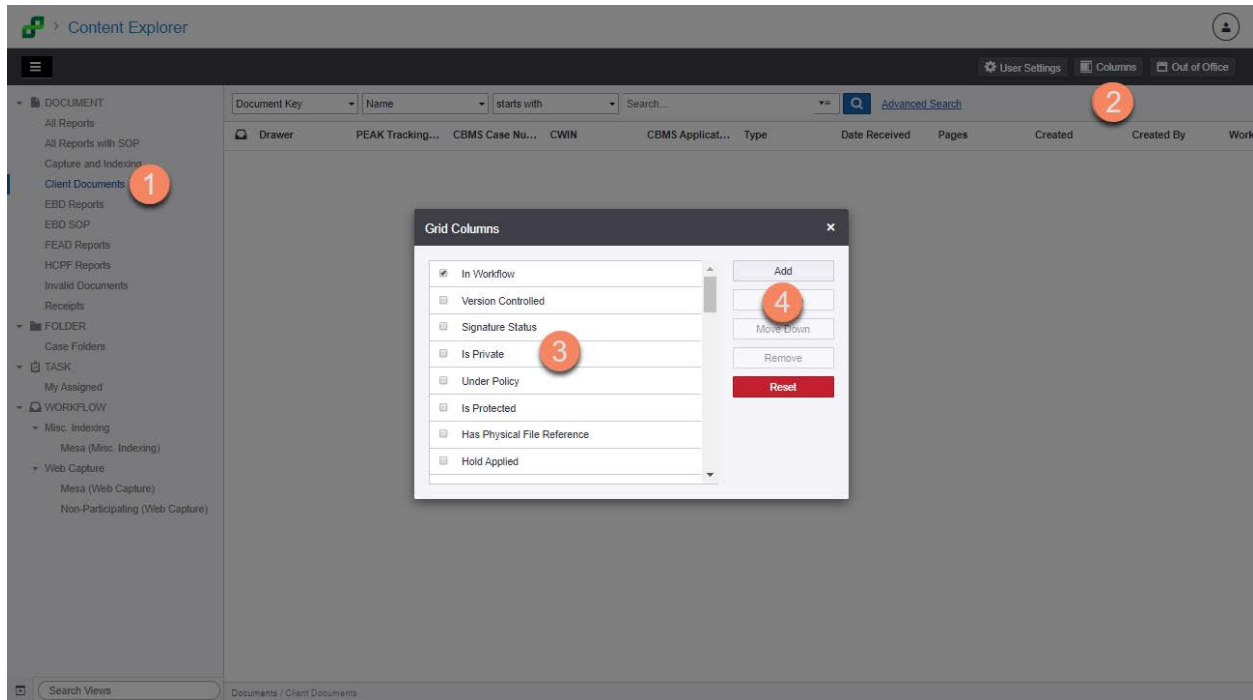


# Adding/Removing and Rearranging Columns in EDMS Content Explorer Process Manual

## Overview

This document provides a step by step process for adding/removing and rearranging columns in EDMS.

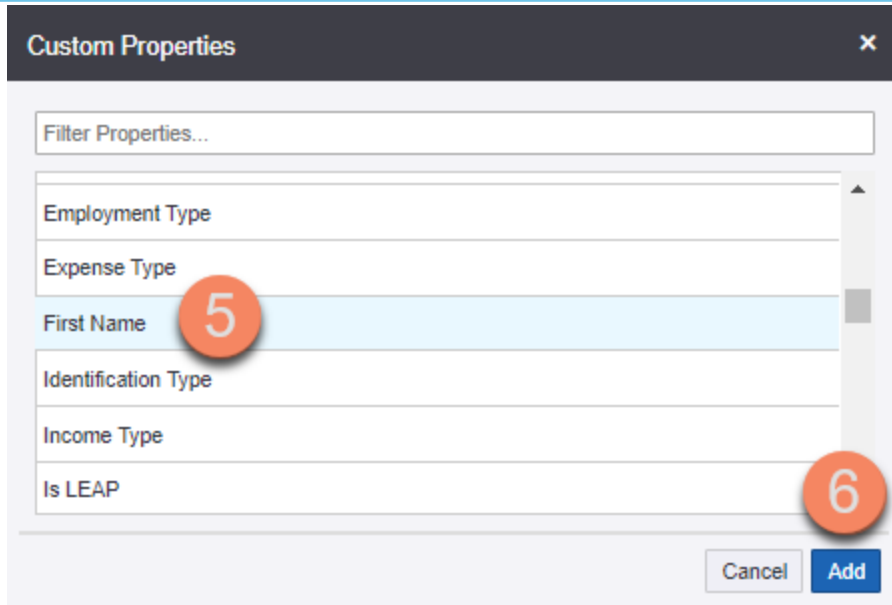
## Adding/Removing Columns:



