

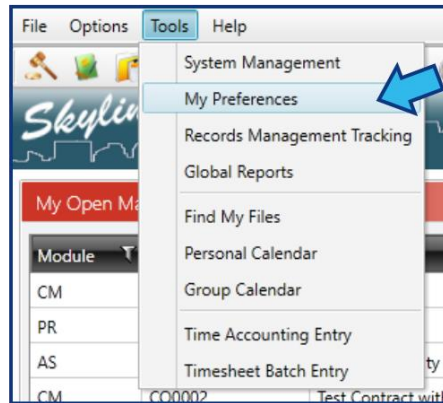
There are 5 steps to complete this task:

1. [Open My Preferences.](#)
2. [Select Skyline & Main St. View Settings.](#)
3. [Check Display My Pending Approvals.](#)
4. [Press Save.](#)
5. [Press Close.](#)

Standard Guide

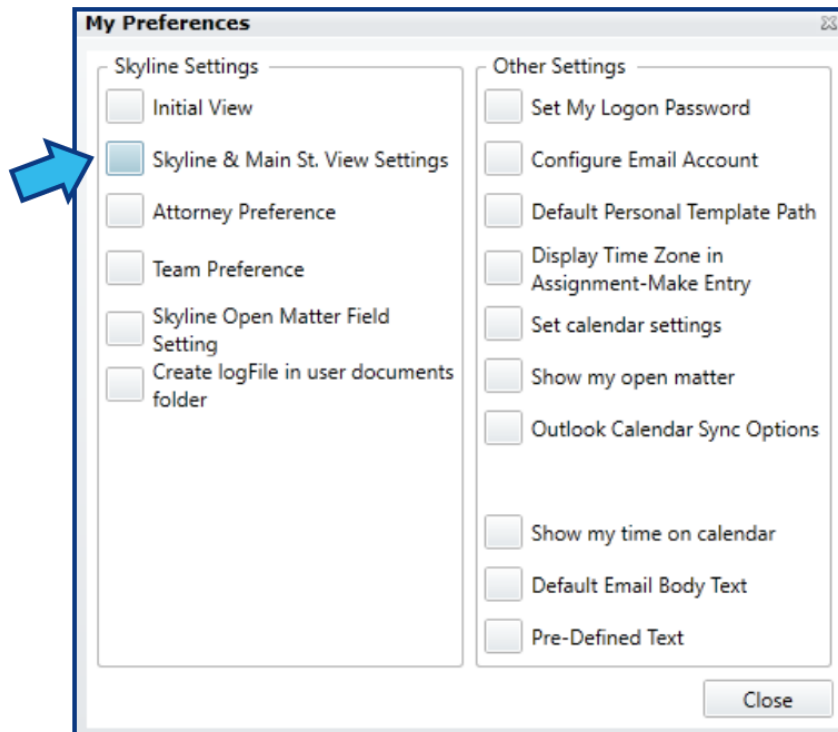
Step 1. Open My Preferences.

On the **Menu Bar**, select **Tools** and then select **My Preferences**.



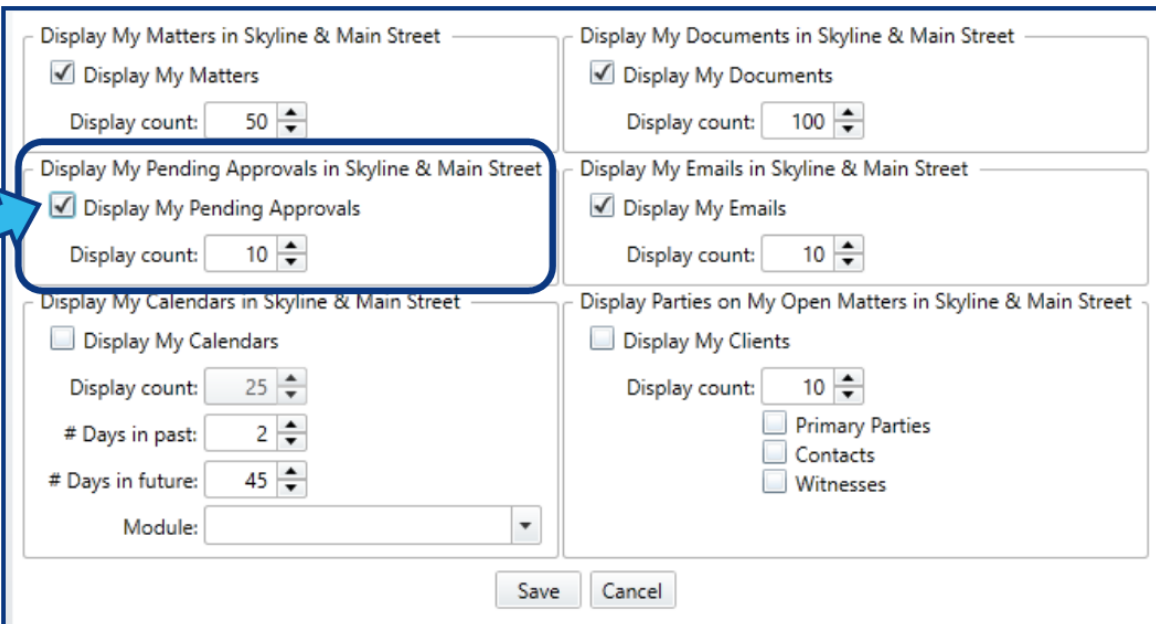
Step 2. Select Skyline & Main St. View Settings.

In the **My Preferences** window under **Skyline Settings**, select the box to the left of **Skyline & Main St. View Settings**.



Step 3. Check Display My Pending Approvals.

Place a check in the box to the left of **Display My Pending Approvals**. **Display count** limits the number of **Pending Approvals** that will be displayed in each view.



