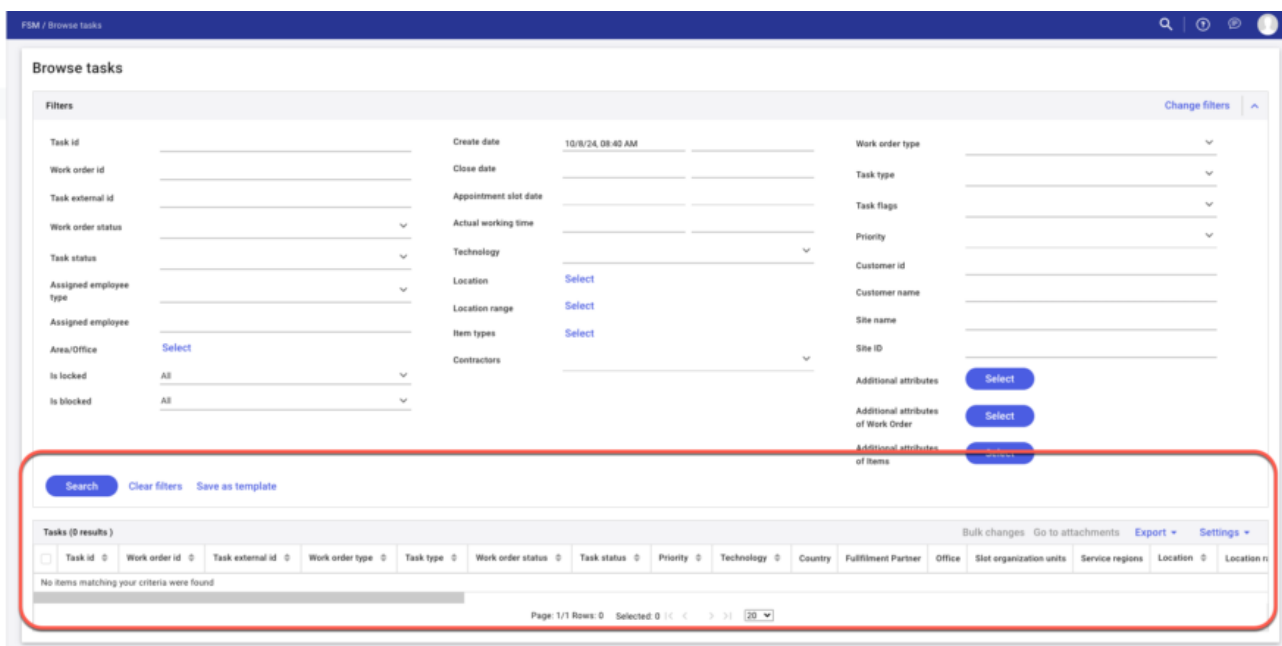


FSMv5: How to add / remove fields to your search results

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.

