APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers

- eTMF
- Study Start-Up
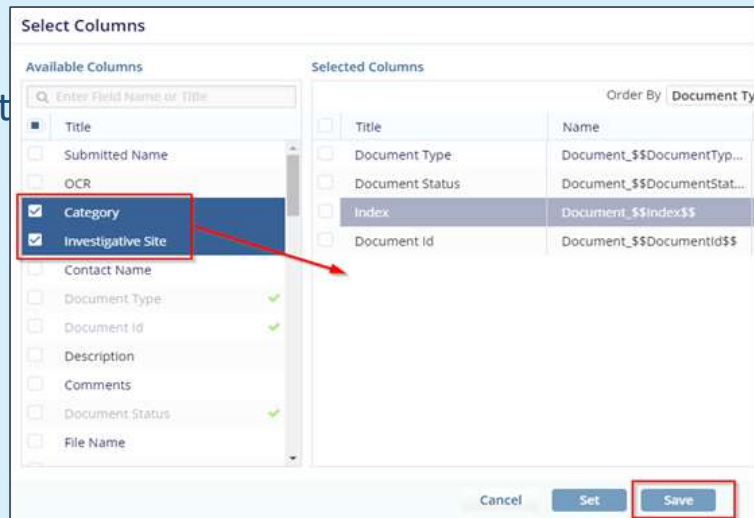- Content Management
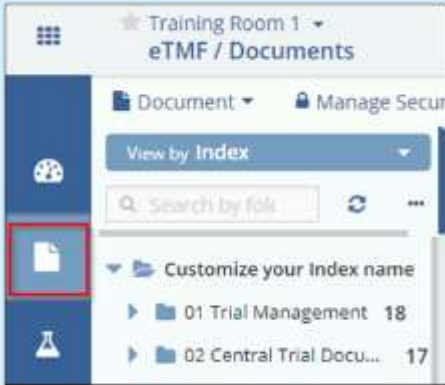
1. Login to a room and navigate to the **Documents** module (on the left-side navigation bar).
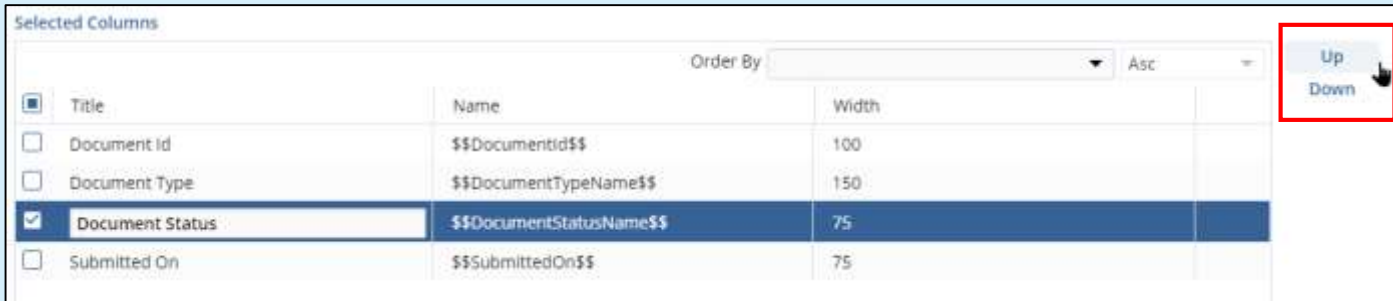
2. Select a folder to view its document grid, then click **Select Columns.**
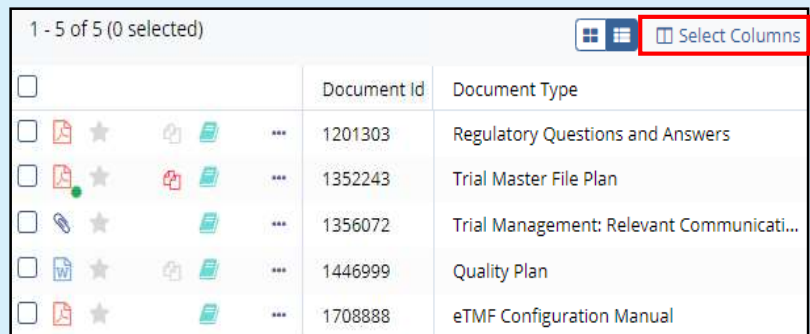
3. Add columns to your grid view: drag and drop or use the **+** sign next to each Column name in the left pane. This also works in reverse, when you wish to remove columns from your view.
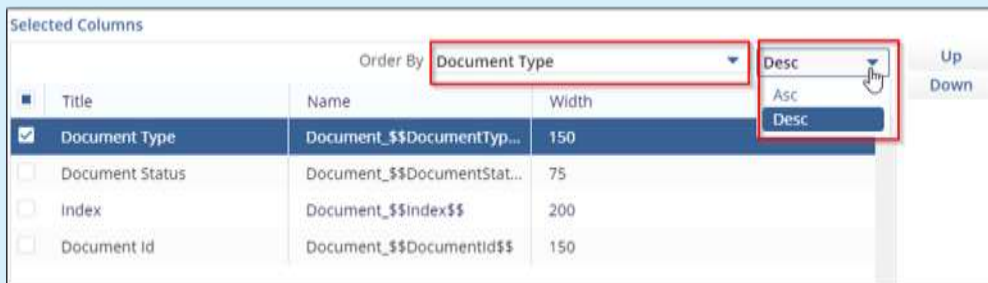
4. Use the **Up** and **Down** buttons on the right to change the order in which the **Selected Columns** will appear.

5. Change the **Width** of any column by double clicking the
numerical value and entering a new value.
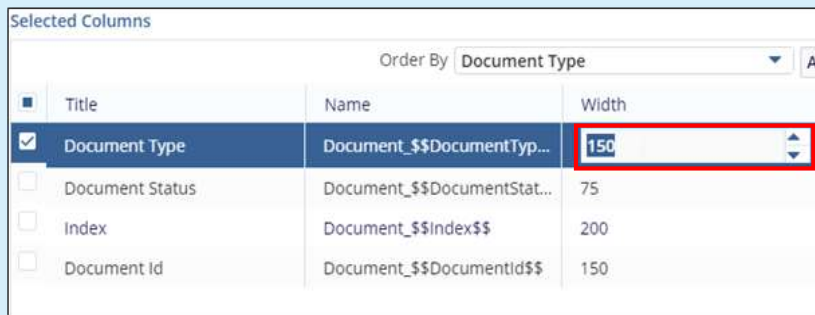
6. Use the drop-down menu on the upper right to change the sorting of documents.

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