



DICE Products & Technical Documentation

Column Management

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Column Management

Throughout Matrix, users will have access to customize the information displayed in various tables. The following documentation instructs users on using the **Columns** and **Rename** options available on most toolbars found within Matrix (Figure 1).

Contact Name	Personal Info	Opening ID	Phone Number	Passcode	SMS Notify
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kate Nicfield	Technical Writer		(555) 123-1232	1234	N
Brett Yeager	Telephony Department		99-77777777	54321	N
Joel Profer	Mail Service		555-4444	4321	N
Roberta Thomas	Marketing Advisor		55-66666666	6789117330	N
John Smith			(111) 111-1111	123456	N
Documentation			(555) 454-5454		N

Columns Rename

Save Call Reorder More Numbers Insert New Delete All Reset Web Attempt

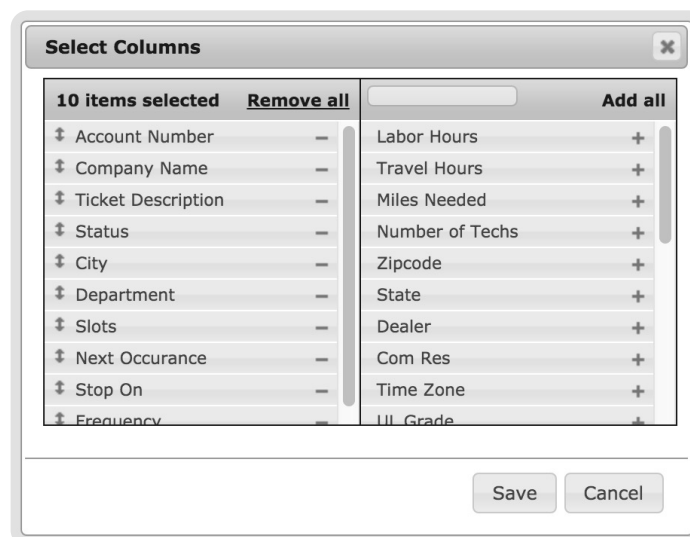
Add Edit Delete Reload

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(Figure 1)

Column Management

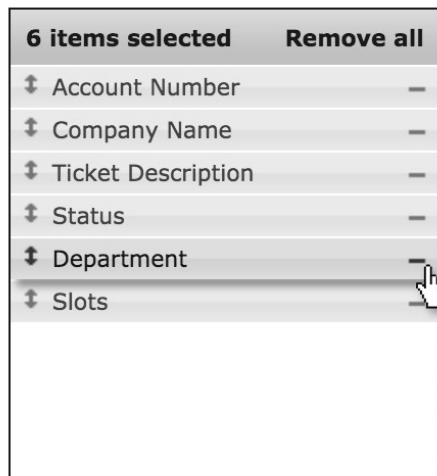
Selecting the **Columns** option from the toolbar will display the **Select Columns** dialog box (Figure 2). The following steps will instruct users on how to manage what information will display in the table.



(Figure 2)

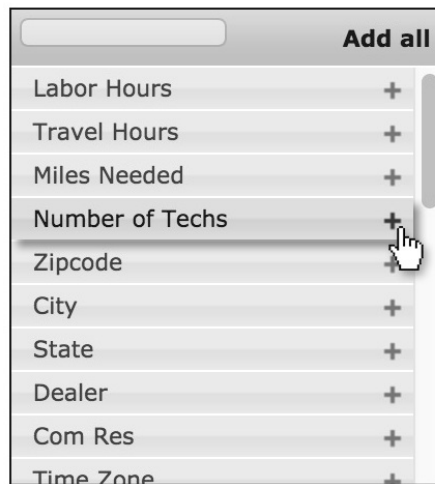
Perform the following steps to update the available columns.

1. Select the **minus** symbol to remove an existing column from the table (Figure 3).
 - Users can also select the **Remove All** option to remove all of the selected columns from the table.



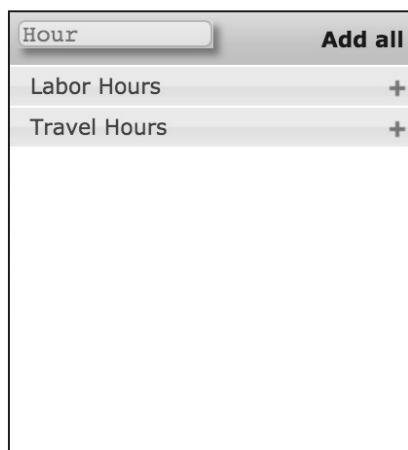
(Figure 3)

2. Select the **plus** symbol to add an available column to the table (Figure 4).
 - Users can also select the **Add All** option to add all available columns to the table.



(Figure 4)

- Use the text field to search for available columns (Figure 5).



(Figure 5)

3. Drag and drop added columns to update their order.
 - The order columns are listed in from top to bottom is the order they will be listed in from left to right in the table.
4. Select **Save** to apply any changes to the table.
5. If applicable, select **Save Profile** or **Save** from the available toolbar options to preserve changes made to the table.

Each column within the table is equipped with a search bar that allows users to filter displayed maintenance entries as desired (Figure 6).

Account Number	Company Name	Ticket Description	Status	Department	Slots
<input type="text" value=""/>	<input type="text" value="dice"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
01000	DICE TEST ACCOUNT	ALARM SYSTEM	C1	PRO	0
00DICE	DICE ABC V39Q#4	EMERGENCY SERVICE	A1	PRO	0

(Figure 6)

Rename Columns

Selecting the **Rename** option from the toolbar will display the **Rename Columns** dialog box (Figure 7). The following steps will instruct users on how to manage how the column information is referenced within the table.



The dialog box is titled "Rename Columns" and has a close button (X) in the top right corner. It contains a "Change" dropdown menu, a "to" text input field, and a "Save" button. At the bottom right, there is an "OK" button.

(Figure 7)

Perform the following steps to rename columns.

1. Select the column that should be updated from the **Change** drop-down.
2. Input the new name the column should be updated to into the **To** field.
3. Select **Save**.
4. Repeat the above steps for all additional columns as necessary.
5. Select **OK** to close the **Rename Columns** dialog box.
6. If applicable, select **Save Profile** or **Save** from the available toolbar options to preserve changes made to the table.