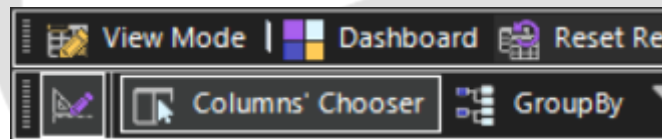


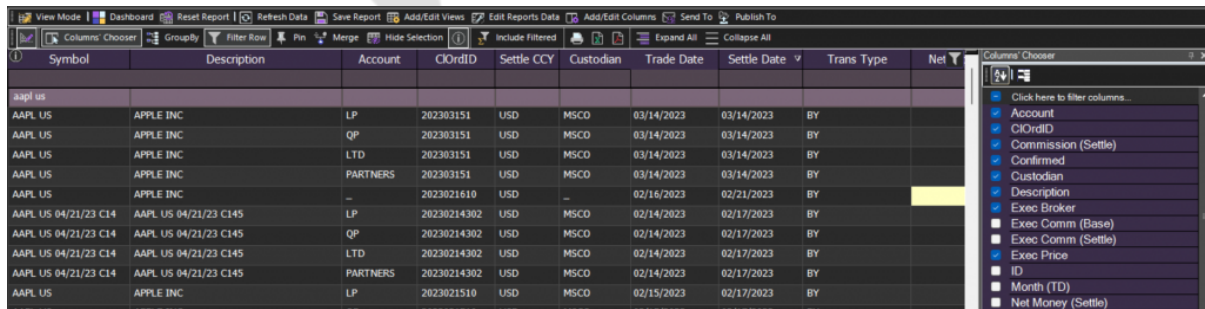
## Adding or moving columns in a view: Quick Columns' Chooser

1. Click on Column Chooser.



2. Select the column you want to add from the list that appears on the right side of your screen.

3. The selected column/columns will appear next to the other columns on the column header.



Symbol	Description	Account	ClOrdID	Settle CCY	Custodian	Trade Date	Settle Date	Trans Type	Net
appl us									
AAPL US	APPLE INC	LP	202303151	USD	MSCO	03/14/2023	03/14/2023	BY	
AAPL US	APPLE INC	QP	202303151	USD	MSCO	03/14/2023	03/14/2023	BY	
AAPL US	APPLE INC	LTD	202303151	USD	MSCO	03/14/2023	03/14/2023	BY	
AAPL US	APPLE INC	PARTNERS	202303151	USD	MSCO	03/14/2023	03/14/2023	BY	
AAPL US	APPLE INC	-	2023021610	USD	-	02/16/2023	02/21/2023	BY	
AAPL US 04/21/23 C14	AAPL US 04/21/23 C145	LP	20230214302	USD	MSCO	02/14/2023	02/17/2023	BY	
AAPL US 04/21/23 C14	AAPL US 04/21/23 C145	QP	20230214302	USD	MSCO	02/14/2023	02/17/2023	BY	
AAPL US 04/21/23 C14	AAPL US 04/21/23 C145	LTD	20230214302	USD	MSCO	02/14/2023	02/17/2023	BY	
AAPL US 04/21/23 C14	AAPL US 04/21/23 C145	PARTNERS	20230214302	USD	MSCO	02/14/2023	02/17/2023	BY	
AAPL US	APPLE INC	LP	2023021510	USD	MSCO	02/15/2023	02/17/2023	BY	

4. The columns can also be re-arranged. You can move them around by simply clicking on the column and dragging it.

5. Click on the column you want to move.

6. Drag the column to where you want it.

7. Drop the column.

8. This works like Excel, so you can also make the columns wider just like you would do on Excel.

9. The columns can also be dragged and dropped in the GroupBy section. (see: [Aggregation/Data pivot](#)).

If you cannot find the column you are looking for in the Columns' Chooser list:

10. On the tool bar, click on **View Mode** and you will switch to **Design Mode**.



11. Repeat the process from step 1 to 7 to see if you can find your column now. Once you see it, please drag and drop the column in your report.

The reason why Design Mode gives you more columns in the Columns' Chooser is because having all the columns always available would require a higher energy consumption, and therefore, a worse performance on your end.

12. Once you have the column on your report, select View Mode again.



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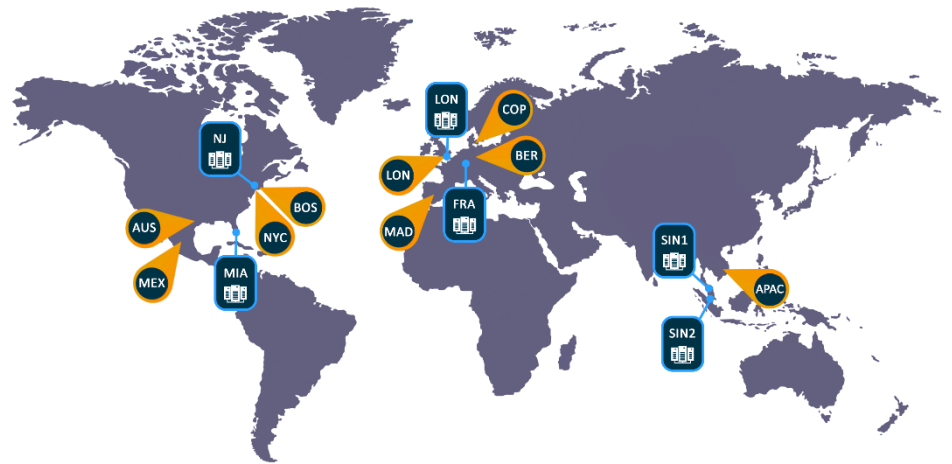
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