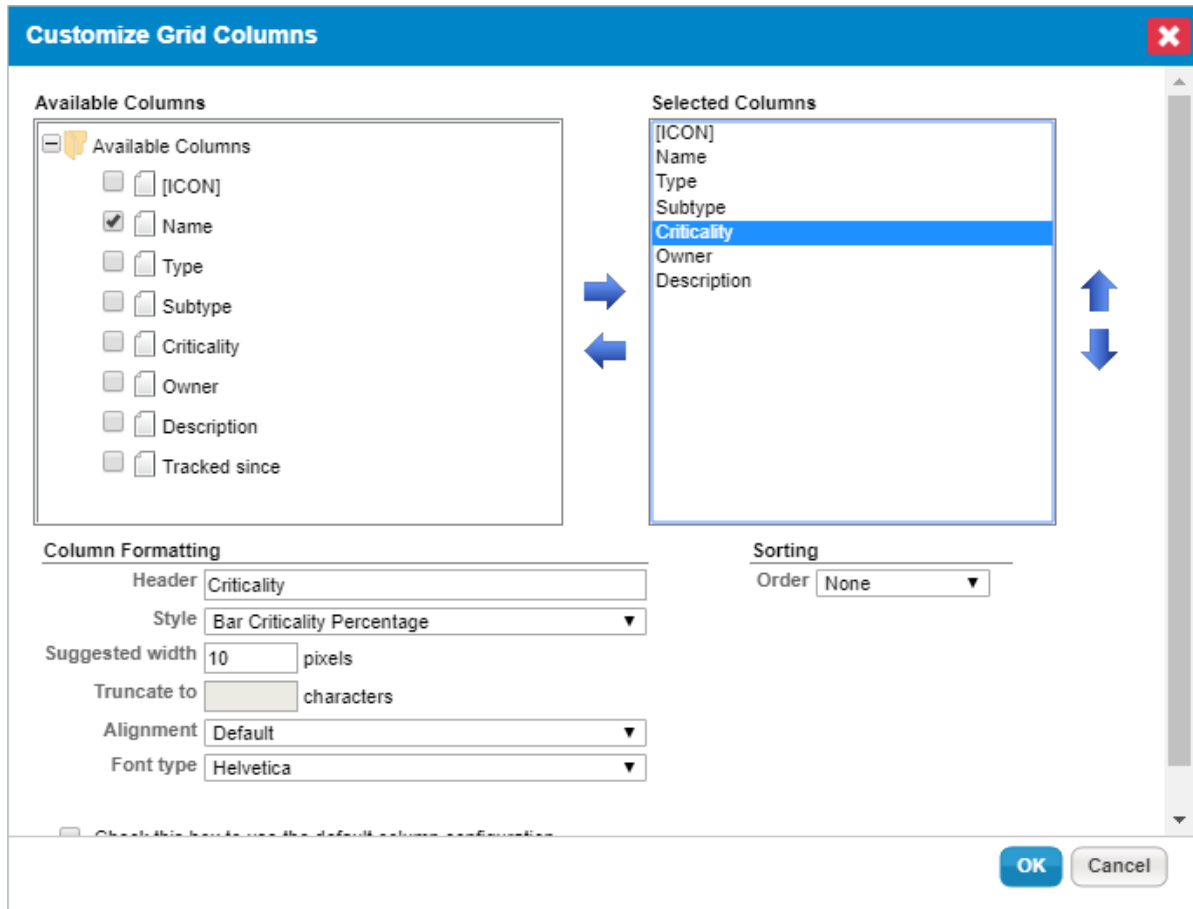


## Customizing the Columns

In most grid views, you can specify exactly which attributes must be displayed as columns in a given grid view, and you can choose whether attributes must be shown graphically or as text or other options.

### To customize the columns:

1. Open the **More Actions...** dropdown list.
2. Click **Customize**.



*The Customize Grid Columns dialogue.*

In the **Customize Grid Columns** dialogue, the object attributes that can be used as grid columns are listed in the **Available Columns** box. The current columns are listed in display order in the **Selected Columns** list.

#### 3. Optional:

- a. Add a column to the **Selected Columns** list:
  - i. Check the box next to a column in the **Available Columns** list.
  - ii. Click the right arrow pointing from the **Available Columns** to the **Selected Columns** list.
- b. Remove a column from the **Selected Columns** list:
  - i. Select a column in the **Selected Columns** list by clicking on it.
  - ii. Click the left arrow that points from the **Selected Columns** back to the **Available Columns**

list.

c. Specify the format details of a column:

- i. Click a column name to select it in the **Selected Columns** list.
- ii. **Optional:** Edit the **Format > Header** field to change the column name.
- iii. **Optional:** Click the up or down arrow to change the order.

Customizing Grid Columns has no effect on the underlying data.