

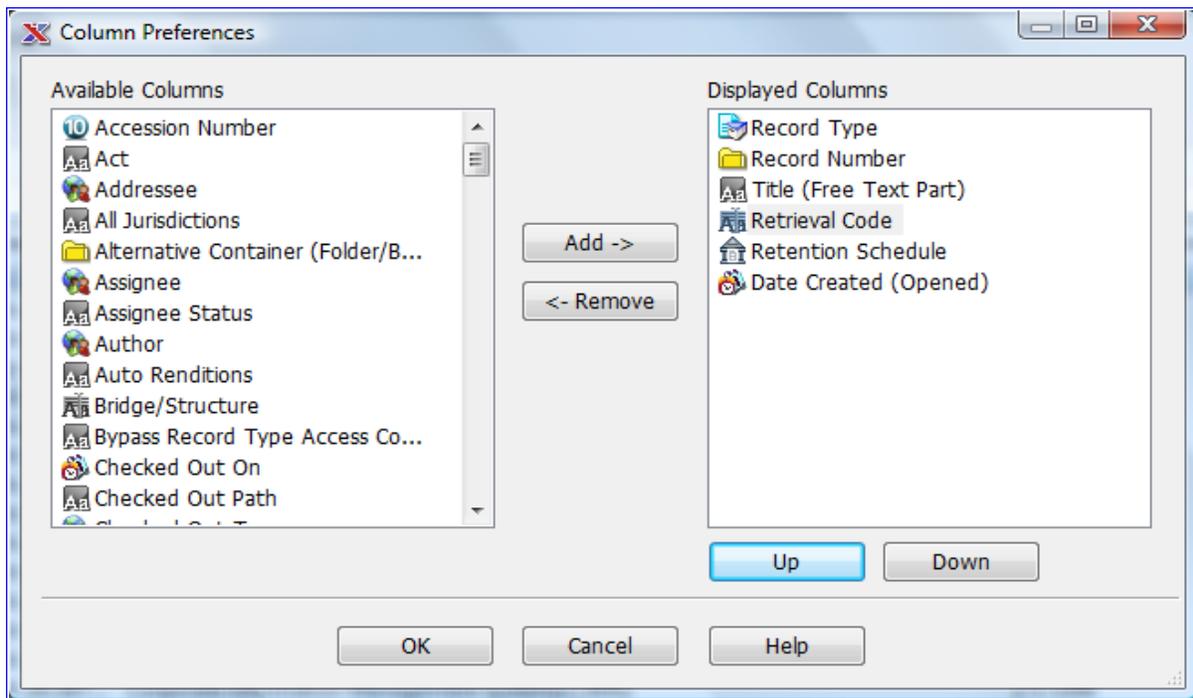
EDRMS TRIM Tip Formatting List Columns

Primary audience: Information Workers

You can add or delete columns in your search result List Pane, based on your personal preference, your TRIM role, and the job you are doing on TRIM.

To format your list pane columns, click on **View > Format List Columns** in the TRIM menu bar. This will bring up the Column Preferences screen.

Please note: you must have search results in your List Pane in order to customize it.



1. The **Available Columns** window displays the attributes that are available for display in your list pane. To select a new column for your list pane, highlight an attribute and click **Add**; or double-click on the selected field.
2. The **Displayed Columns** window displays the attributes that have been selected to appear in the list pane. To remove an attribute from the **Displayed Columns** window, highlight it and click **Remove**; or double-click on the field.

Certain attributes are especially useful for particular tasks. For example:

- **Home Location** and **Assignee** are useful when doing inventories.
- **Date Due for Semi Active, Date Due for Destruction, Date Due for Archive (SR)**, and **Date Due for Archive (FR)** are required when culling records.

Sorting columns are useful for grouping various records of a search result. For example:

- Sorting by **Assignee** will group the records signed out to certain individuals.
- Sorting by **Date Due for Destruction** will group all the records by their destruction date

Modifying the View Pane on a Record Search Results list will only make changes to the View Pane for the Record Type of the selected record in the List Pane. You will need to modify the View Pane for each record type.