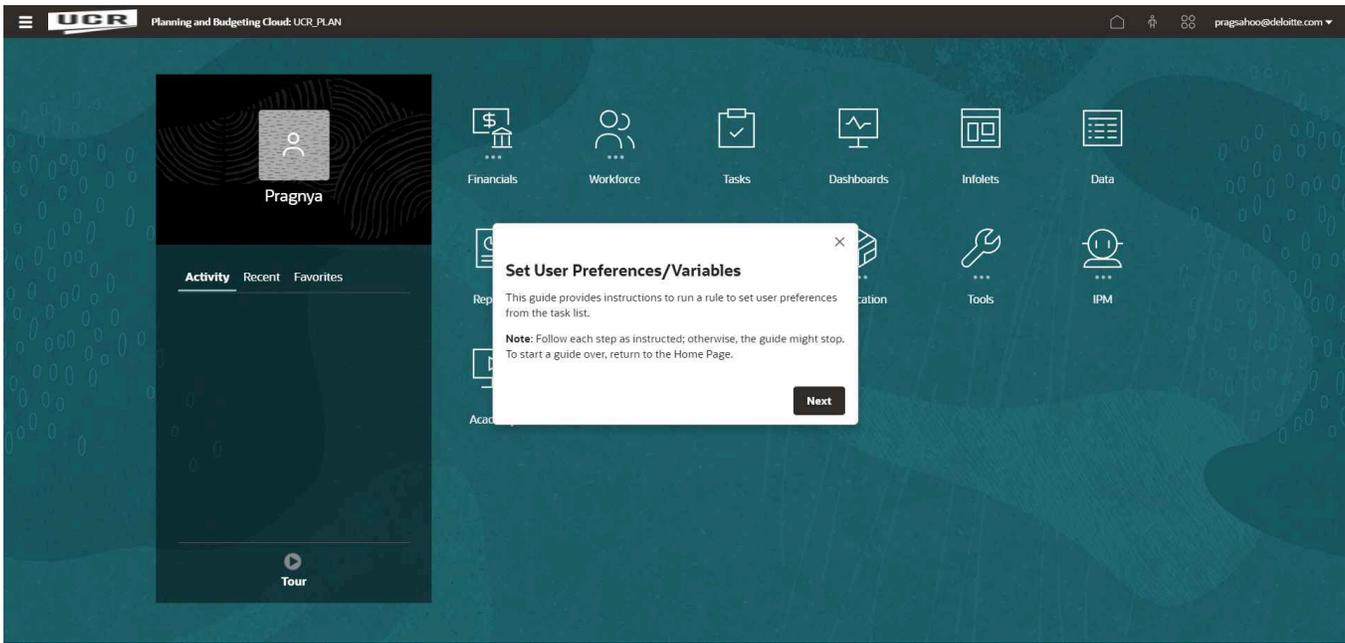


Step 1

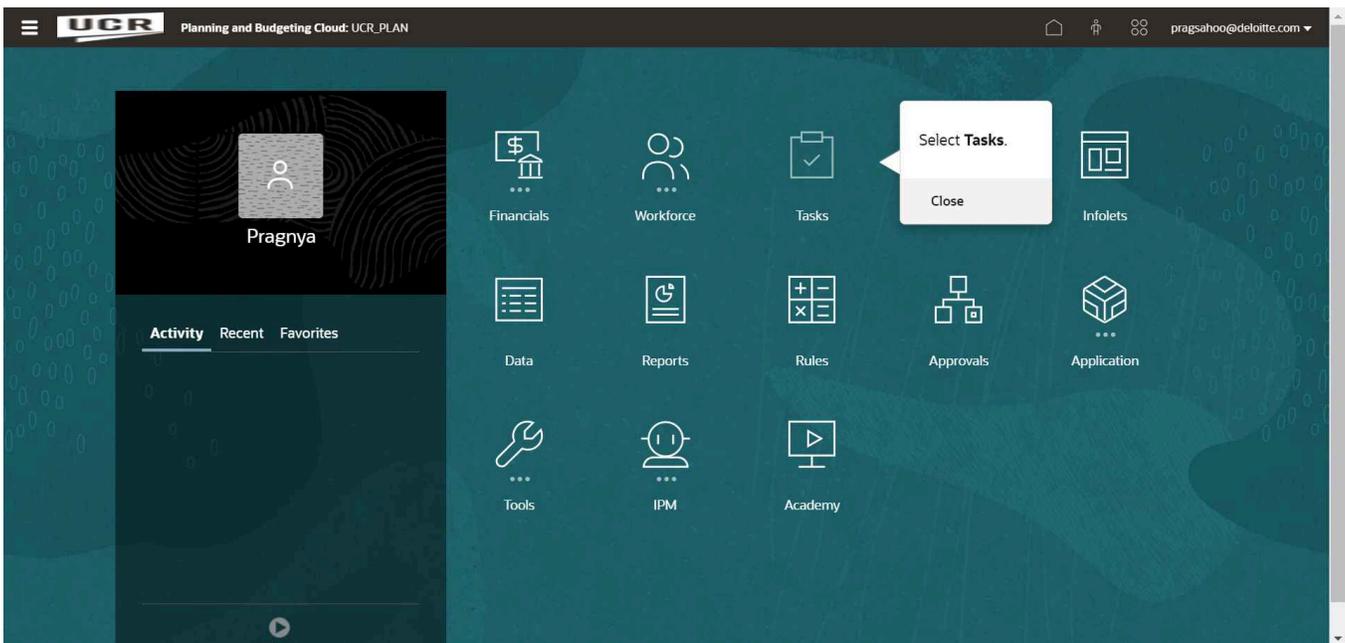


One-Time Set User Preferences

This guide provides instructions