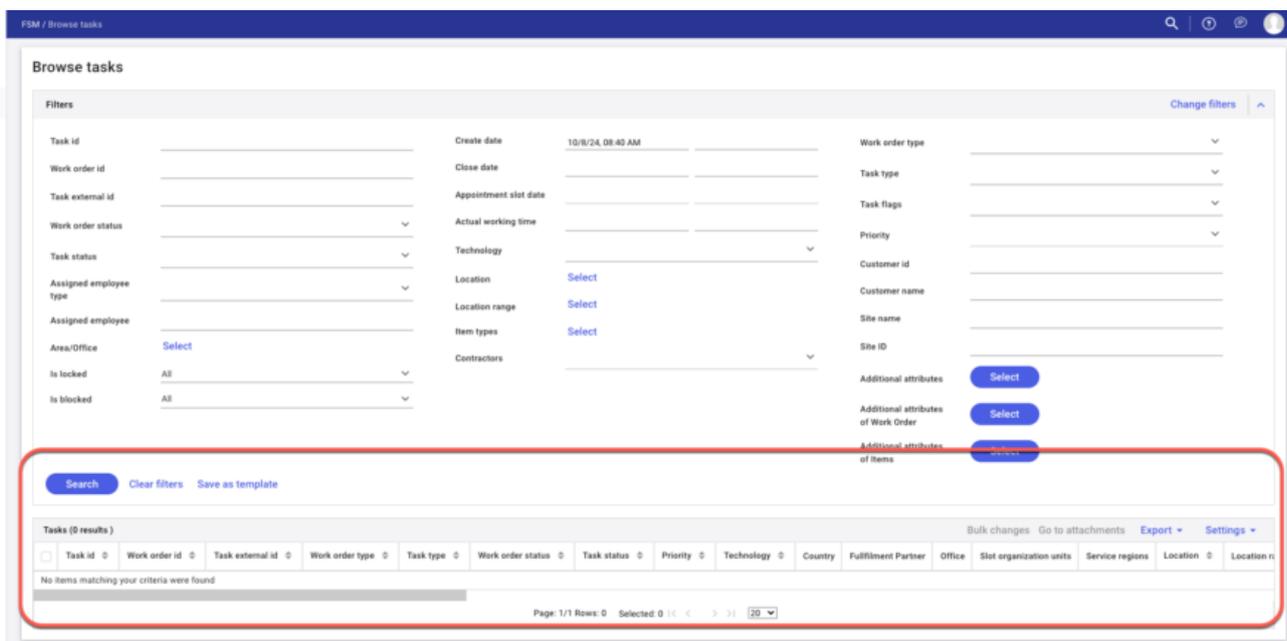


# FSMv5: How to add / remove fields to your search results

## Summary

This Job Aid is for all FSM users who need to access and login to the FSM website.

From time to time, you may need to add columns to your search results—for example, the **First Schedule Date Indicator** or an **Escalated** column.



Edit Search Results Columns

Access the **FSM site** and log in.

