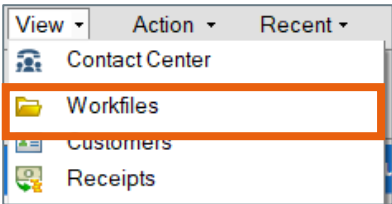
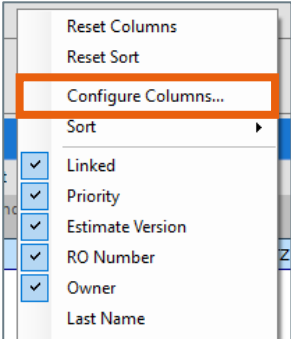
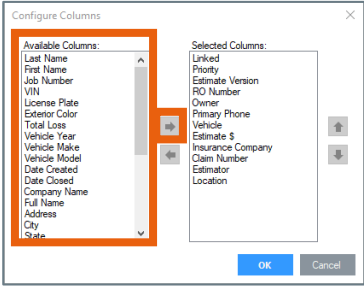


Configure & Sort Columns in Workfile View

Overview

Columns in the Workfiles view in CCC ONE® can be configured and sorted as needed. This document explains how to add, remove and reorder columns and sort by columns in the Workfiles view.

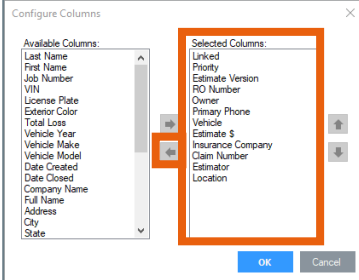
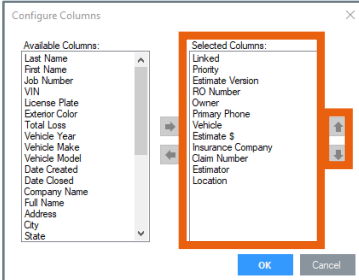
Add, Remove, and Reorder Columns

Step	Action
1	<p>Click on the View drop-down menu, then select Workfiles.</p> 
2	<p>Right-click anywhere within the Workfile Columns and select Configure Columns from the drop-down menu.</p> 
3	<p>To add a column to the Workfiles view, select the desired column from the Available Columns list and then click the right arrow to move it to the Selected Columns list.</p>  <p>Note: Your columns will vary based on the products you have purchased and your setup.</p>

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Configure & Sort Columns in Workfile View, Continued

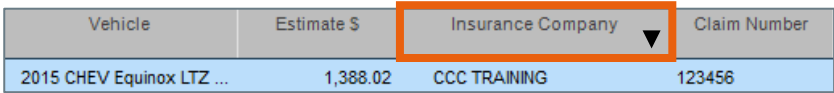
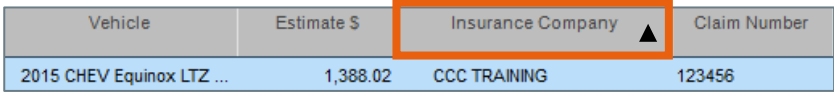
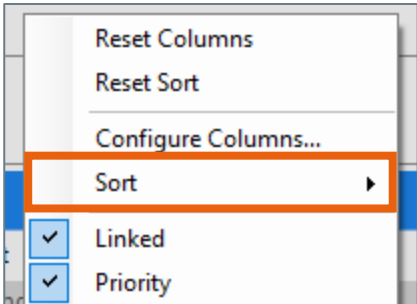
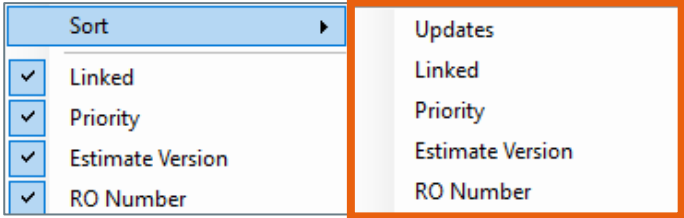
Add, Remove, and Reorder Columns, continued

Step	Action
4	<p>To remove a column from the Workfiles view, select the desired column from the Selected Columns list, and then click the left arrow to move it to the Available Columns list.</p> 
5	<p>To reorder the Selected Columns, select the desired column from the Selected Columns list, and then click the up or down arrows as needed.</p> 
6	When finished, click OK .
7	Columns can also be re-ordered by clicking and dragging the appropriate column left or right in the Workfiles view.

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Configure & Sort Columns in Workfile View, Continued

Sort by Columns

Step	Action
1	<p>To sort information by a specific column, click the desired column.</p> 
2	<p>To re-sort the column, click the same column again.</p> 
3	<p>Columns can also be sorted through right-clicking anywhere within the Workfile Columns and selecting Sort from the drop-down menu.</p> 
4	<p>From the Sort sub-menu, select the desired column to sort by.</p> 
5	<p>To reset all columns to their default configuration, right-click anywhere within the Workfile Columns and select Reset Columns from the drop-down menu.</p> 