Adding and Removing Columns

This guide will cover:

- Adding and removing columns of data on a view of contacts to personalize your workspace.

Step One

Select the page you wish to add or remove columns. We will be using Contacts under the Contacts module as an example.

Step Two

Currently, the columns of data that are displayed within this list will default to what was last saved. See the example below.

![Contacts List Example](image)

To update the columns being displayed, click the Add/Remove Columns button.

A window will display showing all available columns for this view.

Step Three

Add and remove columns to create a display of the fields you want (Selected Columns):
Click **OK**.

The new display of columns will appear.

**Step Four**

To change the order of the columns, click and drag the column to a desired location on the column header.