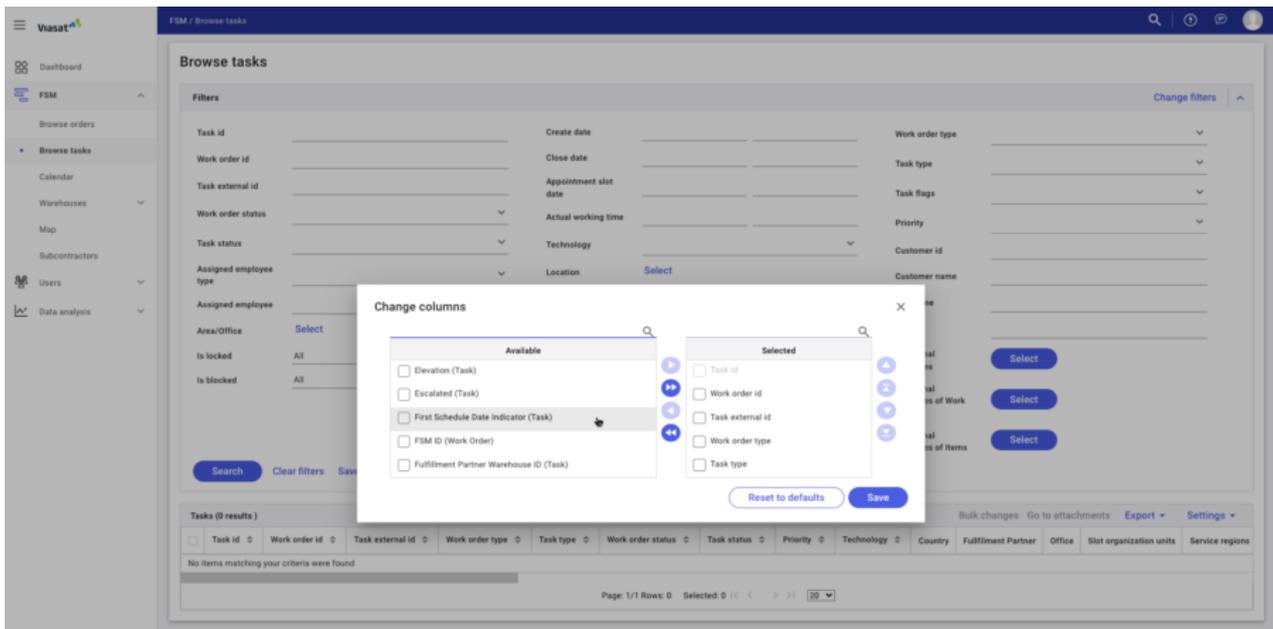
## Open Browse tasks

The screenshot shows the 'Browse tasks' interface in the Wasat FSM. The left sidebar has a red box around the 'Browse tasks' menu item. The main content area is titled 'Browse tasks' and contains a 'Filters' section with various input fields and dropdown menus. Below the filters is a 'Search' button and options to 'Clear filters' and 'Save as template'. The bottom section shows 'Tasks (0 results)' with a table header and a 'Settings' dropdown menu.

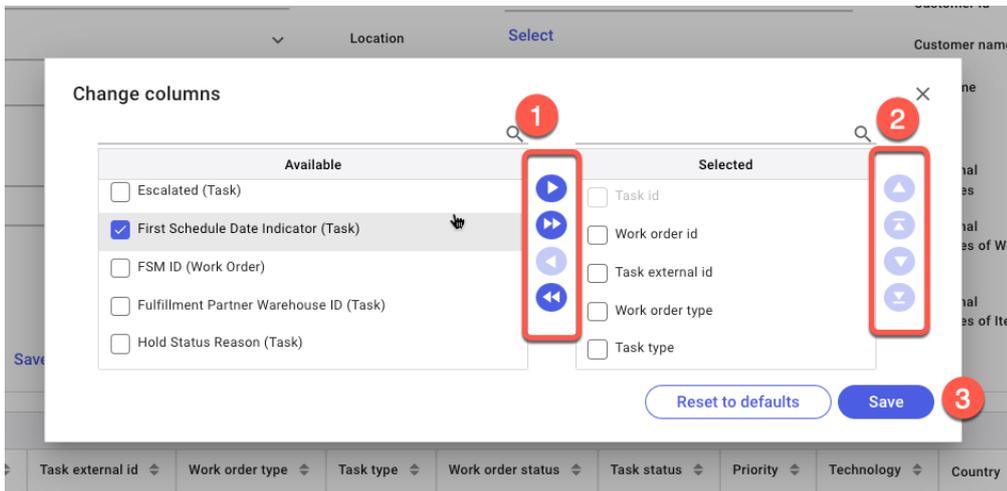
Under **Search** results, select **Settings** and then **Change columns**.

The screenshot shows the 'Browse tasks' interface in the Wasat FSM. The left sidebar has 'Browse tasks' highlighted. The main content area is titled 'Browse tasks' and contains a 'Filters' section with various input fields and dropdown menus. Below the filters is a 'Search' button and options to 'Clear filters' and 'Save as template'. The bottom section shows 'Tasks (0 results)' with a table header and a 'Settings' dropdown menu. A red box highlights the 'Settings' dropdown menu, which is open, showing the 'Change columns' option.

