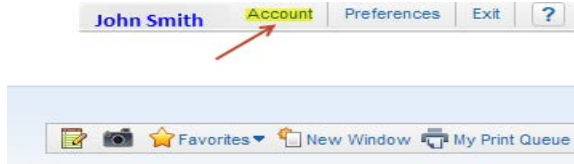


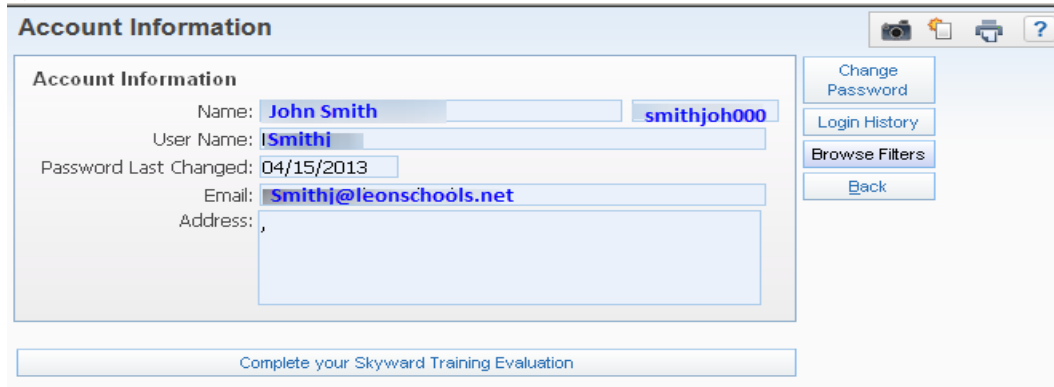
To fix the filter, time out issue, please complete the following steps:

1) Log into the Skyward WEB system.

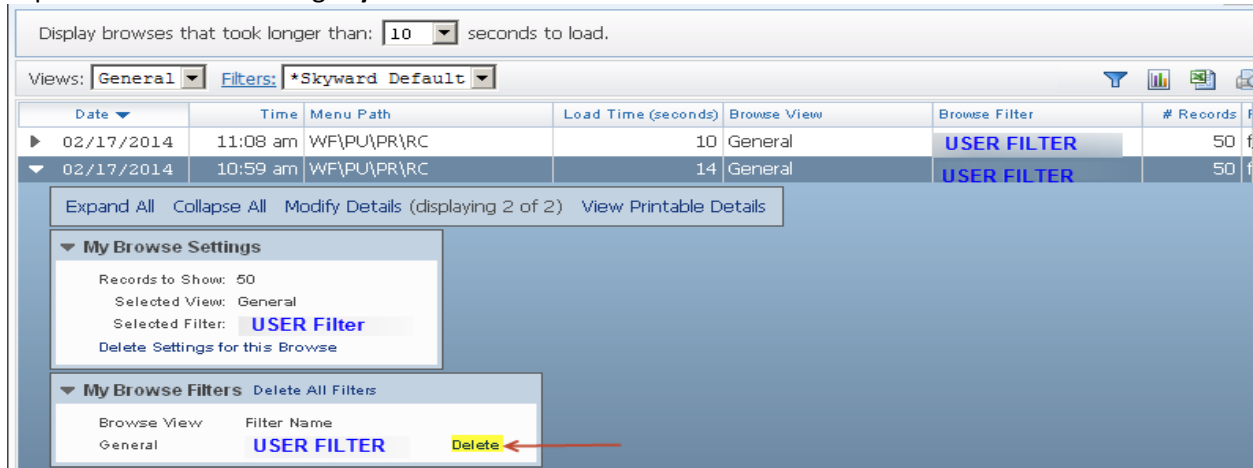
2) Click on the '**Account**' Link next to their name in the *upper right hand corner* of the screen.



3) Click on **Browse Filters** button



4) The browse lists Slow Loading Browse Filters. Select the PO or Requisition receiving Menu Path and expand the details showing **My Browse Filters**. This will list all the user defined Browse Filters.



5) Select the **Delete** link at the end of the filter that is causing the issue. Then back out of all the Slow Loading Browse Filters and Account Information screens.

6) Return to the SCREEN you were having problems with the filter. Be sure **Views** is set to **General** and **Filters: *Skyward Default**. It should now be running from the *Skyward default filter.