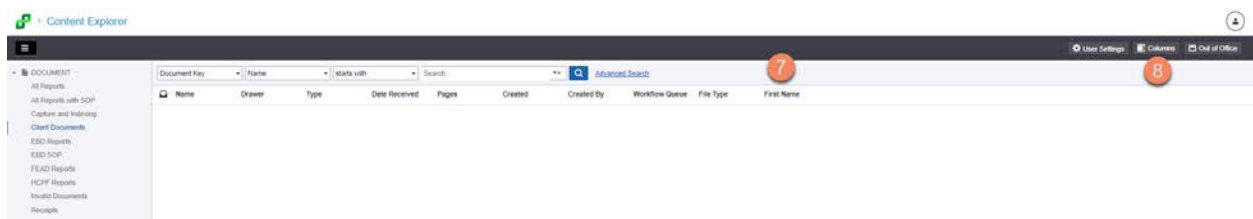
- 1) Click on the *Client Documents* folder located in the Document folder
- 2) Click on the **Columns** button on the top right. The *Grid Columns* pop will display
- 3) Within the Grids Columns pop up, check and uncheck the checkboxes for the columns that you would like to add or remove. Close the pop up. The selected columns will display.
- 4) If you do not see a column title you are looking for, you can click on the **Add** button to search for more column titles.

|                    |             |
|--------------------|-------------|
| Release 01/06/2020 | Version 1.0 |
|                    | Page 1 of 4 |

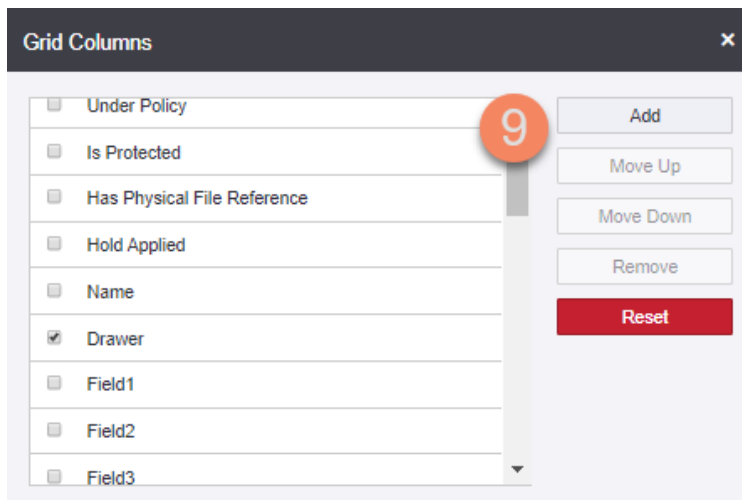
# Adding/Removing and Rearranging Columns in EDMS Content Explorer Process Manual



- 5) When selecting the Add button, the Custom Properties pop up displays. Scroll to find the column that you want to add. For example, "First Name". Highlight First Name.
- 6) Click the Add button.



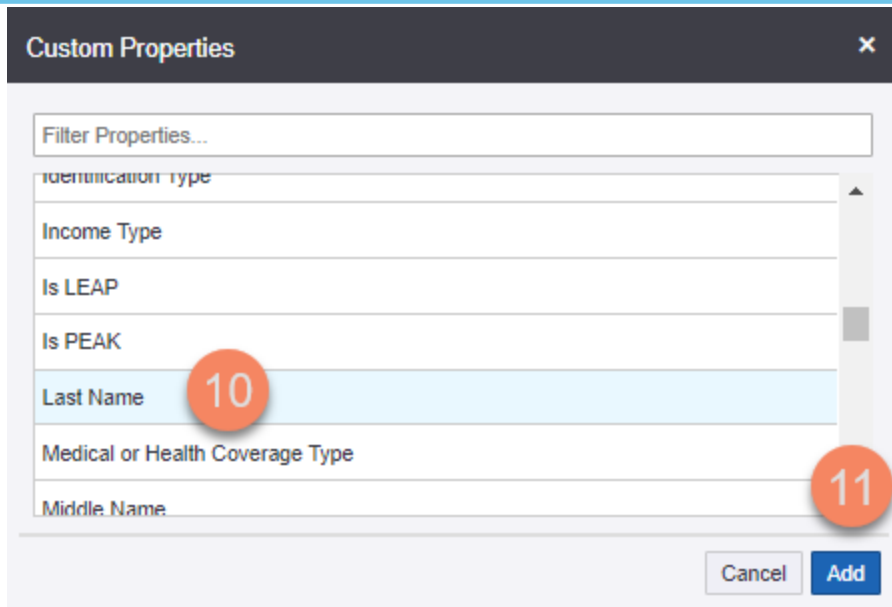
- 7) The First Name now appears as a column title.
- 8) Click the Columns button to add a Last Name.



