



Edit columns

Most tabular screens in Manager.io allow you to customize which columns are visible. This feature enables you to tailor Manager.io to your specific business requirements, ensuring you see only the information that's important to you.

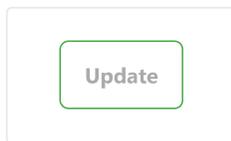
Adjusting Visible Columns

To adjust which columns are displayed:

1. Navigate to the desired tabular screen.
2. Click on the **Edit columns** button located in the bottom-right corner.



3. In the **Edit columns** screen, select the columns you want to be visible by checking the boxes next to them.



4. To rearrange the display order of the columns, drag and drop them into your preferred sequence.
5. Click the **Update** button at the bottom to save your preferences.

Tips for Selecting Columns

- **Prioritize Important Columns:** Choose columns that are consistently important for your workflow. Starting with fewer options can help keep your screen uncluttered.
- **Utilize Custom Fields:** This feature seamlessly integrates with custom fields, allowing you to display the contents of your custom fields alongside default columns. See [Custom Fields](#) for more information.
- **Leverage Advanced Queries:** If you prefer different views depending on the situation, the **Advanced Queries** feature enables you to create multiple layouts tailored to each

context. With Advanced Queries, you can select specific columns, and also filter, sort, and group them according to your needs. See [Advanced Queries](#) for more information.

By customizing the visible columns, you can streamline your workflow and focus on the data that matters most to your business.