to run a rule to set user preferences from the task list.

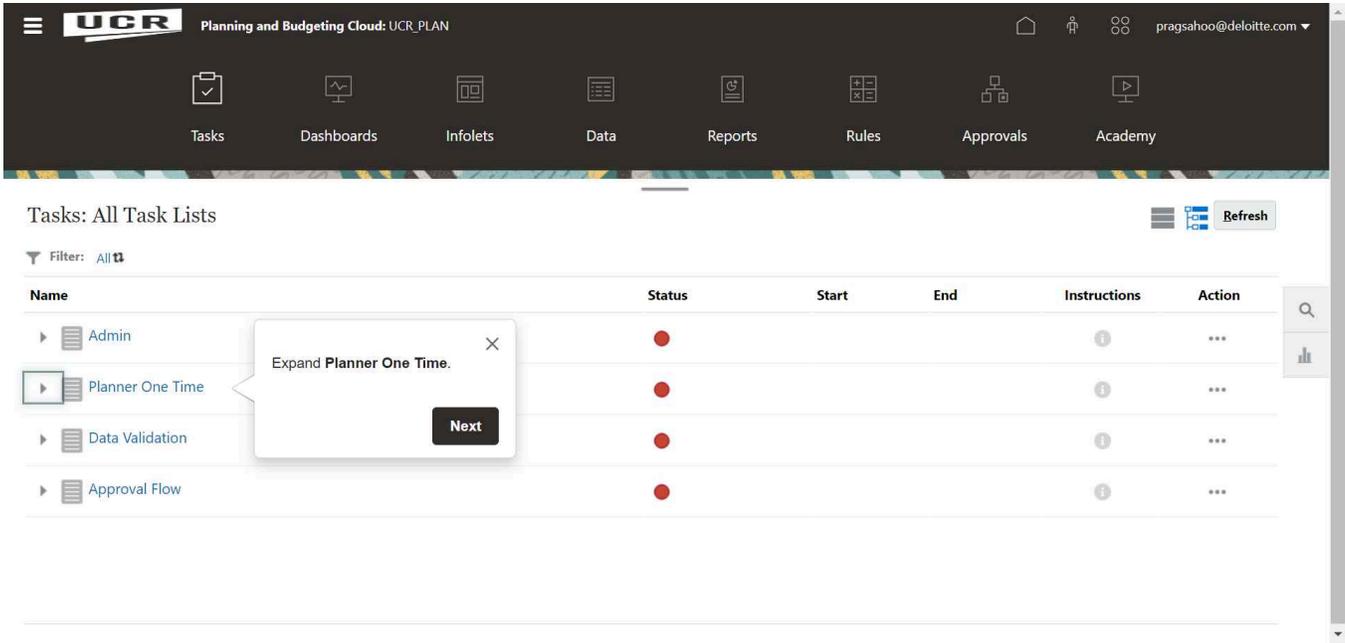
Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2



