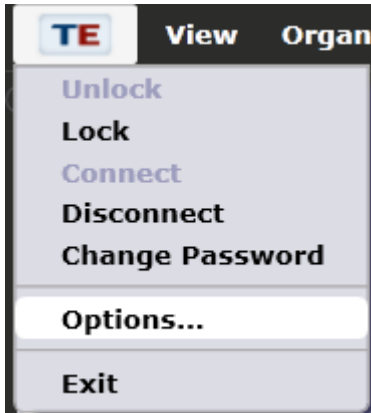
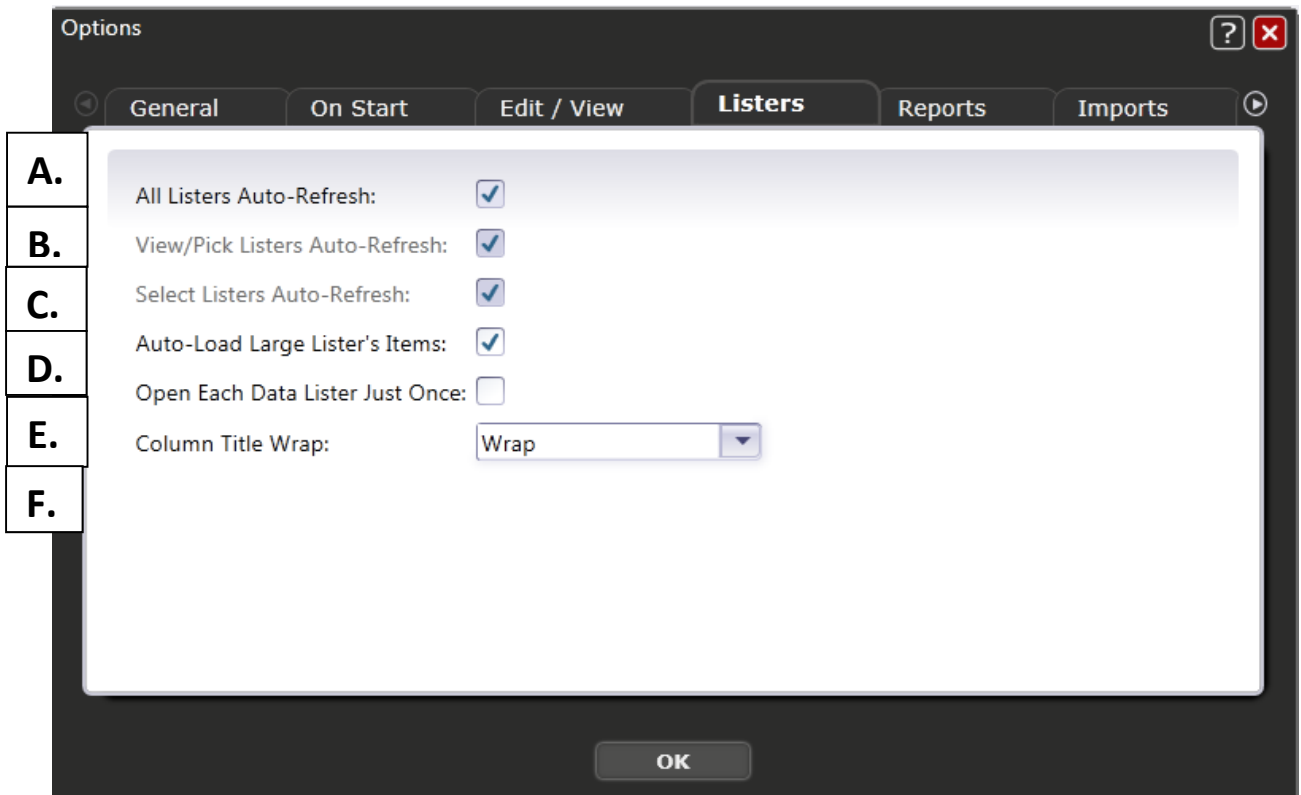


TE Options – Listers tab

1. On the **TE** menu, select **Options**.



2. Click the **Listers** tab.



3. Here you can govern how TE displays listers.

a. **All Listers Auto-Refresh** directs whether TE automatically populate listers as soon as they are selected on the TE menu, or requires you to click Refresh to populate them. When this box is checked, listers populate automatically. If unchecked, then you need to click the Refresh button at that top of the lister to display data.

b. **View/Pick Listers Auto-Refresh** specifies auto-refresh behavior for just “sublisters” that are generated outside the TE main menu, such as from a picklist, the Navigator bar, or when drilling down from a report.

c. **Select Listers Auto-Refresh** specifies auto-refresh behavior for only the listers that are generated directly from the TE main menu – that is from either the Organization or Records menu.

Note: View/Pick Listers Auto-Refresh and Select Listers Auto-refresh can only be implemented when All Listers Auto-Refresh is deselected.

d. **Auto-Load Large Lister’s Items** determines whether TE automatically loads data for larger listers.

e. **Open Each Data Lister Just Once** determines whether TE listers will open multiple times. Leaving this box unchecked permits Reports Manager to display multiple tabs, while if checked, TE refers to the originally opened lister instead of opening a new one.

f. **Column Title Wrap** governs how column headers display in all listers.

i. **Wrap** enables header titles to stack vertically, such as how “Student ID” and “Native Language” appear in the graphic below.

Student ID	Name	Native Language
000130472	Isabel Martinez	Spanish
000196111	Antonio Macgrady	Spanish
002440622	Romildo Mancillas	Other
005208216	Rick Williams	English

ii. **No Wrap** requires you to stretch the column horizontally to view the entire column title.

Student ID	Name	Native Language
000130472	Isabel Martinez	Spanish
000196111	Antonio Macgrady	Spanish
002440622	Romildo Mancillas	Other
005208216	Rick Williams	English