


How To's

Configuring Your Page

You can configure the *Samples*, *Fleet-Assets*, *Fleet-Components* and *Equipment Details* pages to show the columns that are most needed for your daily tasks. The changes made to column settings will persist as your preference, so when you log out and return to the system, you will see the columns and the order appear based on the last defined settings.

Choosing Columns to Display

Click on the **Settings** (gear) icon  found to the right of the column headers to open a drop-down list as shown below. A check mark appearing to the left of a column title signifies that the column will appear within the table; an X mark hides the related column.

Click anywhere outside the drop-down list to close it.

The columns that actually appear within the table view depend on the screen real estate available. If more columns are selected than space allows, a plus sign (+) icon appears to the right of the rows signifying that additional information is available.

Clicking on the plus sign (+) icon within a specific row expands the row as shown in the example so you can view the additional information as needed. Scroll bars are used to help you view content that is longer or wider than what can be shown within the display area.

Arranging Columns

You can rearrange the order of the columns simply by dragging them to the location you want.

Move your mouse cursor over the column title, then click and hold the left mouse button down. As the image below shows, the selected column "detaches" from its original location to confirm which column you are moving.

Drag the column to the desired location then release the mouse button. In a moment, the application will reorganize the table with the column in the new location. When you log out, the system saves the latest configuration so that the table will appear the same in your future sessions.

NOTE: *The check mark column is always displayed in the far left column of the table and cannot be moved or removed.*

Sizing Columns

You can adjust the width of columns by hovering the mouse cursor between column edges until you see a double-line arrow as shown in the example. Then hold down the left mouse button, drag the column to the desired width then release the mouse button.

Available Columns

The columns available for display on the *Samples* page are:

- Health
- Health History
- Status
- Lab Number
- Asset Serial Number
- Component
- Lab Date
- Interpretation Text
- Sampled Date
- Dealer Name
- Asset ID
- Component SN
- Jobsite
- Label Number
- Work Order Number
- Activity
- DCN
- Fluid Changed
- Filter Changed
- Model
- Meter
- Previous Meter

The columns available for display on the *Fleet-Assets* page are:

- Asset ID
- Asset Serial Number
- Manufacturer
- Asset Model
- UCID
- DCN
- Jobsite
- Dealer
- Region

The columns available for display on the *Fleet-Components* page are:

- Asset ID
- Component
- Component SN
- Component Manu.
- Component Model
- Last Sample Date
- Due/Overdue
- Asset Serial Number
- DCN
- UCID
- Jobsite
- Dealer
- Region

The columns available for display on the *Equipment Details* page are:

- Health
- Status
- Lab Date
- Interpretation Text
- Interpretation Date
- Sampled Date
- Meter
- Meter on Fluid