

Personalizing Lists in the Data Management Tool

Lists are one way IROC DMT presents actionable information in the main content frame, allowing you to view and manage records. DMT offers you a way to personalize the information you see in each list—for example, by adding or removing columns or changing their order of appearance on the screen.

Tip: When selecting items in either the **Available** or **Selected** field, you can select more than one item by using Ctrl-Click or Shift-Click. You can also click and drag to select a number of sequential items.

- When in a list, click the **Personalize List** icon to open the Personalize List Columns screen.
- To add an item(s) to your list view, select it in the **Available** field and then click the right-pointing arrow.
- To remove an item(s) from your list view, select it in the **Selected** field and then click the left-pointing arrow.
- To change the order of columns, click an item in the **Selected** field and use the up or down arrows to move it.
- Click the checkboxes at the bottom of the screen to change list view and action options.
- When done, click **OK**.

