

REARS Customize Table View Layout

You can customize the Table View layout of parcel records if you desire to remove or add columns of field information or to display the columns in a different order. To make changes to Table View, from the **Set Up Menu** on either the Main REARS Screen (*see figure 1*) or the Search Screen (*see figure 2*), select **Table View Layout**, then select either **Sales Transactions** or **Lis Pendens Transactions**.

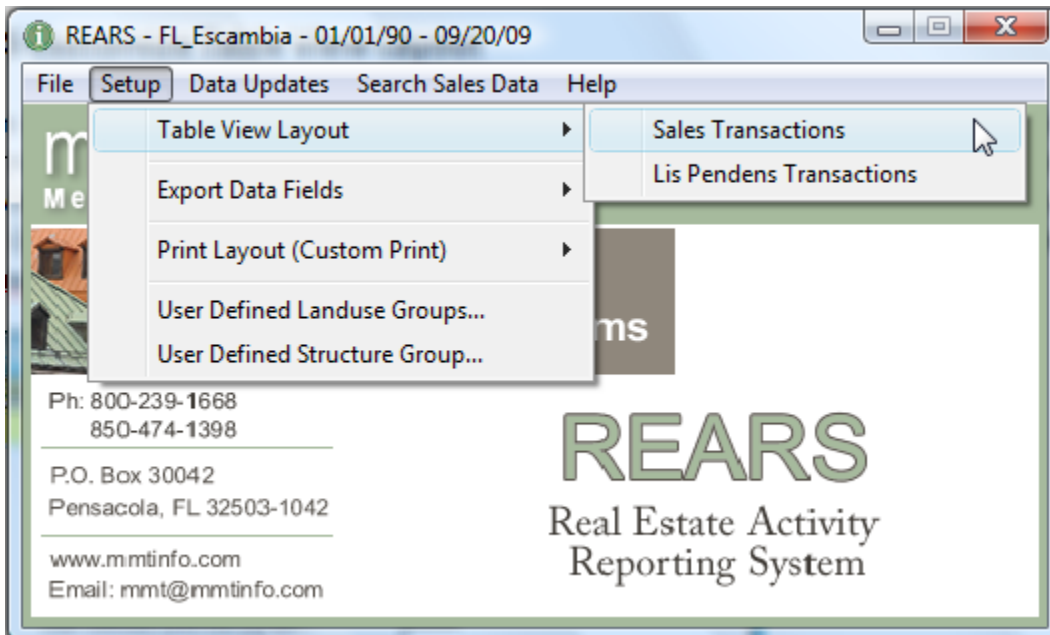


Figure 1

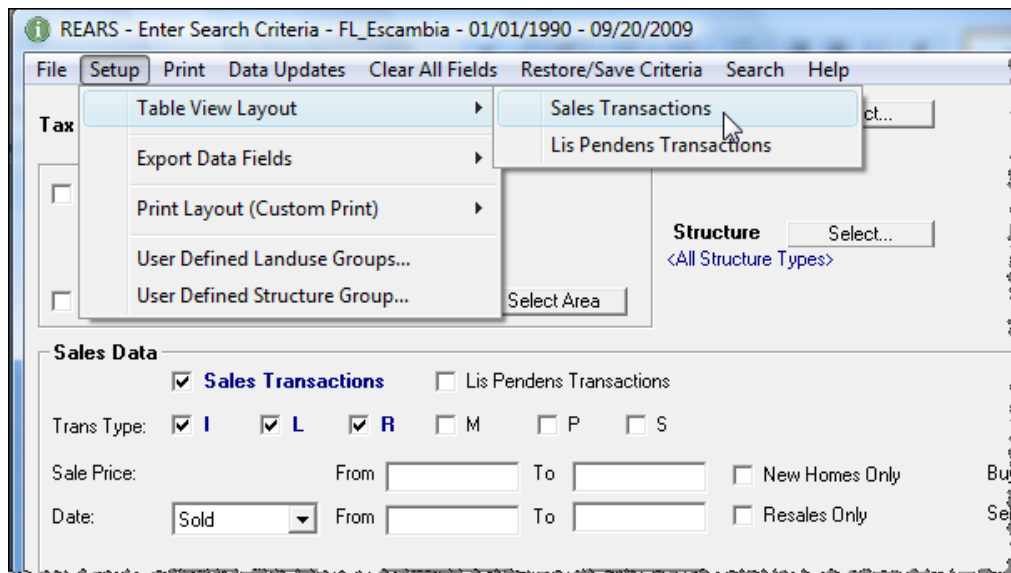


Figure 2- another way to access Table View Layout

A screen similar to the following will then display:

