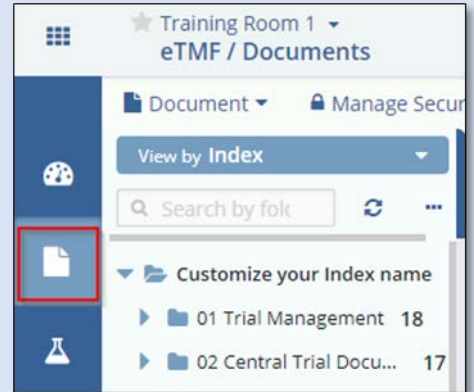


APPLICABLE TO:

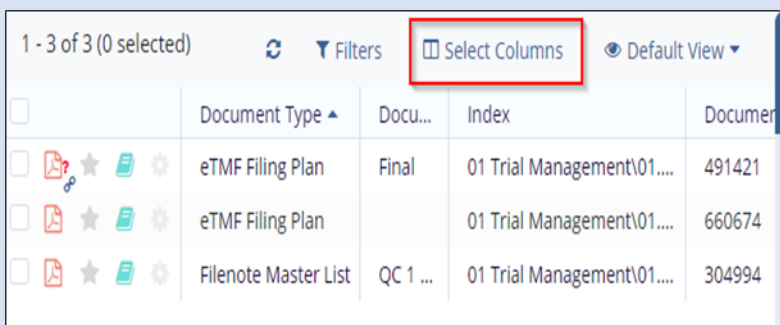
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- Content Management

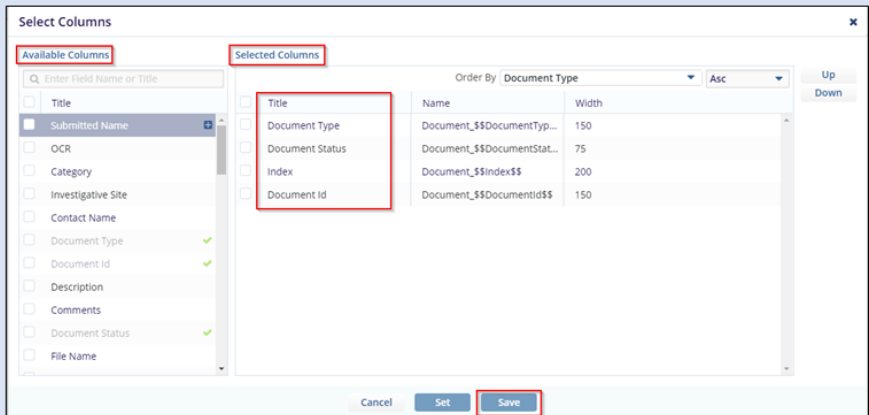
1. Login to a room and navigate to the **Documents** module on the left.

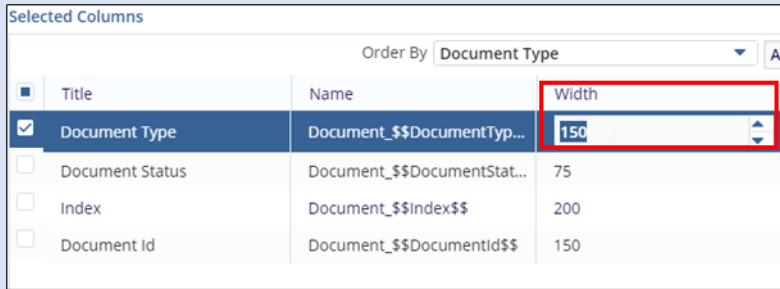


2. Click any folder to view the document grid then click **Select Columns**.

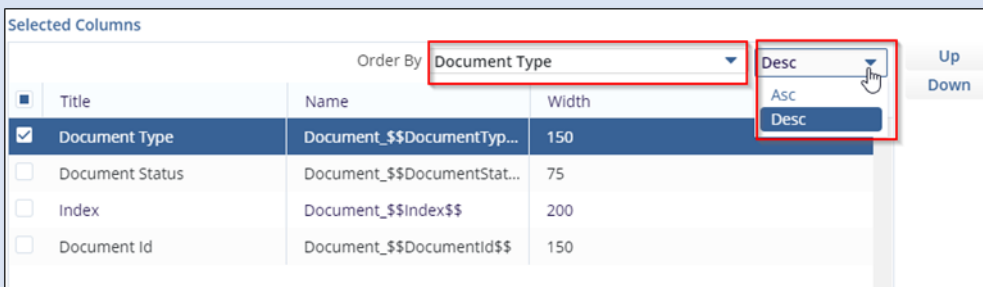


3. Click and drag or use the **Up** and **Down** arrows on the right to change the order in which the **Column Titles** appear.



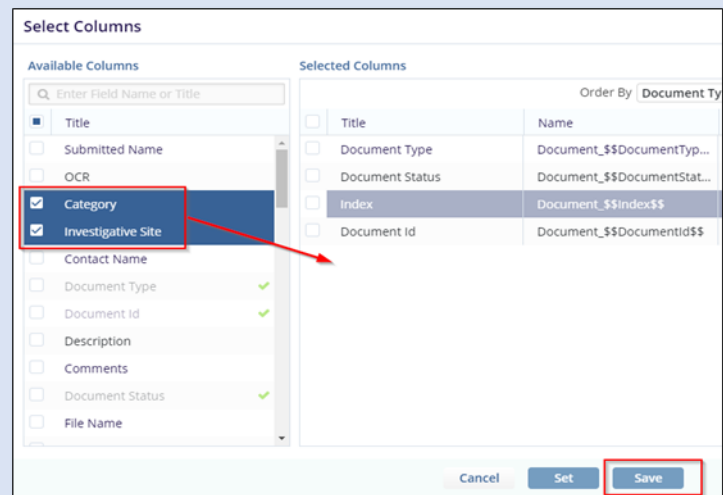


4. Change the default column Width by double clicking the numerical value and entering a new value.



5. Use the drop-down menu to change the Default sorting column.

6. To add additional columns for viewing, drag and drop or use the + sign next to each Column Title in the left pane.



7. Click **Save** when editing is complete.