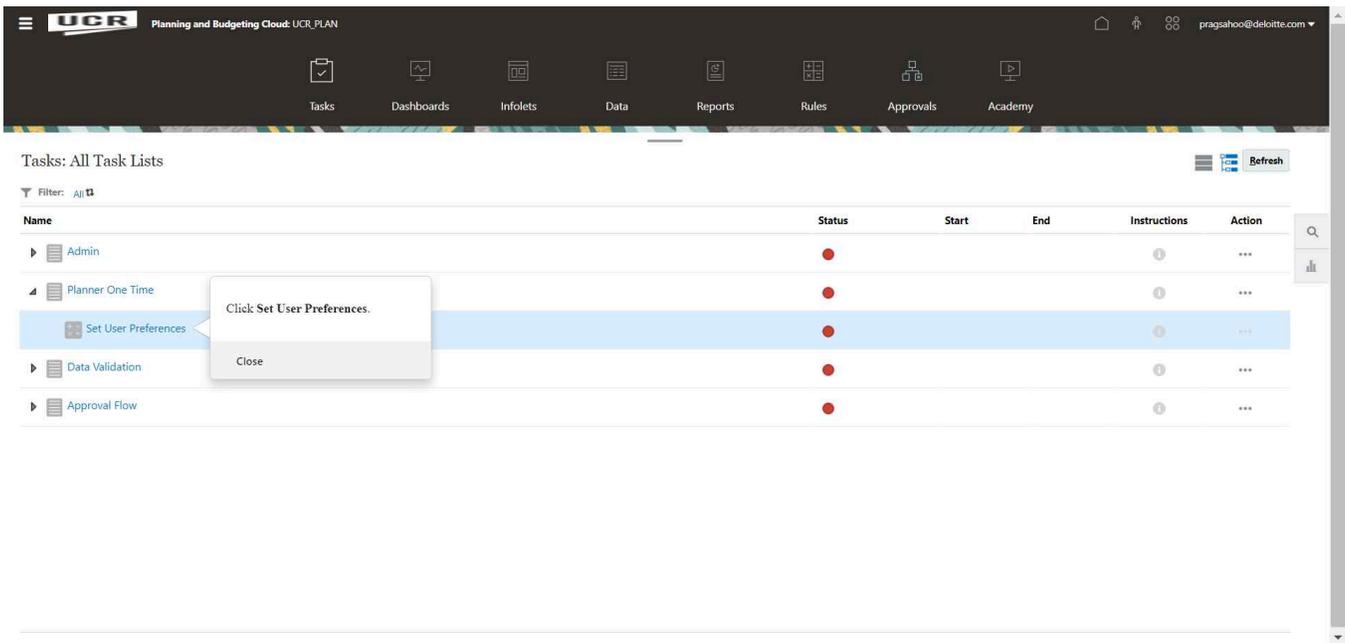
Select **Tasks**.

