

List Columns

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Overview

The **Column** Section lets you *add and remove* what columns are shown on the current screen.

Modifying a Column

To modify your Lists Column click on the Gear icon on the Child List on the desired record (Sales Order, Ship Doc, Customers, etc).

The screenshot shows the OrderTime Beta interface. The top navigation bar includes Home, Sales, Purchasing, Production, Warehouse, and Reports. The main content area displays a Sales Order record for 'Sales Order - 1'. The record details are organized into sections: General (No. 1, Customer ABCCom, Date 1/29/2018, Promise Date 1/31/2018, Customer PO ab001, Contact), Bill Address (COMP1, 123, 4, MIAMI, FL 45778, US), and Ship Address (COMP1, 123, 4, MIAMI, FL 4, US). Below the record details, there are tabs for Items, Details, Memo & Instructions, Custom, Ship Docs, Dependency, and Attach. A search bar is present with a gear icon highlighted in a red box. The bottom of the screenshot shows a table header with columns: LINE NO., ITEM, DESCRIPTION, QUANTITY, FILLED, and UOM.

Once you click on the Gear icon, the List Options screen will be displayed.

- You *add and remove* what columns are shown on the current screen, you do so by selecting the column name under the *Available Columns Section* and pressing > icon to bring it to the *Selected Columns Section*.
- To *Remove* a Column, select it from the Selected Columns Section and press < icon. You can also change the order the Columns show by selecting the Column and pressing **⏪** to bring it to the *top*, **⏩** to move

it up one spot, **▲** icon to move it down one spot or **▼** to bring it all the way to the bottom.

- This is helpful for sorting your information and simplifying it, to only view the information you want to see.

Every List has a large number of both predefined and custom fields available for your use. *These fields vary according to the particular List you are looking at.*

List Options

Filters Columns Other

Available columns

- Clean
- Conversion Rate
- Customer Part No
- Discount %
- Exp. Date
- Id
- Image
- ItemType
- Line Instructions
- Make

Add

Remove

Selected columns

- Line No.
- Item
- Description
- Quantity
- Filled
- UOM
- Price
- Ext.
- Tax Code
- Cleared

Top

Up

Down

Bottom

Save Cancel

Click on **Save** when done.

Other tab

The **Other** Section allows you to select how many *Records are shown Per Page*, as well as, the default *Search By Field*.

List Options

Filters Columns Other

Records per page 10

Save Cancel