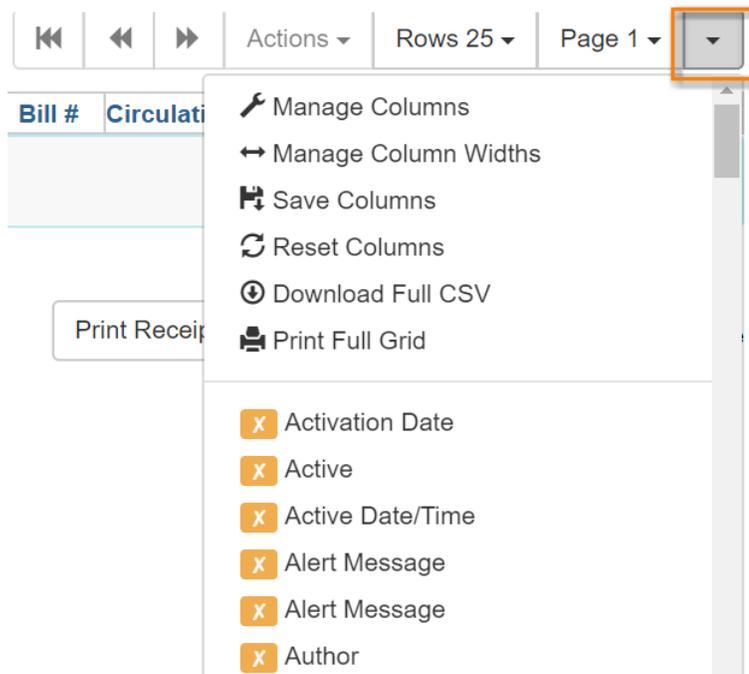


## Column Configuration

From many screens and lists, you can click on the column picker drop-down menu to change which columns are displayed. Various search results tables may not default to the most useful columns. For instance, the patron search results page may be easier to use if you change the columns to Card, Last Name, First Name, Middle Name, Dob, and Primary Identification, and you may wish to have the results sort by Last Name, then by First Name.

### To customize your columns:

1. Click on the dropdown arrow at the top-right of the results table.



2. You can select the desired display columns from the dropdown list or,
3. Click **Manage columns** for more options.
  - a. Click **Visible** to make a column visible or hidden [T/F].
  - b. Click **Sort Visible Columns to Top**.
  - c. Click **Move Up** or **Move Down** to change column position.
  - d. Click **First Visible** or **Last Visible** to move the selected column to the top or bottom of the list.

- e. Use **Sort Priority** to prioritize how sorting should work. (A negative number will sort the column in reverse order.)

Grid Columns Configuration ✕

Visible	Column Name	Move Up	Move Down	First Visible	Last Visible	Sort Priority	Sort Visible Columns To Top
✓	Balance Owed	↑	↓	↕	↕	0	
✓	Barcode	↑	↓	↕	↕	0	
✓	Title	↑	↓	↕	↕	0	
✓	Route To	↑	↓	↕	↕	0	
✓	Circulation Library	↑	↓	↕	↕	0	
✓	Circulation Modifier	↑	↓	↕	↕	0	
✓	Family Name	↑	↓	↕	↕	1	
✓	Location	↑	↓	↕	↕	0	
✓	Finish	↑	↓	↕	↕	0	
✗	Bill #	↑	↓	↕	↕	0	
✗	Author	↑	↓	↕	↕	0	

Close

4. Click **Manage Column Widths**.
  - a. Click **Expand** or **Shrink** to adjust column sizes.

Items Checked In

⏪ ⏴ ⏵ ⏩
Actions ▾
Rows 25 ▾
Page 1 ▾

#		Balance Owed	Barcode	Title	Route To	Circulation Library	Circulation Modifier	Family Name	Location	Finish
Expand		↕	↕	↕	↕	↕	↕	↕	↕	↕
Shrink		↕	↕	↕	↕	↕	↕	↕	↕	↕

5. Click **Save columns**.

⏪ ⏴ ⏵ ⏩
Actions ▾
Rows 25 ▾
Page 1 ▾

Modifie	Family N
	↕
	↕

- 🔧 Manage Columns
- ↔ Manage Column Widths
- 💾 Save Columns
- 🔄 Reset Columns
- ⬇ Download Full CSV
- 🖨 Print Full Grid