

Micro Learning Video: Customizing List Views

In this video, you will learn how to customize column options and column widths.

1. Adjust column widths by dragging the column borders at the headers.
2. The Edit columns icon allows you to edit the order of columns on the screen as well as add or remove columns.
Click the Edit columns icon
3. You can drag columns up and down to change the column order in the list view.
4. You can add columns to the list view.
Click the Add columns icon.
5. Select the required columns.
6. Click Close.
7. You can remove columns from the list view.
Click ...
8. Click Remove.
9. Click Apply.

The changes you made will reflect in the columns in the new list view.

To maintain this view, use tabbed browsing when navigating away from this page.