

## How to Edit List Columns

Administrators can change the columns that appear on the front of the various areas of their account. This can make it easier to see relevant data quickly when viewing a list of records. To change the columns for a particular area:

- Hover over **My Account** and select **Administration**
- Select **List Columns** from the Configuration section on the left-hand side
- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Staff' if you wish to edit the columns for the Staff area of your account
- In the **Fields** area, select any fields that you wish to appear as a column
- Click **Save**

The new column selection will now appear at the top of the page under **Current Table Headings**. The next time that this area of the account is accessed, the columns will have changed to reflect this selection.