- 9) In the Grid Columns pop up, click the Add button.

|                    |             |
|--------------------|-------------|
| Release 01/06/2020 | Version 1.0 |
|                    | Page 2 of 4 |

# Adding/Removing and Rearranging Columns in EDMS Content Explorer Process Manual

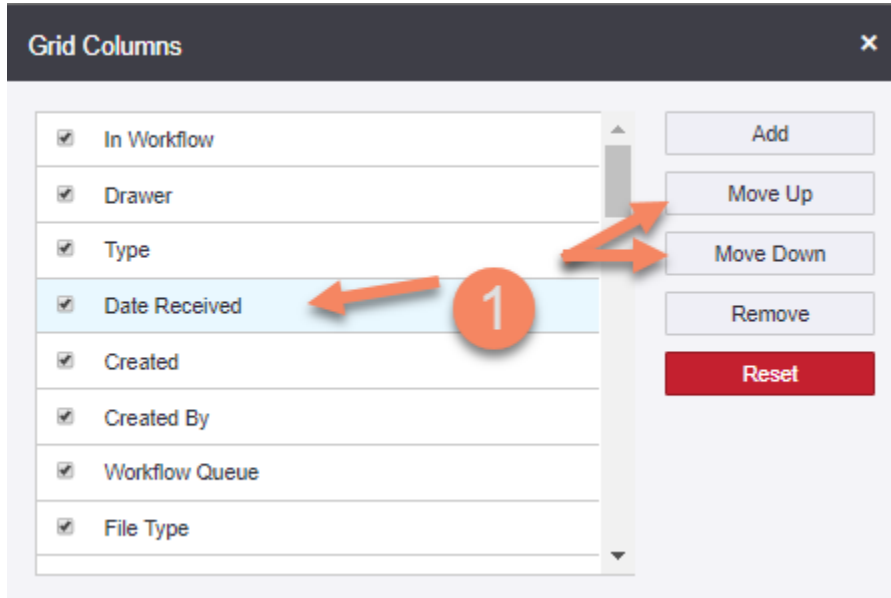


- 10) In the Custom Properties, highlight Last Name.
- 11) Click the **Add** button. Close the Grid Columns pop up. The Last Name now displays as a column title.

|                    |             |
|--------------------|-------------|
| Release 01/06/2020 | Version 1.0 |
|                    | Page 3 of 4 |

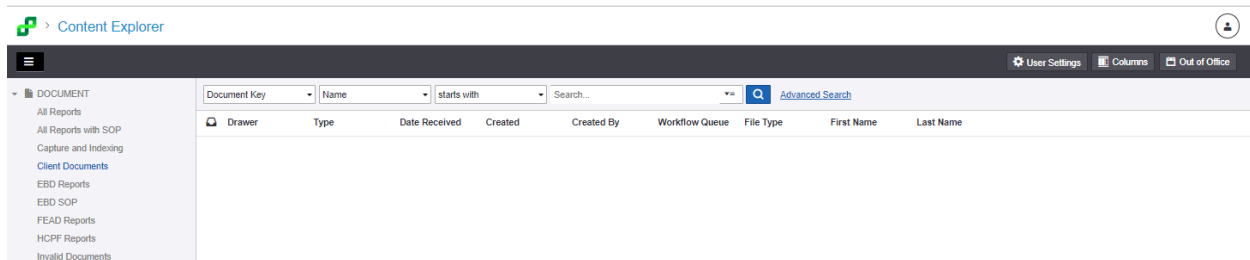
# Adding/Removing and Rearranging Columns in EDMS Content Explorer Process Manual

## Rearranging Columns:



- 1) Select the Columns button on the top right.
- 2) Within the Grid Columns pop up, you can rearrange the order of how the column titles display by highlighting the column name and click the **Move Up** or **Move Down** buttons to arrange them.

The **Reset** button will reset the columns back to the original default.



Once you have them in the order you want, close the pop up and the columns will be sorted as you chose.

- 3) Another way to quickly rearrange columns once you have them added, is to click on the column name and hold your cursor down and drag the column to where you would like it.

*Do you have any questions or suggestions regarding this process? Please contact [cdhs\\_cbms\\_liaison@state.co.us](mailto:cdhs_cbms_liaison@state.co.us).*

|                    |             |
|--------------------|-------------|
| Release 01/06/2020 | Version 1.0 |
|                    | Page 4 of 4 |