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.
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.
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.
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.

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.