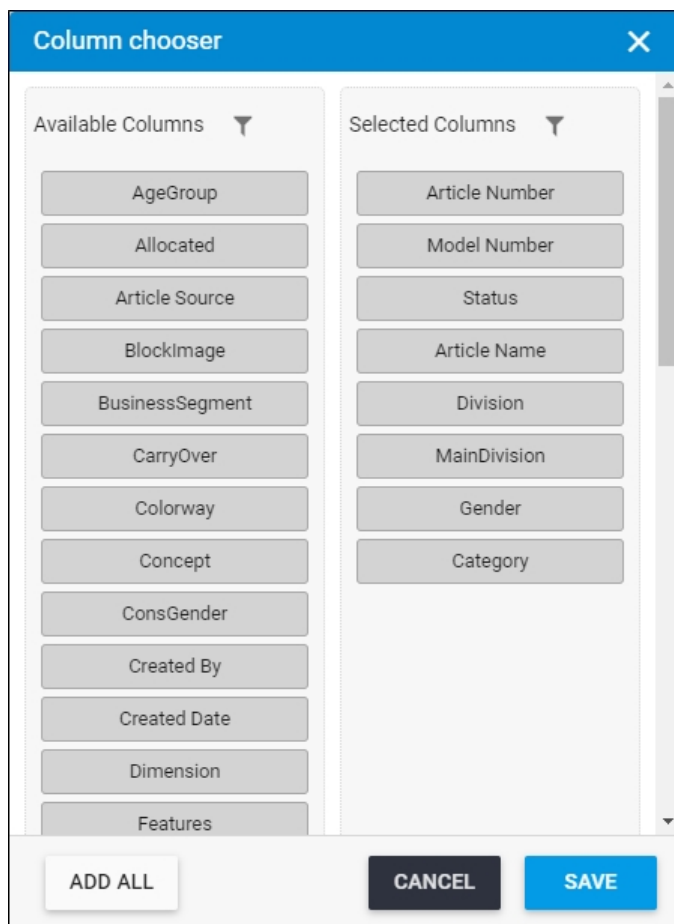


## Column chooser and pre-defined columns

Through these features you can select to view columns other than the default ones and change their order. These columns are available to provide more information and you can choose to show or hide them according to your preference. You can also save the columns you want to display for each page instead of selecting them every time you log in to the system.

To use the column chooser, follow these steps:

1. Click the three dots then select Column chooser, the following window appears:



The window is divided into two sections; the Available columns shows all the columns you can display for Articles, and the Selected columns which are displayed by default. These columns might vary from one page to another. You can click **Add All** to move all the available columns to the Selected columns section.

2. Double-click the column title under the Available columns section to move it to the Selected columns section and vice versa,
3. Drag the column header and drop it to the position you want to change the sequence in which these columns are displayed,
4. Click **Save**, the selected columns are added to the page in the sequence you have defined.

After selecting the columns you want, you can click the Actions menu and select **Save Column** to add the columns as predefined columns which you can use later, the following window appears:

The image shows a 'Column Saver' dialog box. It has a blue header with the text 'Column Saver' and a close button (X). Below the header is a text input field labeled 'Name \*'. Underneath is a checkbox labeled 'Save as Catalog Wide Columns'. The main area is divided into two sections: 'My Columns' and 'Catalog Columns'. Under 'My Columns', there is one entry 'Articles' with a trash icon to its right. Under 'Catalog Columns', there is one entry 'None'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

If you have other predefined columns defined, they are displayed under “My Columns” as in the above example and you can delete any of them by clicking the delete button next to it.

Enter the column name then click **Save**. A new menu “Pre-defined Columns” appears as shown in the below example:

HOME  
ARTICLES

ACTIVE CATALOG  
WINTER COLLECTION

Rasha Saeed

EN

0 of 291 Selected

Pre-Defined Columns

Article Number	Model Number	Status	Article Name	Division	MainDivision	Actions
<input type="checkbox"/> 56723	FRP84	Active	Jacket	Apparel	Running	⋮
<input type="checkbox"/> 9181	FIV91	Active	Cap	Accessories	Running	⋮
<input type="checkbox"/> 4079	2012A250	Inactive	Jacket	Apparel	Running	⋮
<input type="checkbox"/> 1400	FRX67	Inactive	Sweatshirts	Apparel	Sports	⋮
<input type="checkbox"/> 37437	FSG79	Active	Running Shoes	Footwear	Sports	⋮
<input type="checkbox"/> 5013	FUV33	Active	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 88972	FUV59	Active	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 11406	FKA11	Active	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 77171	FUD01	Active	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 84810	FUD01	Active	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 96727	FUH83	Active	Sweater	Apparel	Running	⋮
<input type="checkbox"/> 25256	FUH91	Inactive	Sweater	Apparel	Running	⋮
<input type="checkbox"/> 40828	FUH74	Active	Sweater	Apparel	Running	⋮

You can select the column you want from the menu.