Step 3



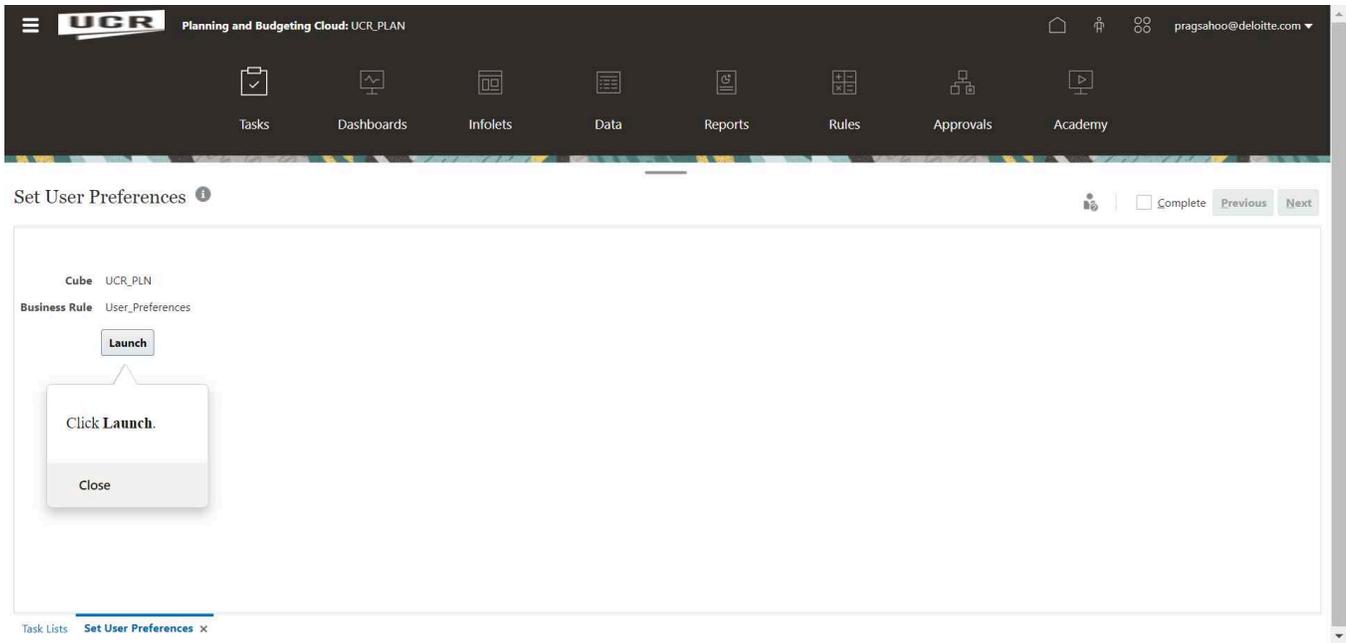
Expand **Planner One Time**.

Step 4



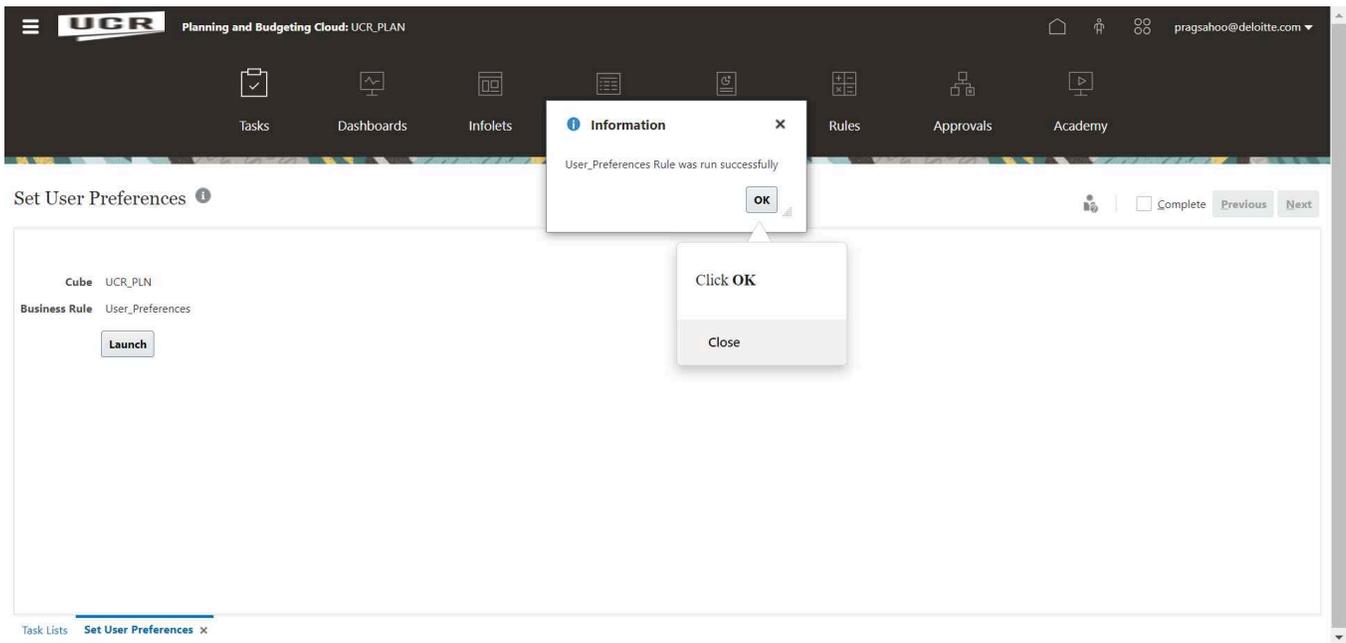
Click **Set User Preferences**.