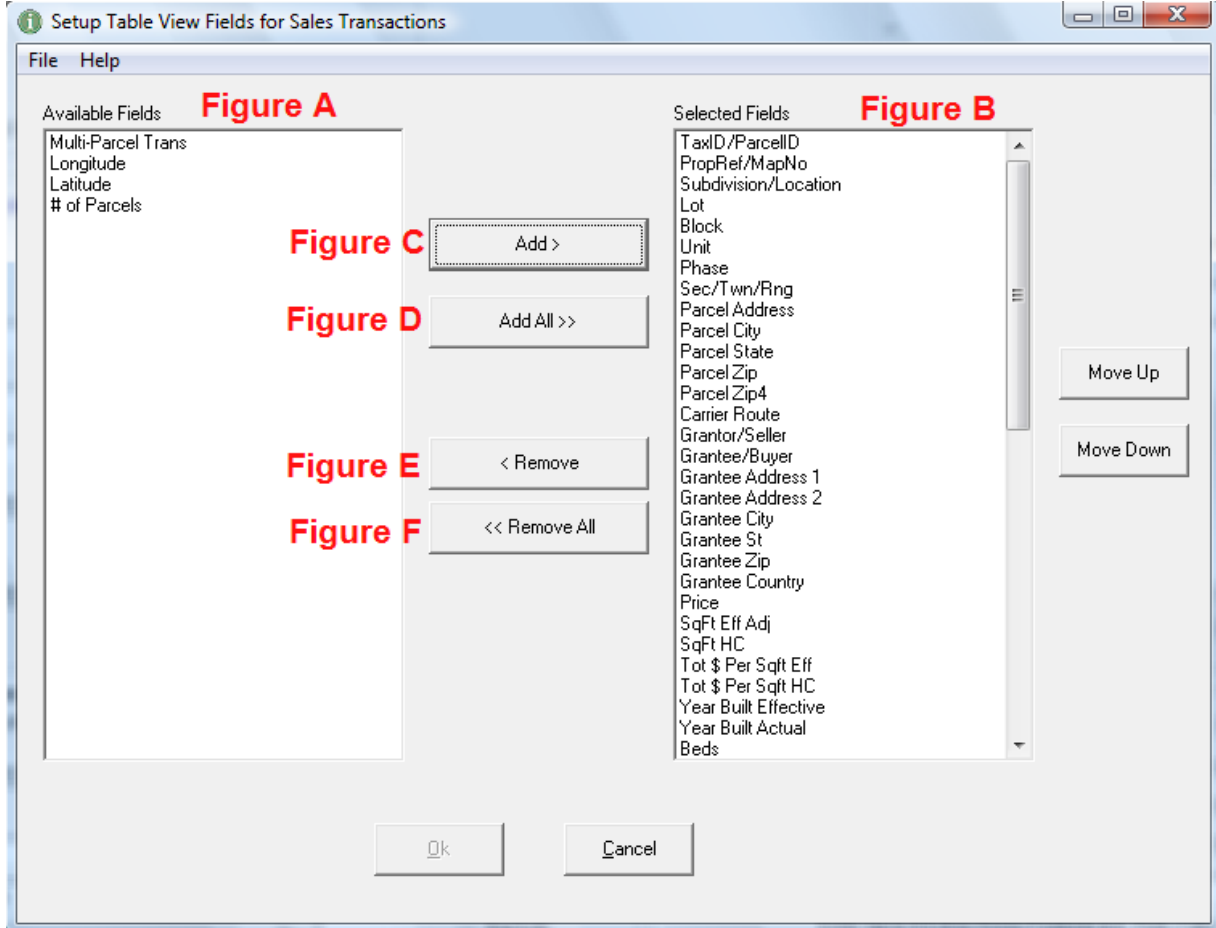


Figure 3

Available and Selected Fields

The fields that appear in your Available Fields box (figure A) and the Selected Fields box (Figure B) may be different from the fields shown above. Field Names that appear in the Selected Fields box (figure B) are the columns names and order that the columns will appear in Table View. The field names that appear in the Available Fields box are currently not set up to display in Table View.

Remove Fields

You can remove a column from Table View by first highlighting the field name and pressing **Remove** (figure E above). As well you can quickly remove all fields by pressing **Remove All** (figure F above). Once fields are removed from the Selected Fields box (figure B) they will appear in the Available Fields box (figure A).

Add Fields

Field names in the Available Fields box can be moved to the Selected Fields box by highlighting a field name and pressing the **Add button** (*figure C*) or you can move all fields by pressing the **Add All button** (*figure D*).

Changing the Order of Column Display

You can rearrange the order in which field names display as columns in Table View by clicking on a field name and pressing the **Move Up or Move Down button** (*figure G*).