



Adding and Removing Columns in Lists

A user can add or remove columns while viewing lists of applicants, job postings, users, and/or forms. This functionality allows an individual to easily customize columns and hide or reveal the necessary details.

Take note, the steps to locate a specific column list (i.e. for applicants, forms, etc.) will differ, but the process to add or remove columns within a list remains the same. With this in mind, the following guide focuses on columns in applicant lists, but users can also reference additional examples in this [article](#).

LOCATING A COLUMN LIST

Select **Applicants** in the side navigation and locate a listing of applicants within an applicable section. Keep in mind, a user can also use the [Search Form](#) to further define his/her search.

Applicants	
Applicant Dashboard	
Vacancies by Category	>
Vacancies by Location	>

A list of options will appear alongside the applicant(s) name(s). Click **Add/Remove** columns.

This selection provides additional options in the side navigation. Each checkbox represents a potential column you can include with your current column list.

ADDING/REMOVING COLUMNS

To add or remove columns, simply click the checkbox beside each column you wish to add or deselect a box to remove the column from view.

Some districts may require form fields as a column within the applicant grid. Contact Support to have form fields added.

JobID: 108 - Gifted Teacher - Echo Hills Elementary
71 Applicants Found, Page 1 of 2.

<input type="checkbox"/>	Full Name	Watch	Cert.	TeacherFit Overall
<input type="checkbox"/>	Chesney, Susan		Anticipated	9
<input type="checkbox"/>	Trybuski, Christina		Current	6

Left Sidebar:

- ☒ **Cert.** The overall status of the applicant's certification.
- ☐ **In-State Certificates:** Certificate(s) the applicant has earned.
- ☐ **NBCT:** Does the candidate hold a National Board for Professional Teaching certificate?
- ☐ **Anticipated Cert Plan:** How does the candidate plan to gain their certification?

Applicant Details:

- Chesney, Susan:** Active Jobs (2): Elementary School Teaching (JobID: 108 - Gifted Teacher - Stage: Qualified), Middle School Teaching (JobID: 121 - Kindergarten Teacher - Not Submitted). You Viewed On 12/12/2016, generalasp Emailed On 3/1/2016.
- Trybuski, Christina:** Active Jobs (2): Administration (JobID: 1170 - Middle School Principal), Elementary School Teaching (JobID: 108 - Gifted Teacher - Stage: Phone Screen). jonP Viewed On 12/1/2016, generalasp Emailed On 3/10/2016, generalasp Emailed On 2/8/2016, generalasp 7/28/2015, generalasp Emailed On 7/28/2015, generalasp 7/15/2015, generalasp Emailed On 7/15/2015, tryout Viewed On 5/30/2015.

Once you are finished, click **Manage Presets** to save this column preset.

You can then [assign preferences](#) to this preset and determine your preferred options.

Create or Save a Preset

Secure | <https://www.applitrack.com/certclassprivate/onlineapp/admin/Action-Ap...>

Manage Presets

- ☒ Create A New Preset
- ☐ Modify An Existing Preset ->

Left Sidebar:

- ☐ **AppNo:** The application number.
- ☒ **Full Name:** The full name of the applicant.

Buttons: Continue, Cancel