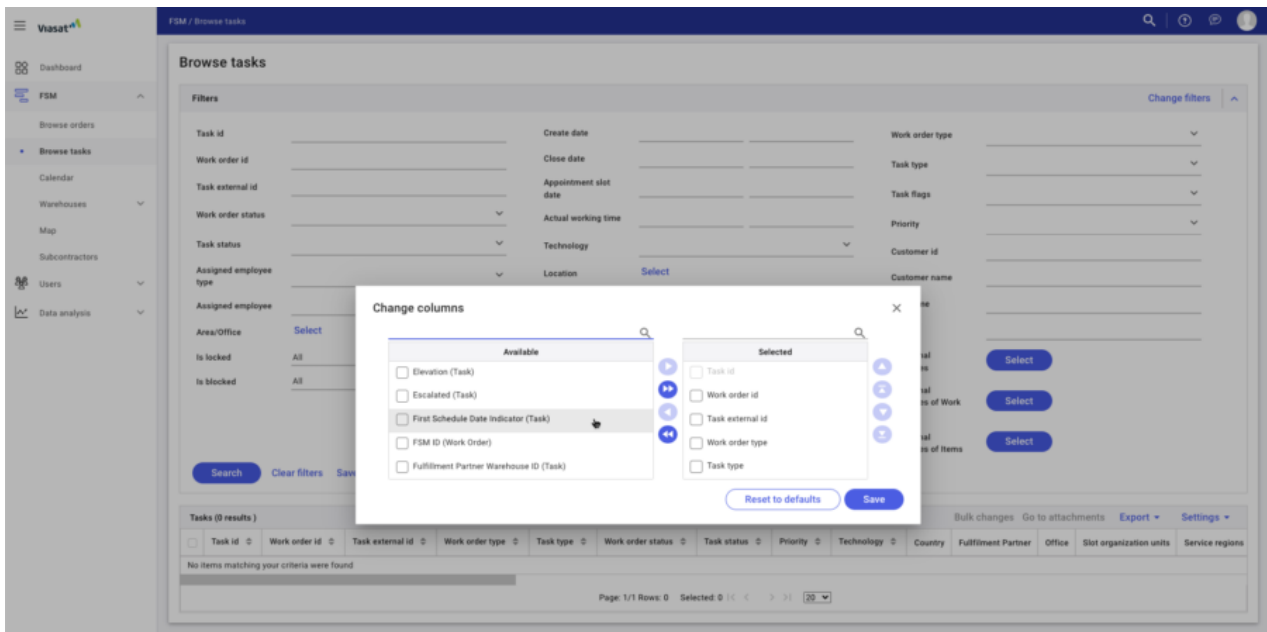
Open Browse tasks

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 area features a 'Filters' section with fields for Task id, Work order id, Task external id, Work order status, Task status, Assigned employee type, Assigned employee, Area/Office, Is locked, and Is blocked. It also includes fields for Create date, Close date, Appointment slot date, Actual working time, Technology, Location, Location range, Item types, and Contractors. On the right, there are dropdowns for Work order type, Task type, Task flags, Priority, Customer id, Customer name, Site name, Site ID, and three 'Additional attributes' sections (Additional attributes, Additional attributes of Work Order, and Additional attributes of Items), each with a 'Select' button. Below the filters are 'Search', 'Clear filters', and 'Save as template' buttons. At the bottom, there is a table header with columns: Task id, Work order id, Task external id, Work order type, Task type, Work order status, Task status, Priority, Technology, Country, Fulfillment Partner, Office, Slot organization units, and Service regions. A 'Settings' dropdown menu is highlighted in a red box.

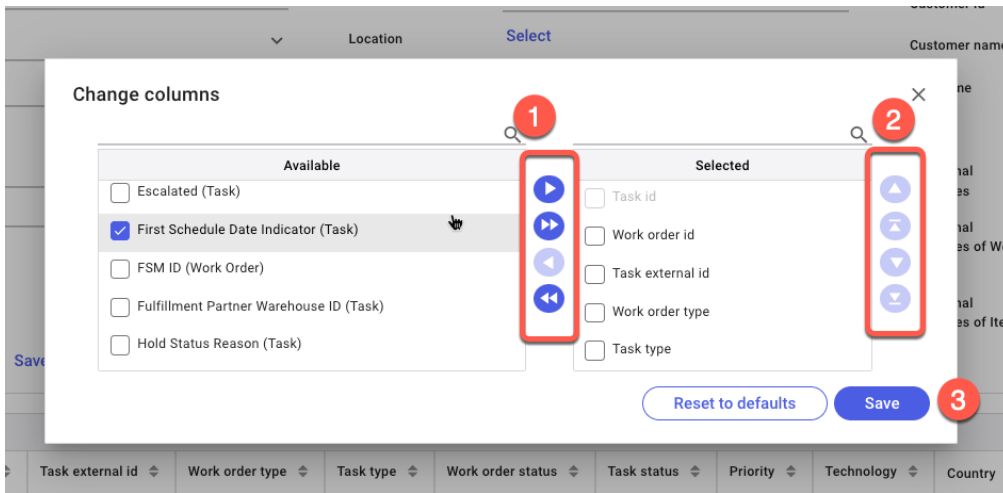
Under **Search** results, select **Settings** and then **Change columns**.

