fibreCRM | HEART OF THE PRACTICE

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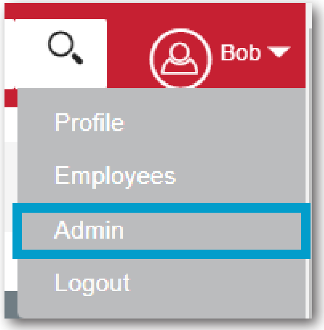
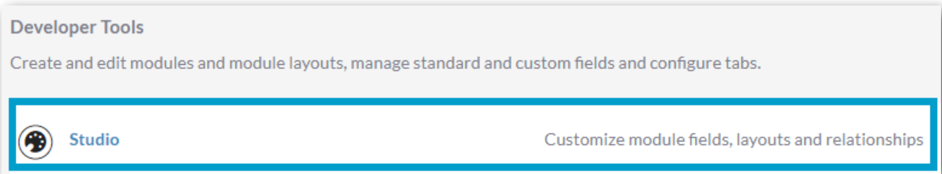
Editing the List View

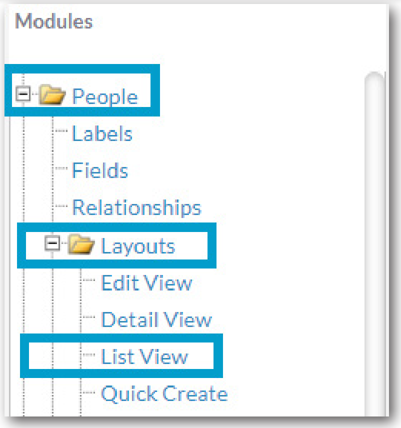
1. Editing a **List View** in CRM lets you choose what columns are available for a user when they are selecting what they want to see in a **Module** overview using the **Column Chooser.** To edit the list view navigate to your username in the top right hand corner and in the drop down list select **Admin**.



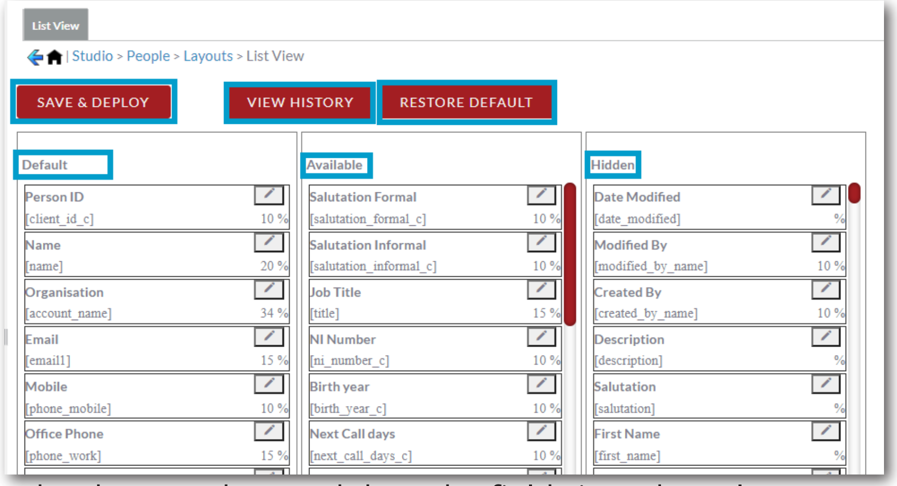
2. Scroll down to **Developer Tools** and then select **Studio.**



3. In the tree on the left hand side, select the module you'd like to edit the **List View** of such as **Organisations** or **People**. Then select **Layouts** and then **List View.**



4. In the **List View** edit page you'll see three columns where all the fields that can be displayed in **List View** appear here. The **Default** column contains fields that will show by default when a user is viewing the module. The **Available** column contains fields that are available to a user from the column chooser in the module. The **Hidden** column contains fields that a user won't be able to see or pick in the **Column Chooser.**



5. To make changes drag and drop the fields into the columns you would like them in. You can view previous layouts by select **View History**. The **Restore Default** button changes the view to its original layout. Once you're happy with your changes select **Save & Deploy**.

6. The fields in **Default** and **Available** can be viewed in the column chooser in the module. The User will drag and drop columns from **Displayed** and **Hidden** to change what they see.