


Adjusting Column Preferences

1.	Column Preferences allows a user to change the columns that display and in what sequence the columns display.
2.	Click the Column Preferences icon ().
3.	To add a column to your display: <ol style="list-style-type: none"> a. Click on an attribute in the left-hand column to highlight it. b. Click the arrow button to move it into the right-hand column. c. Use the up and down arrows to change the order in which columns will display.
4.	To remove a column from your display: <ol style="list-style-type: none"> a. Click on an attribute in the right-hand column to highlight it. b. Click the arrow button to move it into the left-hand column.
5.	Click the OK command button

Items can be sorted by any column heading. By default, items are sorted by the Name heading, ascending (a – z).

1.	To Sort Items: <ol style="list-style-type: none"> a. Click the column heading to use for sorting b. The up arrow icon indicates items are sorted in ascending (a – z) order. c. The down arrow icon indicates items are sorted in descending (z – a) order. d. Click the column heading again to sort in reverse order.
	Note: Current sorting is only retained until the View or Tab is closed, refreshed or the user logs out of iCS.

Column widths can be adjusted by dragging each column delimiter (in the column header row) horizontally to increase or decrease the selected column width.

Note: The changed width is remembered and displays again at the user’s next login.