This screenshot is similar to the first one, but the 'Settings' dropdown menu is open, and the 'Change columns' option is highlighted in a red box. The rest of the interface, including the filters and table header, remains the same.

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

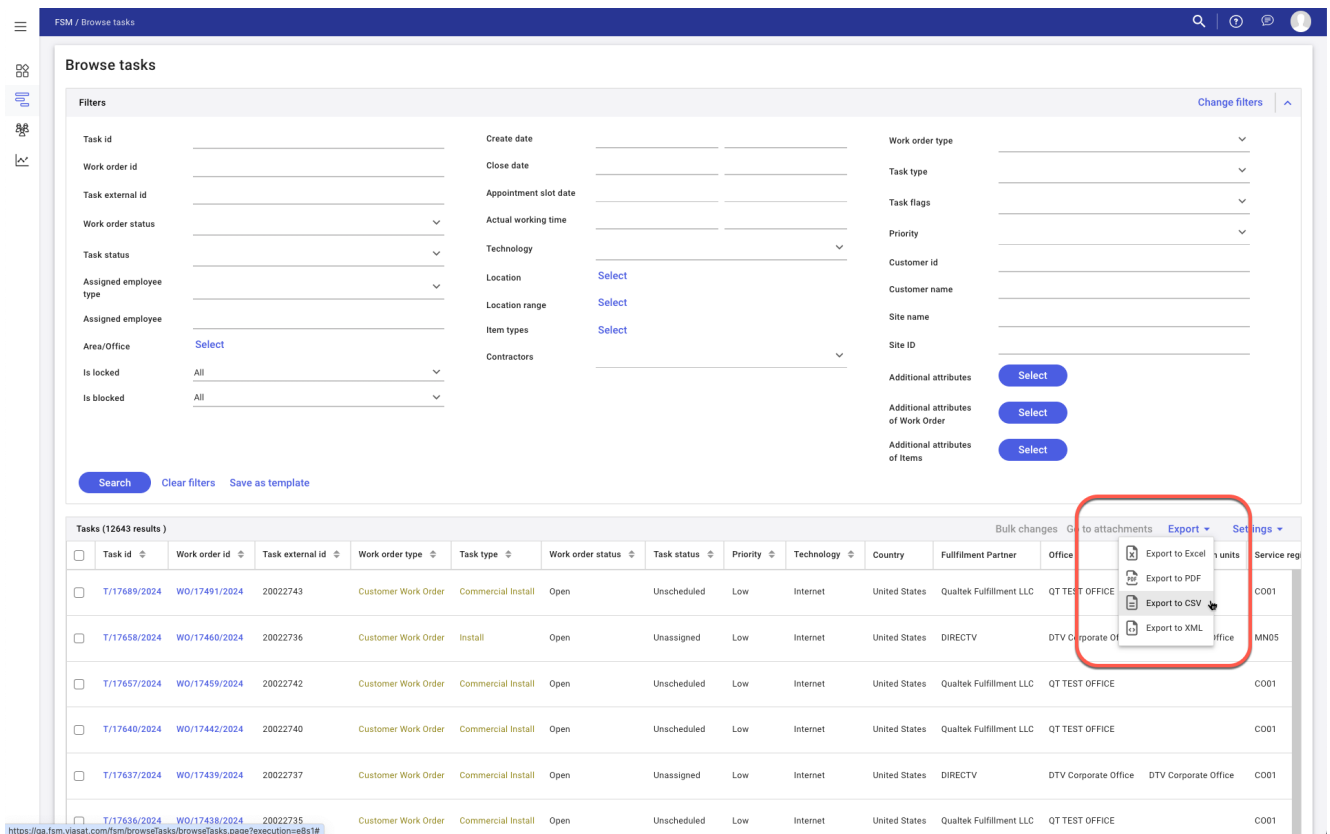


1. Buttons to add/remove **Available** columns and **Selected** columns.
2. Buttons to change the order of columns.
3. Before you close the window you must select **Save** to keep your changes.



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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