Step 5



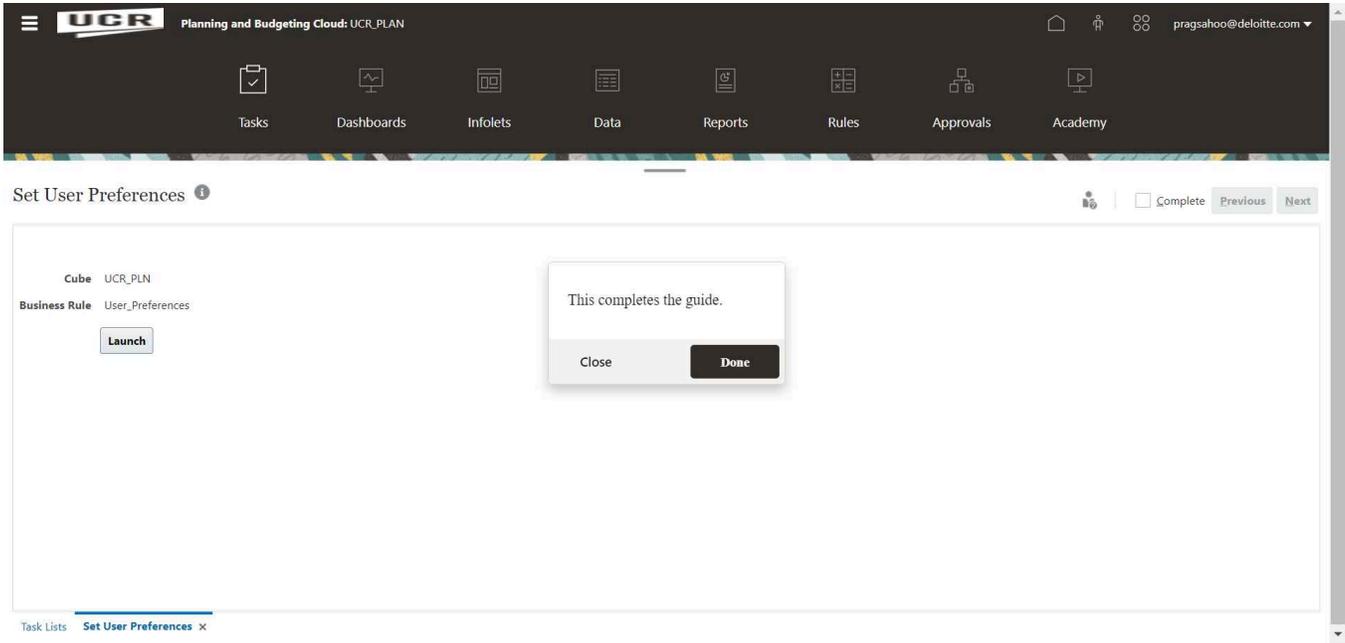
Click **Launch**.

Step 6



Click **OK**

Step 7



This completes the guide.