


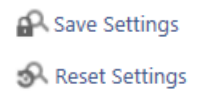
HOW TO: CUSTOMIZE COLUMNS

Columns can be hidden, resized, and relocated by click on the settings button next to the column title or clicking and dragging.

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
BPC 87-1851		WESTBURNE IND ENT	ePlans Test Admin	In Review	11/15/2016 5:41:09 PM
			Jack - Project Administrator Hinton		1/5/2017 10:59:08 AM



After changing your column settings, click the “save settings” button
 To return columns to the default settings, click the “reset settings” button



Below are the suggested column settings:

Tasks (PF)

Column Chooser reset

[Show](#)

[Hide](#) Task

[Hide](#) Project

[Show](#) Instance

[Hide](#) Group

[Show](#) Assignment type

[Hide](#) Status

[Show](#) Priority

[Hide](#) Due Date

[Hide](#) Created

[Hide](#) Description

[Show](#) Complete

Apply Cancel

Projects

Column Chooser

[Hide](#) Project

[Show](#) Project Name

[Show](#) Project ID

[Hide](#) Options

[Hide](#) Description

[Hide](#) Owner

[Show](#) Owner

[Hide](#) Status

[Hide](#) Create Date

Apply Cancel

Changemark & Checklist Items

Column Chooser reset

[Hide](#) Ref #

[Show](#) Permit Type

[Hide](#) Department

[Hide](#) Comment Type

[Hide](#) Cycle

[Hide](#) Applicant Response

[Hide](#) Date Updated

[Show](#) Status Updated By

[Hide](#) Status Date Updated

Apply Cancel