Display My Matters in Skyline & Main Street
 Display My Matters
Display count: 50

Display My Documents in Skyline & Main Street
 Display My Documents
Display count: 100

Display My Pending Approvals in Skyline & Main Street
 Display My Pending Approvals
Display count: 10

Display My Emails in Skyline & Main Street
 Display My Emails
Display count: 10

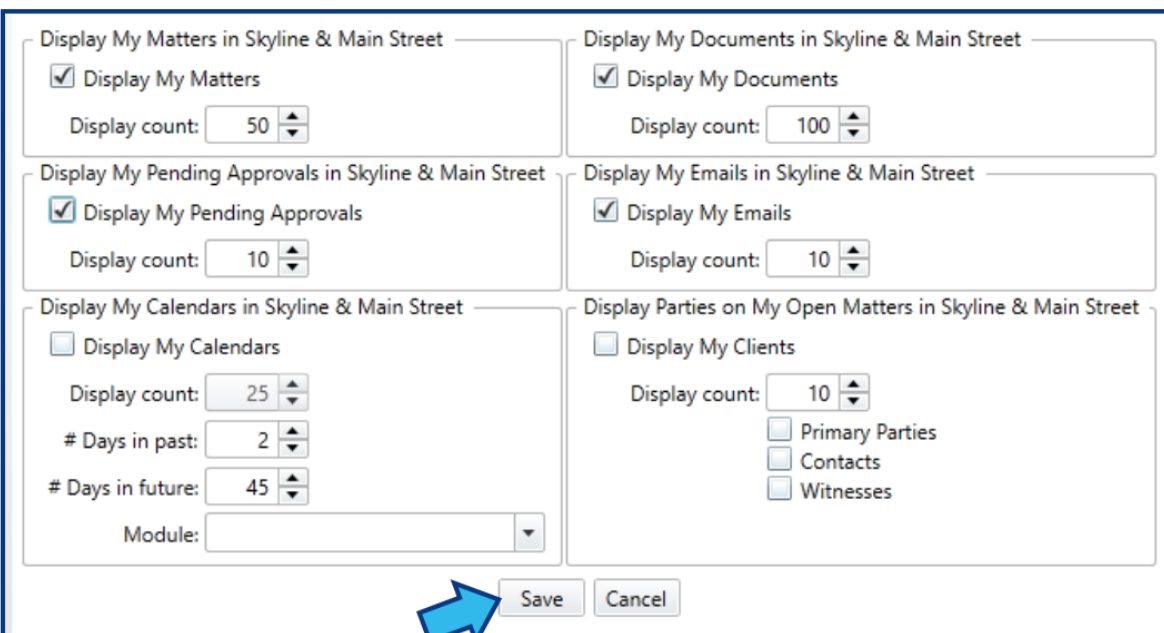
Display My Calendars in Skyline & Main Street
 Display My Calendars
Display count: 25
Days in past: 2
Days in future: 45
Module:

Display Parties on My Open Matters in Skyline & Main Street
 Display My Clients
Display count: 10
 Primary Parties
 Contacts
 Witnesses

Save Cancel

Step 4. Press Save.

Press the **Save** button located at the bottom of the window.



Display My Matters in Skyline & Main Street
 Display My Matters
Display count: 50

Display My Documents in Skyline & Main Street
 Display My Documents
Display count: 100

Display My Pending Approvals in Skyline & Main Street
 Display My Pending Approvals
Display count: 10

Display My Emails in Skyline & Main Street
 Display My Emails
Display count: 10

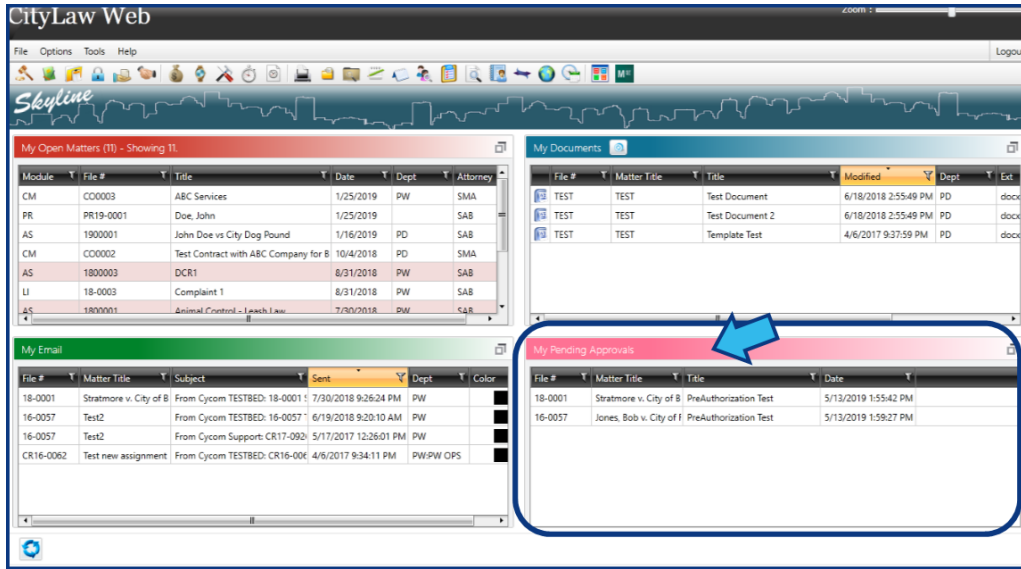
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Save Cancel

Step 5. Press Close.

Press the **Close** button located at the bottom-right corner of the **My Preferences** window. The default view will display. If the default view is **Skyline**, **My Pending Approvals** will appear in the grid.



If the default view is **Main St.**, **My Pending Approvals** will appear as a selectable tab at the top.