The Change columns window opens. Scroll through the Available columns. Check the box next to the column you would like to add.

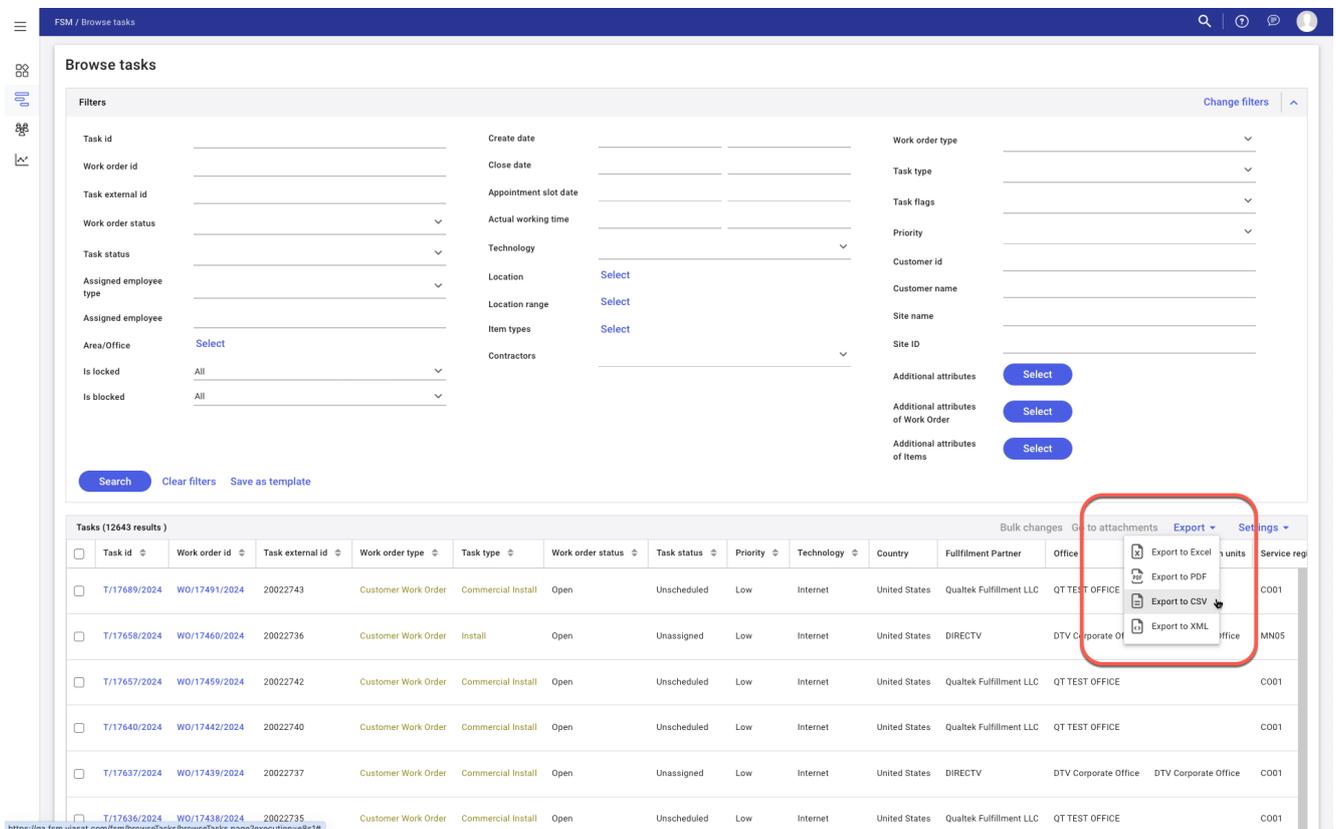


1. Buttons to add/remove **Available** columns and **Selected** columns.
2. Buttons to change the order of columns.
3. Before you close the window you must select **Save** to keep your changes.



This change will be saved and is a universal change for your profile throughout FSM.

This change will also display your edited columns when you export search results out of FSM.



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