

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.

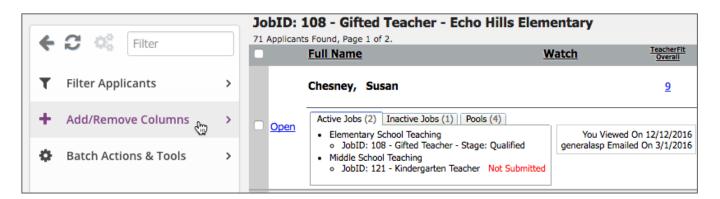
Take note, the steps to locate a specific column list (i.e. for applicants, forms, etc.) will differ, but the process to add or remove columns within a list remains the same. With this in mind, the following guide focuses on columns in applicant lists, but users can also reference additional examples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

LOCATING A COLUMN LIST

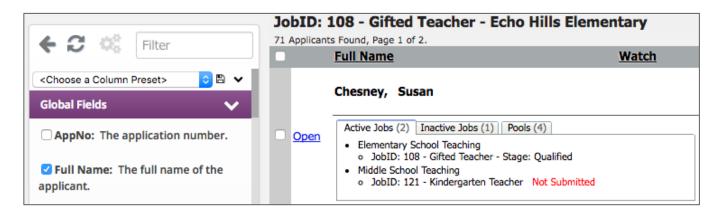
Select **Applicants** in the side navigation and locate a listing of applicants within an applicable section. Keep in mind, a user can also use the <u>Search Form</u> to further define his/her search.



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.

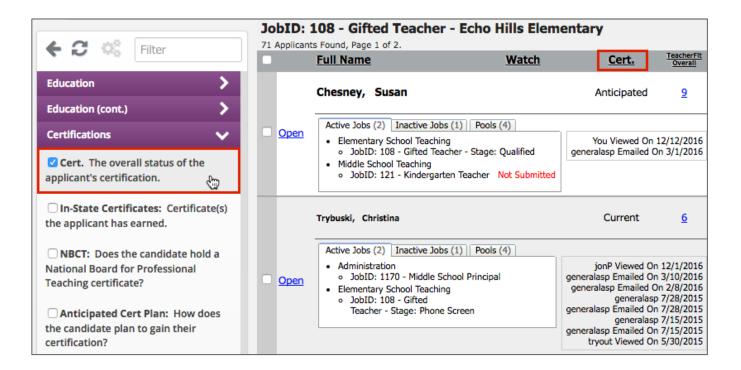




ADDING/REMOVING COLUMNS

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.



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

You can then <u>assign preferences</u> to this preset and determine your preferred options.

