

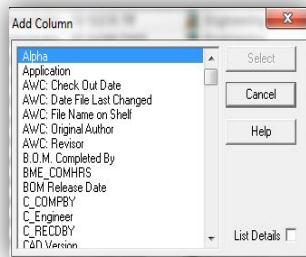
How to:

Create and Adjust Column Sets in Adept

Columns sets in Adept can be adjusted by adding or removing columns, and then saved. You can easily switch between column sets. Some column sets have been established by Adept admins.

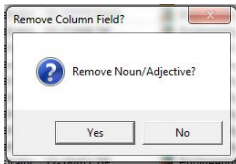
ADD COLUMN to column set

1. Click Add column
2. In dialog box (see below), select column to add
3. Click Select



REMOVE COLUMN from column set

1. Click **Remove Column**
2. In dialog box (see below), click **Yes**



RESIZE COLUMN(s) to fit to text

1. Click **Autosize This Column** to resize the selected column
2. Click **Autosize All Columns** to resize all columns

CHANGE COLUMN set

1. Click **Column Sets**. There will then be 3 options; **Use**, **Save** or **Edit**

- a) **Use** – Brings up dialog box (left) to select a column set
- b) **Save** – allows user to save existing column set
- c) **Edit** – user can edit an existing column set (only the custom sets)

