

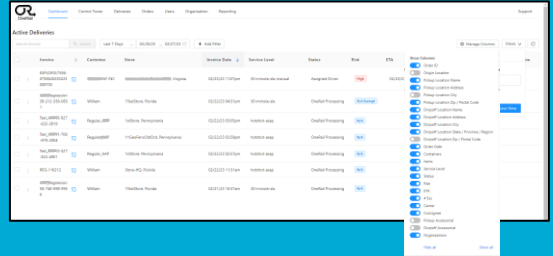
# Managing Columns

OneRail



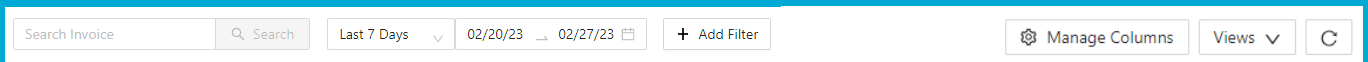
The default view for the data columns on the Dashboard, Deliveries and Orders pages appear with the most commonly used information. The columns can be changed, hiding or adding data most important to your needs.

The available columns may differ based on organization.



## Add or Hide Data Columns

Default Views can be set on the Dashboard, Deliveries and Orders pages. As different pages have different data focuses, one page's column view will not carry over to another.



- From the Dashboard, Deliveries or Orders page:
1. Select **Manage Columns** in the top right of the page.
  2. Toggle on all data columns to view on the page.

Or

3. Toggle off all data columns to hide on the page.

Hide all = toggles all columns off  
Show all = toggles all columns on

