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.

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Edit Search Results Columns

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

Open Browse tasks

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Under Search results, select Settings and then Change columns.

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

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- 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.

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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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