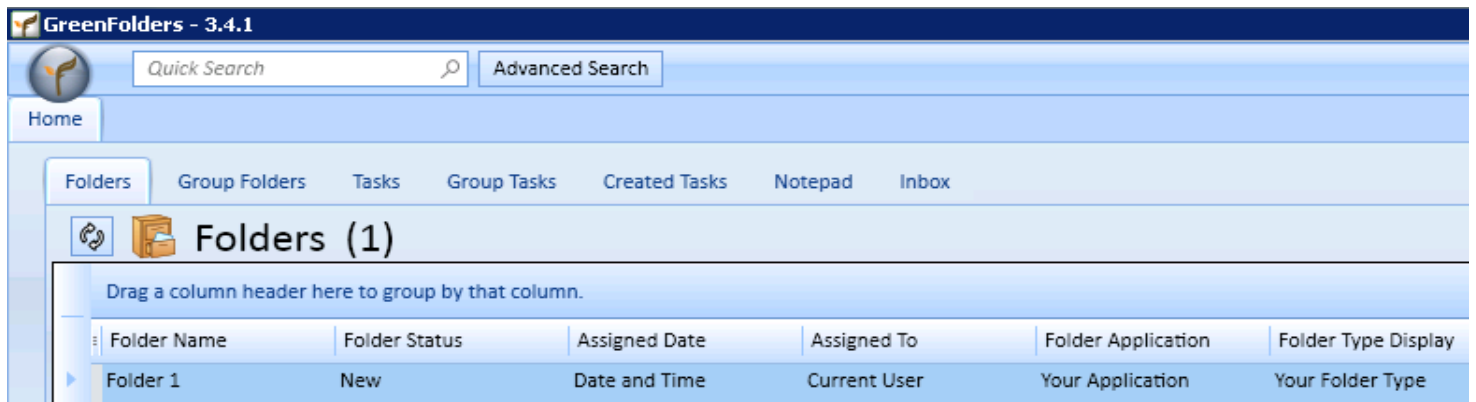


## Adding and Removing Columns

Just when you thought it couldn't get any easier!

Configure the GreenFolders home screen to show more information at a glance. The Home Screen has five standard Saved Searches. These searches or "Tabs" are; "Folders", which provide information about folders assigned to you, "Group Folders", folders assigned to your group/team, "Tasks", see all tasks assigned to you, "Group Tasks", see tasks assigned to your group/team and "Created Tasks" tasks that you have assigned to other users or Groups. Each of these Tabs has several default columns that provide basic folder or task information.



To change/customize which columns to display, follow the instructions below:

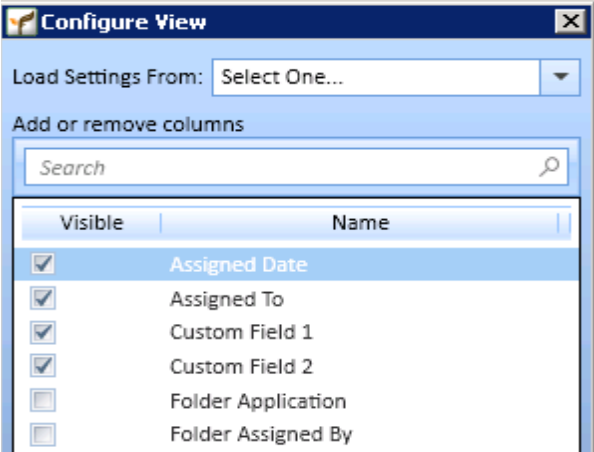
1. Select the tab that you would like to customize (Folders, Group Folders, Tasks, etc.)



2. Click the "Columns" button, located in the upper right hand area of the Home Screen.



- 3. In the "Configure View" window select the items you would like to show/remove as columns from the list, by placing/removing the checkmark in the box next to the item you would like to select or de-select, then click "OK".



- 4. To change the order of the columns on the home screen, simply click on the Column Header and while holding the left mouse button, drag the column to the desired position and release the mouse button.



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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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