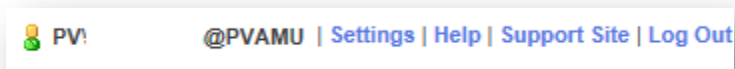


# Laserfiche - Customizing the Browser Columns

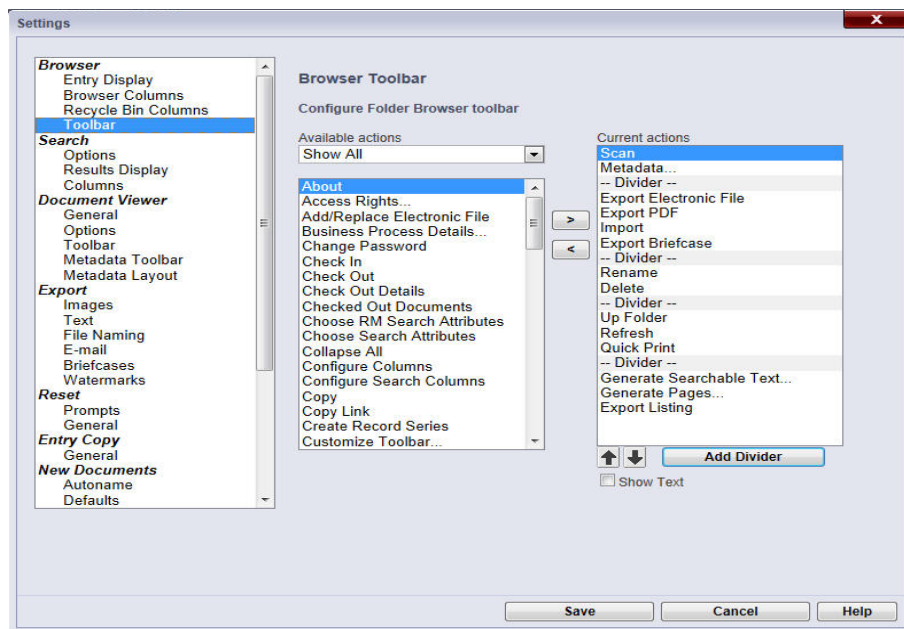
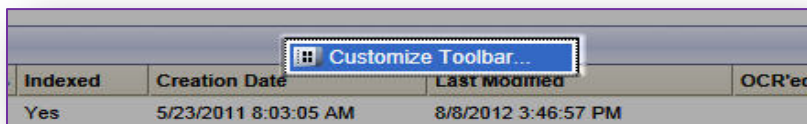
You have the option to select what information pertaining to a document is displayed. By default you are shown the **Standard** available columns (Name, Pages, Indexed, Creation Date, Last Modified, OCR'ed, Created By, Last Modified By) these are just the main columns but there are many more to select from within the **Standard** available columns.

There are two ways to get to the Settings in order to customize your browser columns:

1. Locate the "Settings" link at the top right side of your Laserfiche window, and click on it.



2. You can also get to the Settings option by moving your mouse pointer over the top of the Toolbar at the top of the display pane and do a right-click. You will see "Customize Toolbar" appear and you just click on it.



This will now be your Settings Window

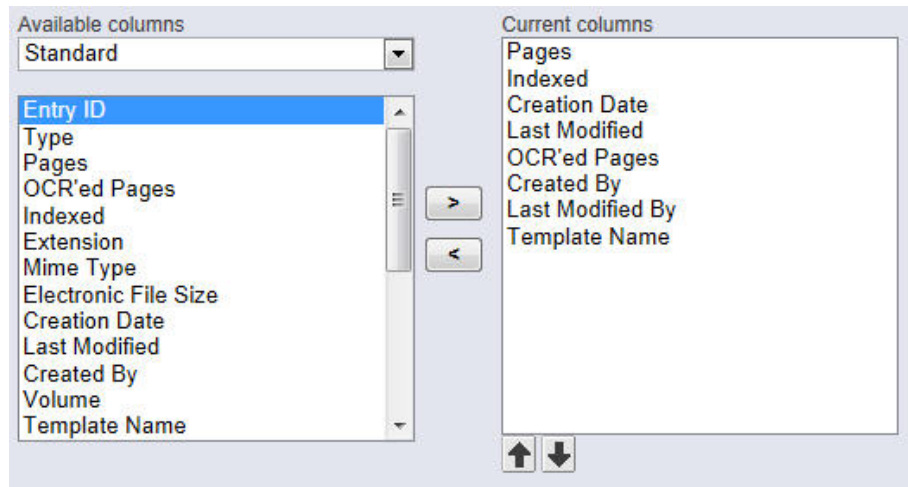
## Adding or Removing Columns

Look on the left hand side of the Settings Window and locate the heading called Browser. Make sure that you click on “Browser Columns”. The section named Current columns is your active columns that you are able to view. The area under Available Actions contains your options of columns to select from.

To add or remove columns:

- Select the item by clicking on it.
- Click on the left or right directional arrows to either add or remove the item selected.

You can use the Up or Down arrow keys at the bottom of the area to arrange the order of the columns.



## Available Columns

You will notice that there is a section called Available columns. This section has a drop down menu that shows the collection or grouping of columns that you can select from. The columns are grouped into:

- Standard – List of standard columns
- Template – These columns are going to be based on the fields that are contained in a template that was created. If you have a template assigned to your documents then this would be very useful. You could easily see all the information contained in those fields as it relates to your document.
- Fields – These are the all the fields that were created. This is useful if you have assigned fields to your document otherwise those columns will be blank.
- Records Management – These columns are mainly used by the Records Retention Officer but you can use these columns to see information like the retention schedule, final disposition action, cutoff instruction, etc.