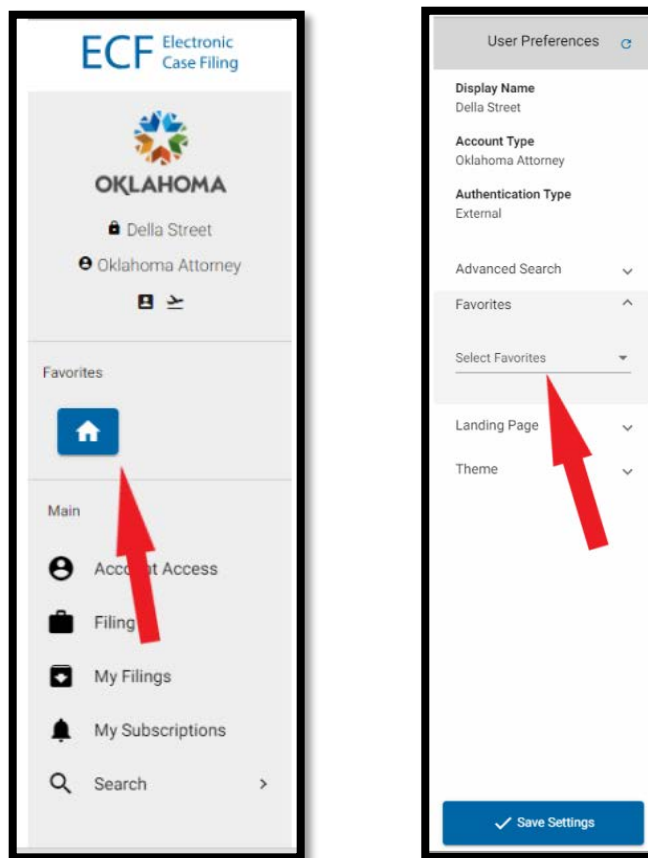


If Document Search is selected as the default Search Type, the search type can be changed to “Case” from the Advanced Search screen.

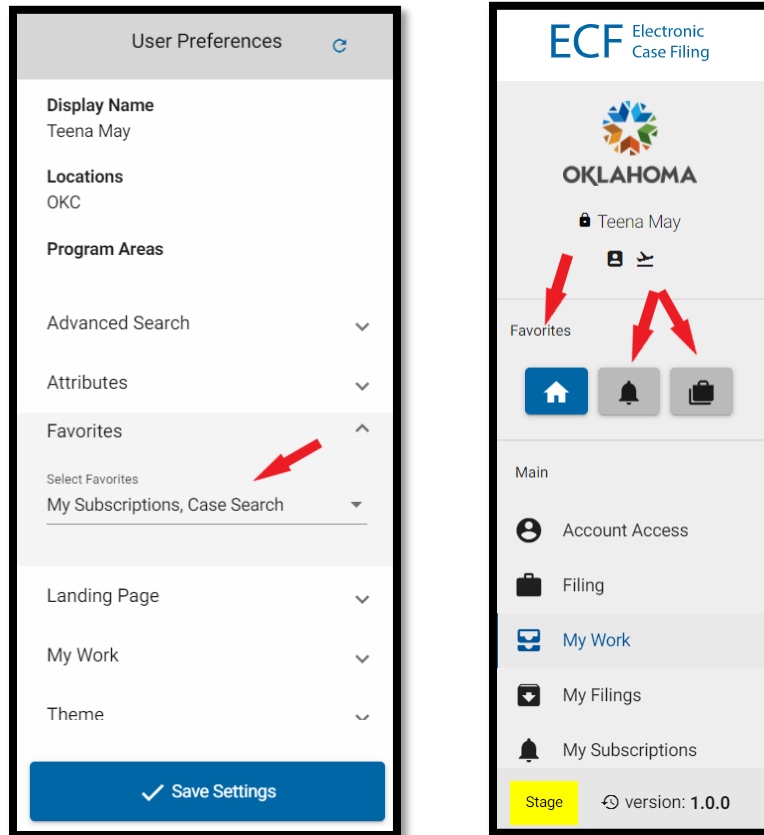
However, the system will default back to Document each time the Reset button is used to clear search filters.

Favorites:

The “Favorites” User Preference Filter allows for adding quick navigation icons in the **Favorites** area of the left navigation pane.



