Adjust the Display Options for the Report

Note: This function pertains to the Aggregate Summary and Single Fund Detail Projection reports for both Grant Managers and Business Managers. This is not available on the Effort Gap reports. Use this function to either remove or add back columns and to change the order of the columns displayed.

1. **Right click** anywhere in the body of a report to display a menu.
2. Click on the options: **User Settings**  →  **More**.
3. In the resulting *Options* window, change the value in the **Number of Visible Rows** field as desired (the system defaults to 50 rows displayed before invoking the vertical scroll bar, so increase/decrease the rows to add/eliminate the vertical scroll bar as needed).

4. To hide a column from the report display, use the Sort Grouped Columns section as follows:
   - Note that the column descriptions that are currently displayed on the report are listed in the section on the right side.
   - Locate the column description to be hidden on the right side of the screen and click on the selection box to select that column description.
   - Click on the **Remove** button to move the column from the right to the left side, which will remove the column from the report display.
   - To display a column previously hidden on the left side, click on the selection box to select the column to now display and click on the **Add** button to move it back to the displayed columns on the right side.
5. To change the order of columns displayed, use the right side of the Sort Grouped Columns as follows:
   
   - Note that the column descriptions are currently displayed on the right side of the screen and in the order that the columns appear on the report.
   - Locate the column description to be moved on the right side of the screen and click on the selection box to select that column description.
   - Use the **Up** and **Down** buttons at the bottom of the right section to move that column up or down in the order displayed, as desired.
   - Note that the column descriptions that are currently displayed on the report are listed in the section on the right side.

6. To reset all settings to the report defaults, click on the **Discard Settings for Entire Application** button:

7. When all adjustments are made, click the **OK** button to exit the window and return to the report and view the changes.

8. Use the **click and drag feature** to change column widths.

8. Use the **click and drag feature to expand or narrow column width** on specific columns as desired.