Customize 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.

Customize Grid Columns		×
Available Columns Available Columns	Selected Columns [ICON] Name Type Subtype Criticality Owner Description	*
Column Formatting Header Criticality Style Bar Criticality Percentage Suggested width 10 pixels Truncate to characters Alignment Default Font type Helvetica	Sorting Order None ▼ ▼	Ţ
	ОК Сапсе	el 🛛

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.