


How to Change Select Fields on Main Work Screen

The screenshot displays the ARCHIBUS Building Operations Console interface. At the top, there is a navigation bar with the ARCHIBUS logo, 'CentralSupply Home', 'Applications', and 'Tasks' menus. A search bar contains 'Find a form or report'. The user is logged in as 'WGRAYS' with 'Sign Out' and 'Help' options. A green box labeled '1' points to the 'Help' link. Below the navigation bar, there is a 'Report Problem' button and a gear icon. A green box labeled '2' points to the gear icon. A dropdown menu is open from the gear icon, showing options: 'Select Work Request Fields', 'Display Two Lines for Work Request Description', and 'Highlight escalated requests'. Below the menu, there are filter buttons: 'More', 'Clear', 'Filter', and 'Recent'. The main content area shows a table with columns: 'Work Request Code', 'Problem Type', 'Building Name', 'Location', 'Work Description', 'Due Date', and 'Supervisor'. A filter is applied to 'Issued and In Process' with 1 record. At the bottom, it says 'Total records: 1'.

1. You may want to customize your screen to show various other fields to your liking. In order to do this you would first click on the gear icon, .
2. This will bring up a window to click “**select work request fields**”.

3. When you click the select work request fields link it will pop up a new window showing the fields to choose from.
4. Choose from the fields on the left what you want to show on the work screen.
5. Your choice will then show in the field on the right.
6. To select fields to show, you can either double click on the field name or click the field to highlight it and then click “**show**”, 6.
7. The “**hide**” button allows you to remove from the screen any field that you do not want.
8. The “**up**” button allows you to move fields up in the screen view.
9. The “**down**” button allows you to move fields down in the screen view.
10. Once you have finished selecting you fields and have positioned them where you want them you would then click “**update**” to save your choices.