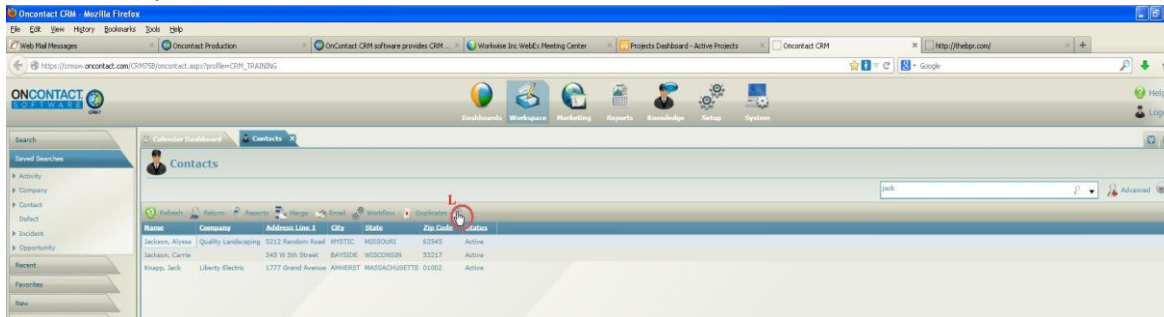


Modify Display Columns

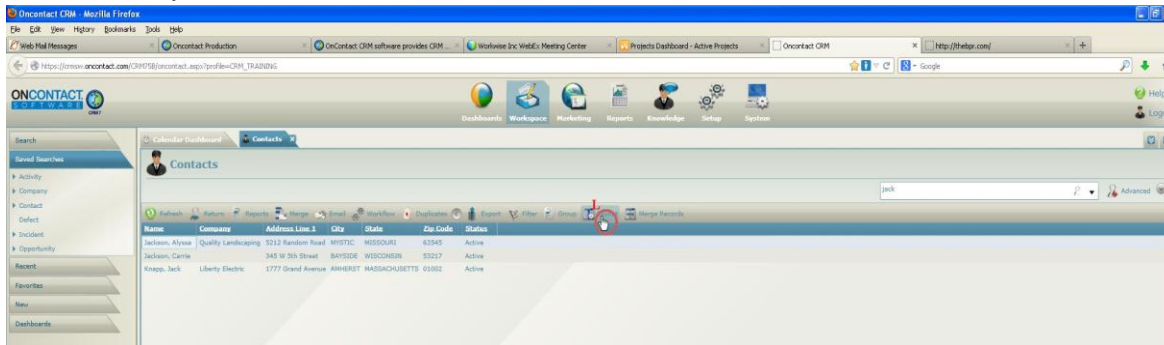
1. Open the search screen that you want to modify.



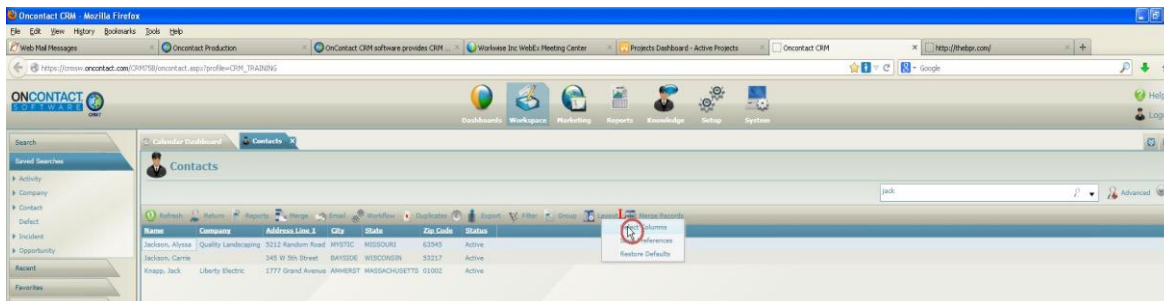
2. Click to expand the menu.



