

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.

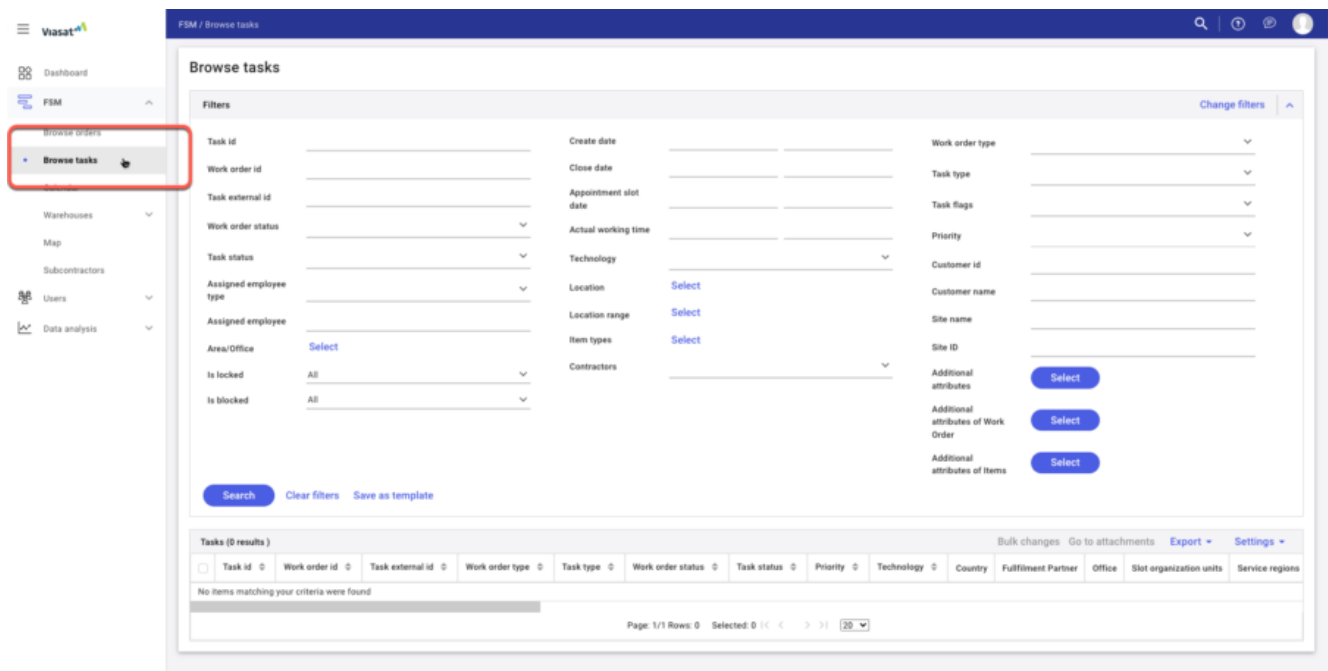
From time to time, you may need to add columns to your search results—for example, the **First Schedule Date Indicator** or an **Escalated** column.

The screenshot displays the 'FSM / Browse tasks' interface. It features a 'Filters' section on the left with various input fields and dropdown menus for filtering tasks. Below the filters is a 'Search' button and links for 'Clear filters' and 'Save as template'. The main area shows a table of search results with columns for Task id, Work order id, Task external id, Work order status, Task status, Priority, Technology, Country, Fulfillment Partner, Office, Slot organization units, Service regions, Location, and Location n. A red box highlights the 'Additional attributes of Items' section, which includes buttons for 'Select' and 'Remove'. The bottom of the interface shows pagination information: 'Page: 1/1 Rows: 0 Selected: 0'.

