

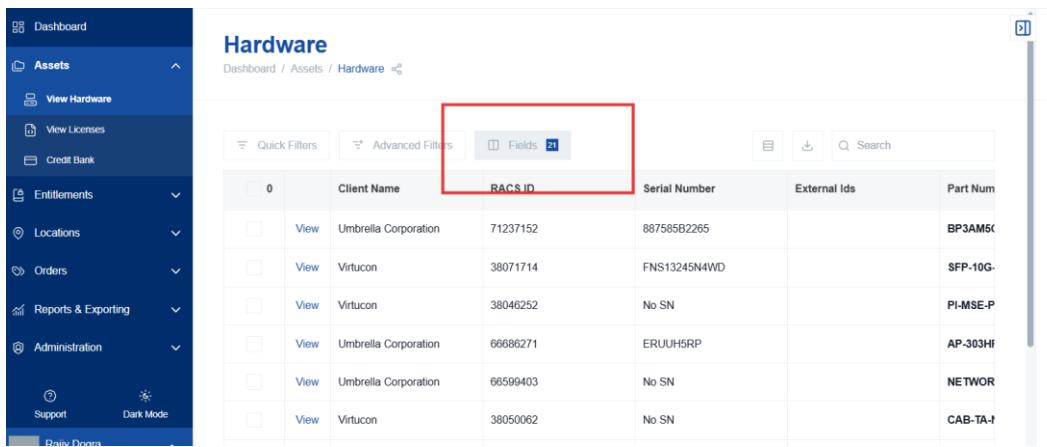
General > List Pages > Column Customization

Column customization allows users to configure which columns are visible on the list pages.

Customizing visible fields affects the data exported when choosing the "Only Visible Fields" option.

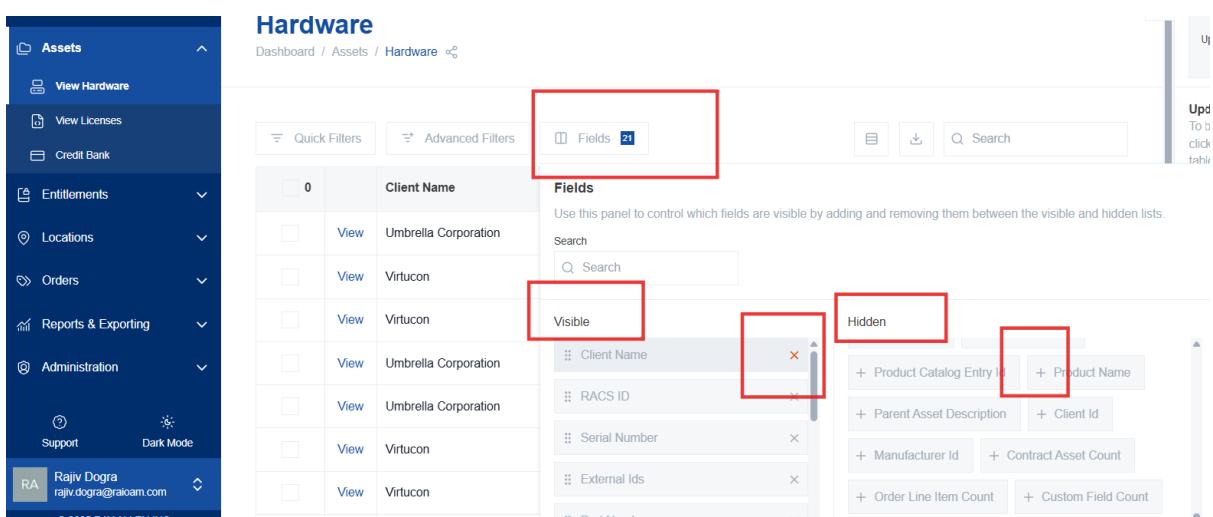
Steps:

1. Click the "Fields" icon (the number indicates the number of currently displayed fields).



The screenshot shows a list of hardware assets. The 'Fields' button in the top navigation bar is highlighted with a red box. The list includes columns for Client Name, RACS ID, Serial Number, External IDs, and Part Number. Each asset row has a 'View' link and a checkbox.

2. In the "Customize Fields" window, you'll see "Visible Fields" and "Hidden Fields."
3. To remove a field, click the "X" next to the field name. It will move to the "Hidden Fields" list.



The screenshot shows the 'Customize Fields' window. The 'Fields' button in the top navigation bar is highlighted with a red box. The window has two main sections: 'Visible' (containing Client Name, RACS ID, Serial Number, External IDs, and Part Number) and 'Hidden' (containing Product Catalog Entry ID, Parent Asset Description, Manufacturer ID, Order Line Item Count, Product Name, Client ID, Contract Asset Count, and Custom Field Count). A red box highlights the 'Visible' list, and another red box highlights the 'Hidden' list. A red 'X' icon is shown next to a field in the 'Visible' list.

- To add a field, locate it in the "Hidden Fields" list and click the "+" sign. It will appear at the bottom of the "Visible Fields" list.
- Fields will automatically show in the order seen in the visible fields list. To reorder fields, click and drag the six dots next to the field name to the desired position.
- To find a specific field, type its name in the search bar.

- Click "Apply" to save the changes, "Cancel" to discard them, or "Reset to Default" to reset all fields to the default view.

Relevance: Customizing fields allows users to tailor the displayed and exported data to their specific needs.

Note: Field customizations are saved per user ID and will remain until reset by the user by clicking "Result to Default" in the Customize Fields window. To reset to the original settings, click "Reset to Default".