3. Click the Layout icon.

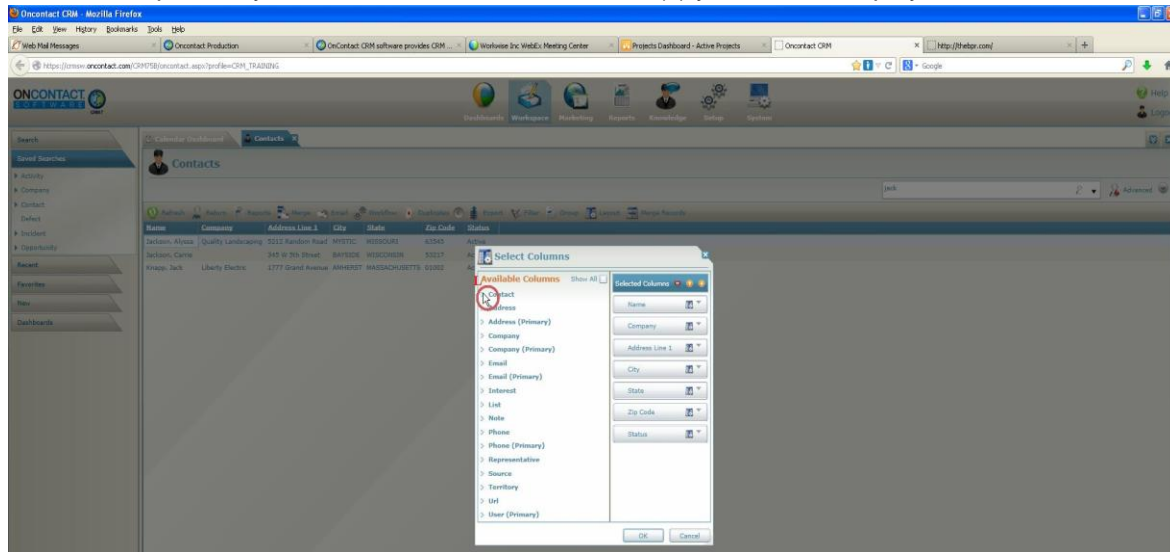


4. Click Select Columns.

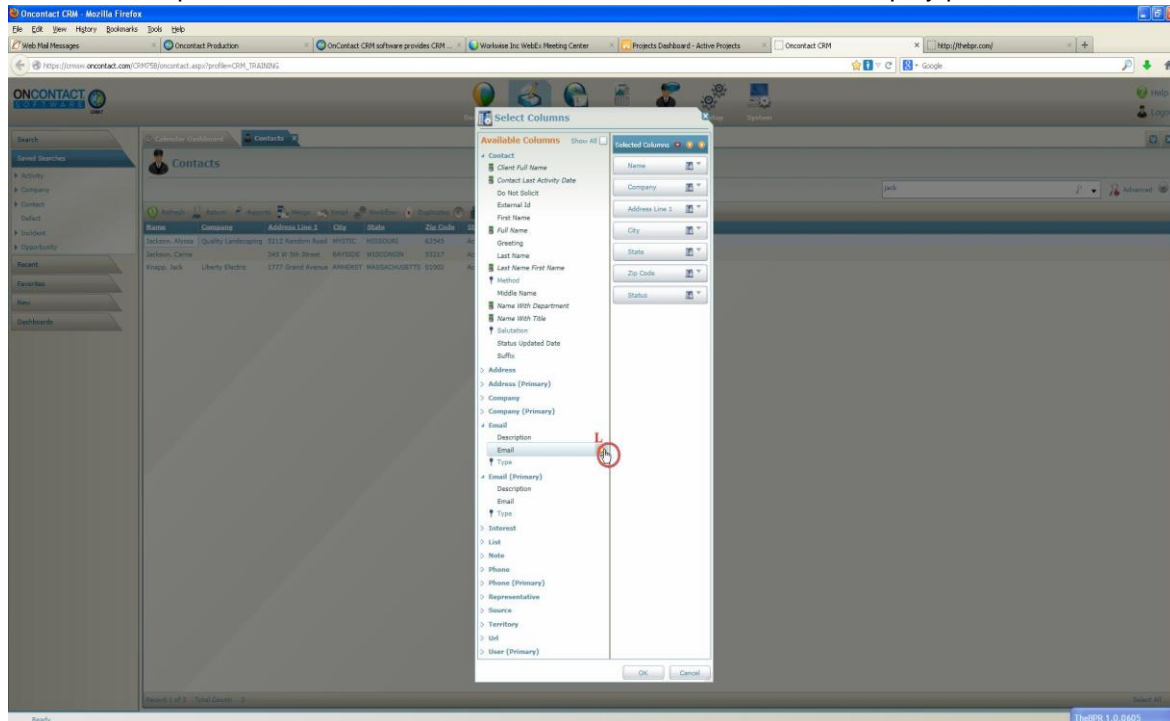


Modify Display Columns

5. Click to expand any column area, and select the field(s) you want to display.

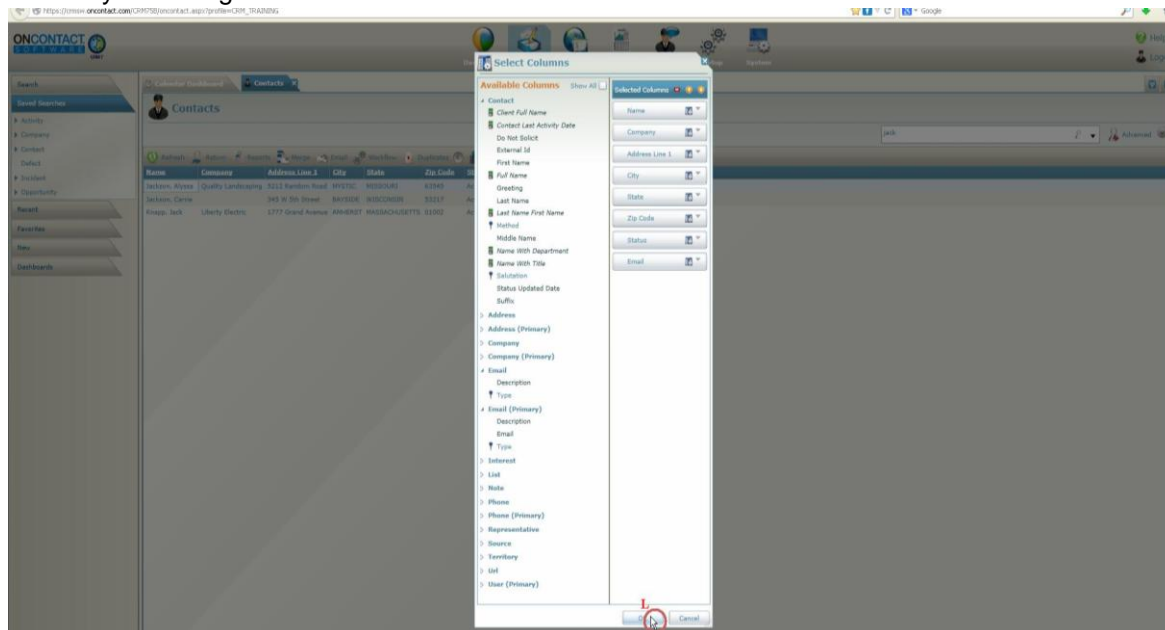


6. In this example, we selected email. Click the arrow to move it into the display panel.

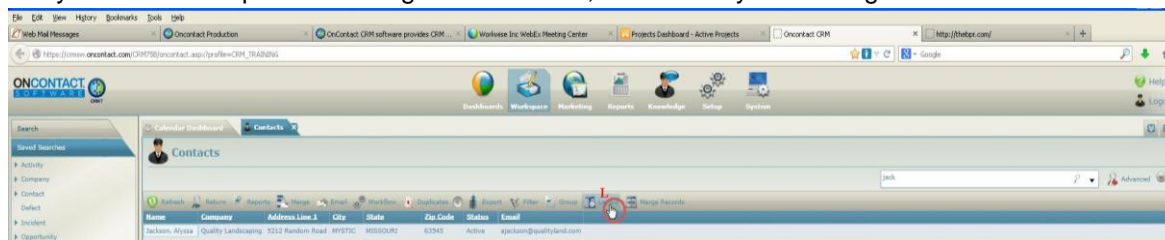


Modify Display Columns

7. Save your changes.



8. If you want to keep these settings for the future, click the Layout icon again.



9. Choose Save Preferences.



10. Your changes to this display are now saved for future use.