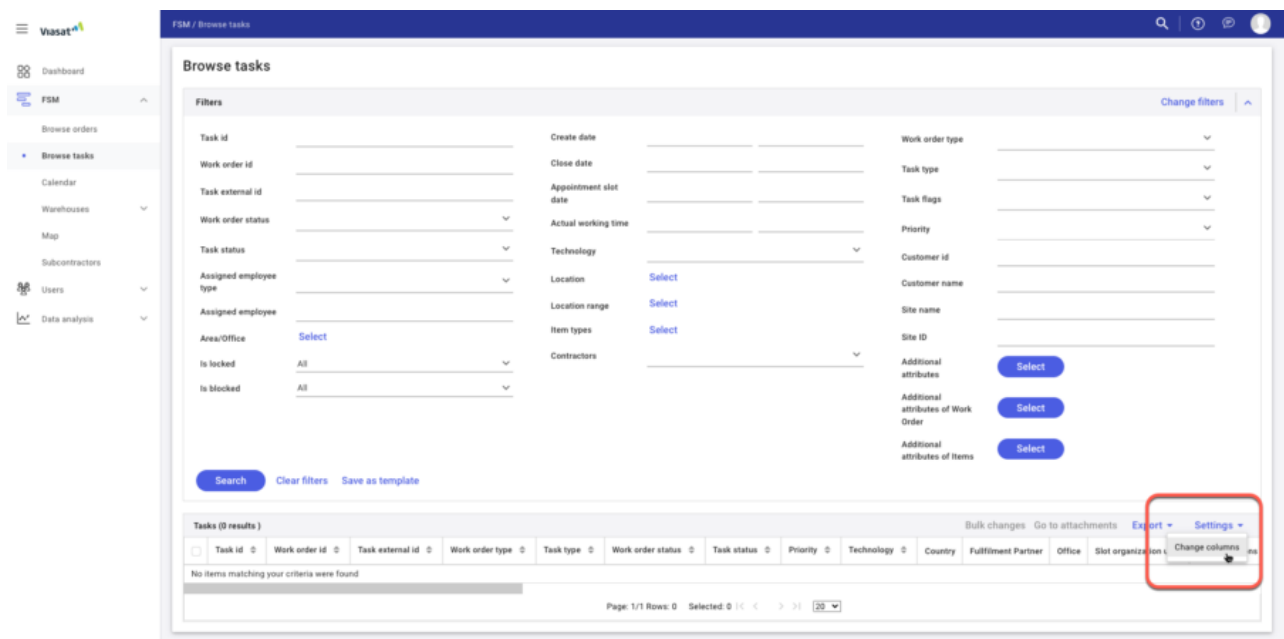
Edit Search Results Columns

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

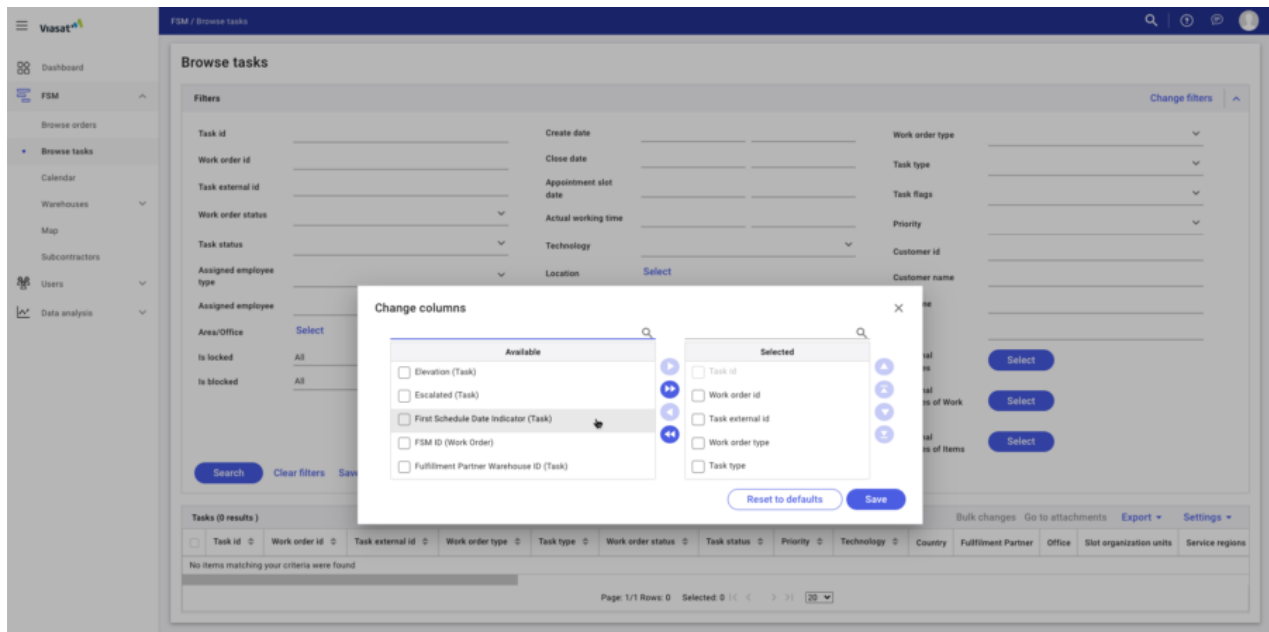
Open Browse tasks



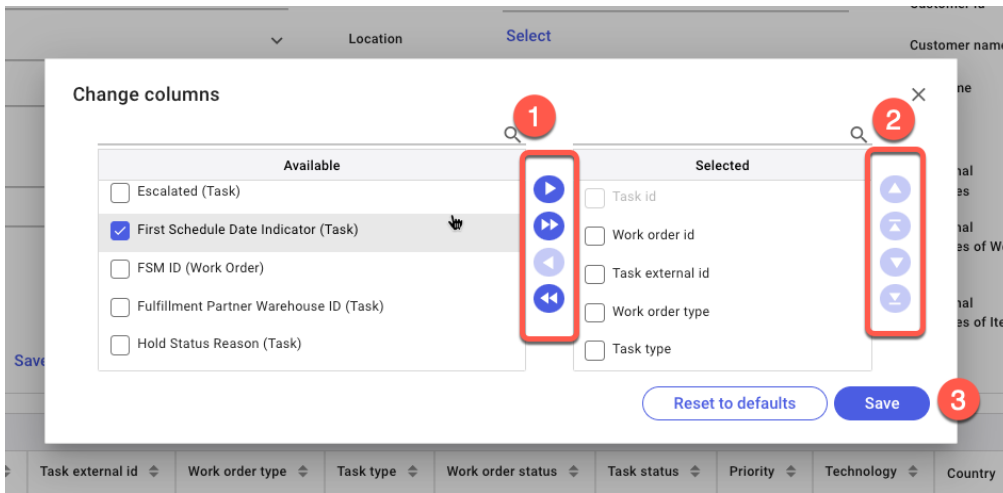
Under **Search** results, select **Settings** and then **Change columns**.



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

