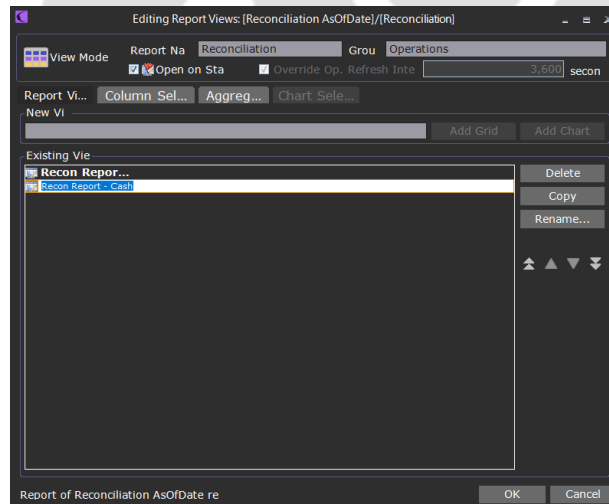


## Adding new columns using add/edit views

1. To add the column in the report, go to Add/Edit Views.



2. Click on Column Selection



3. Go to Existing Views, select the report you want to modify.

4. Click on column selection.

5. To add, click on available box, and choose the new column you want to see on your view.

6. To remove, click on selected columns box, on one of the column names you see, and you would like to take out of your view.

7. If you want to add, click the add button, after pressing the column you want in the available box.

8. If you want to remove, click the remove button, after pressing the column you want to remove from the selected column box.

9. Click ok.



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