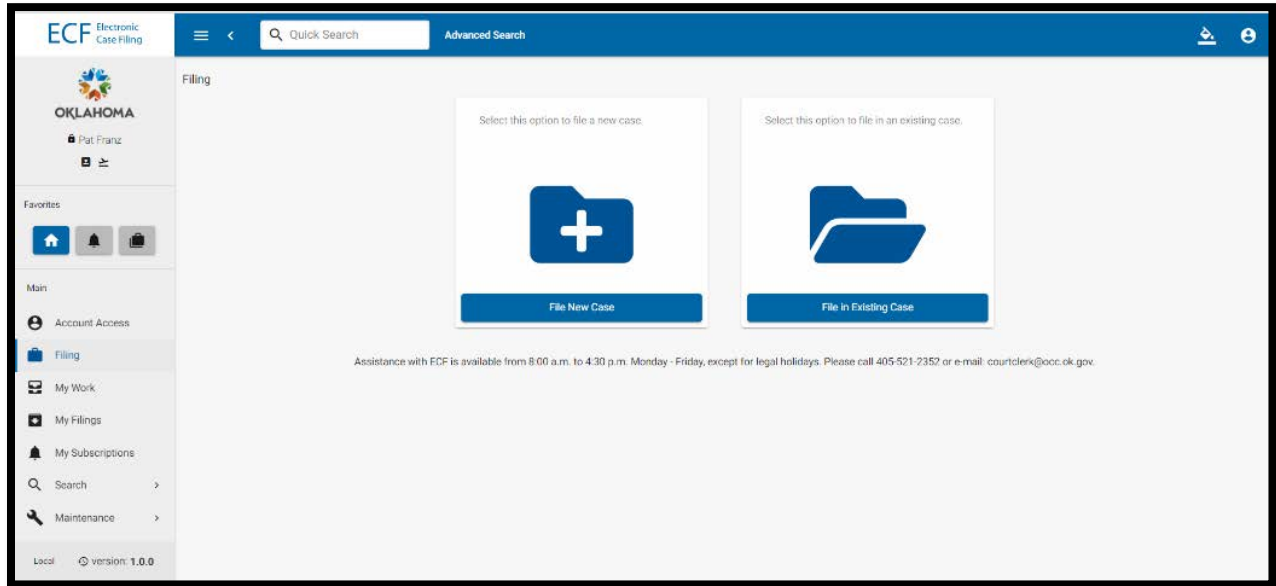
For example, selecting My Subscriptions and Case Search as Favorites adds two additional navigational icons to the Favorites section of the left menu pane:



Landing Page:

The default “Landing Page” is Advanced Search. The Landing Page User Preference Filter allows for choosing a different ECF System screen to open first when logging into the system.

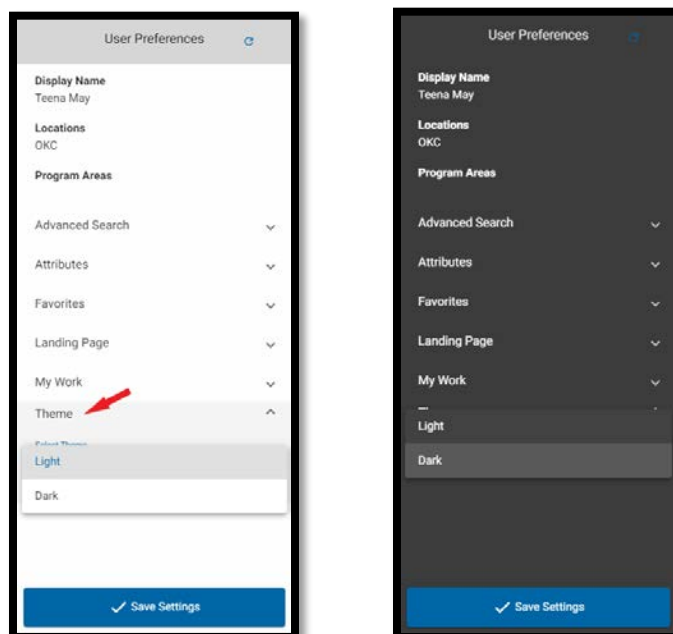
For example, you can go directly to the Filing screen each time you log in by choosing Case Filing under the Landing Page:




Clicking the Home icon in the Favorites section of the vertical ECF Menu will take you to either the default Landing Page (Advanced Search) or to another Landing Page you have selected in User Preferences.

Theme:

The “Theme” User Preference Filter allows you to select as a default a “light” visual theme, with a white background, or a “dark” visual theme with a black background:



NOTE: You must click Save Settings before seeing a change in the visual theme.

To toggle back and forth between a light theme and a dark theme without changing default User Preferences, click on the paint can icon () in the upper right of the horizontal Menu Bar.