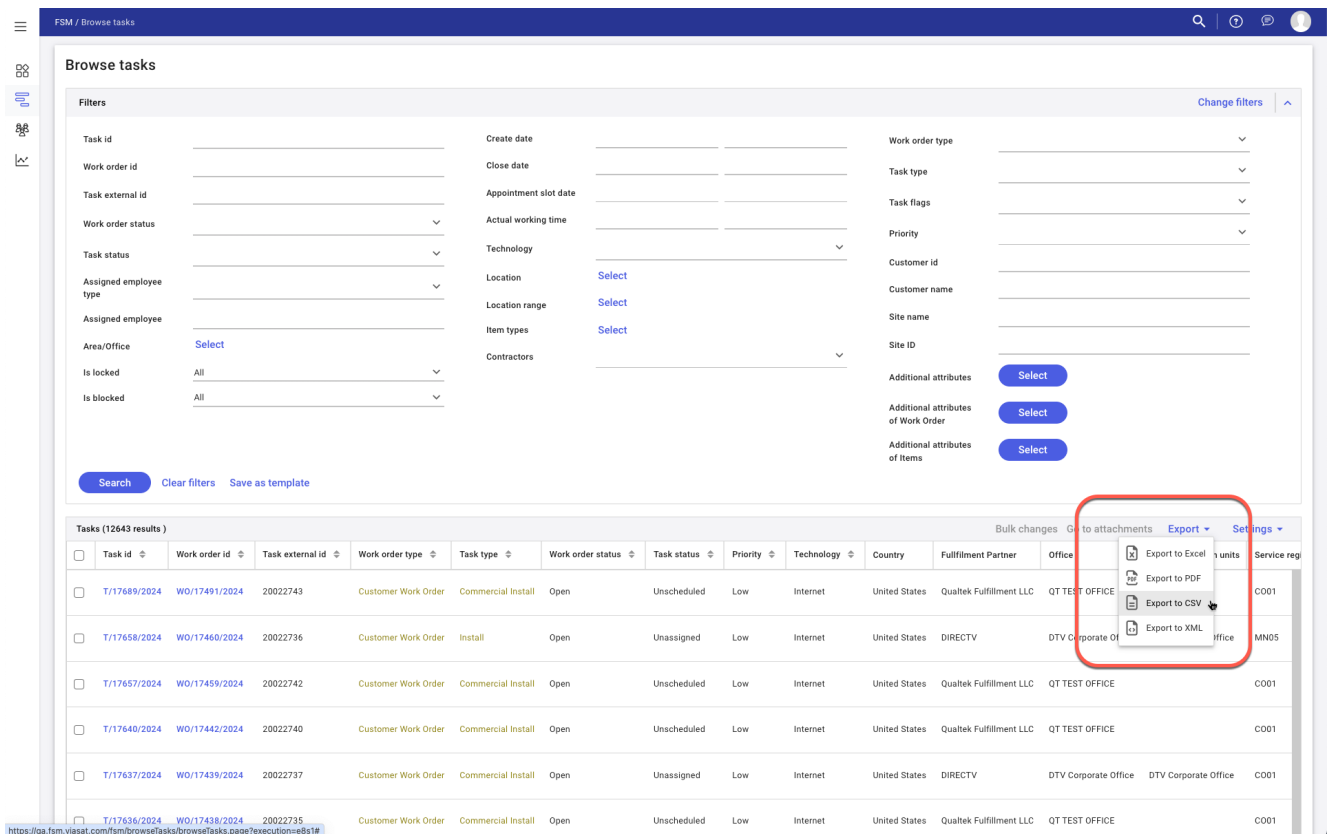


1. Buttons to add/remove **Available** columns and **Selected** columns.
2. Buttons to change the order of columns.
3. Before you close the window you must select **Save** to keep your changes.



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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