

Viewing and changing column order

5 Steps [View most recent version](#) 

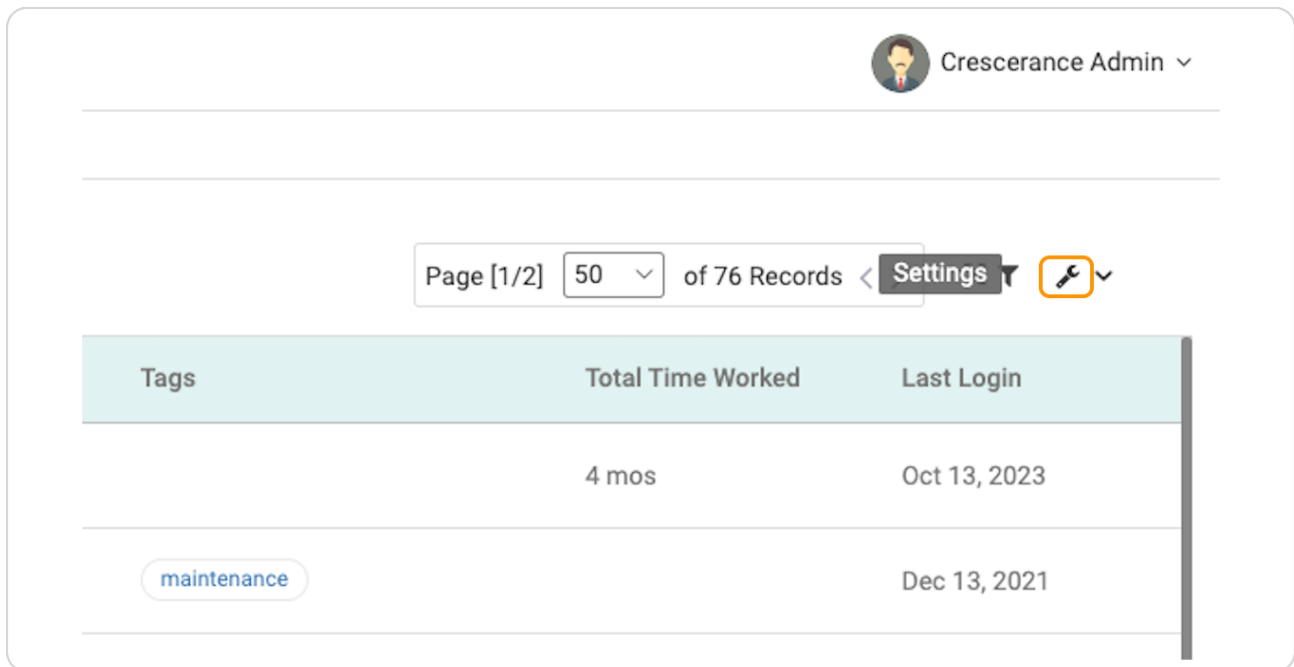
Created by
Engagifii Inc.

Creation Date
October 13, 2023


Last Updated
October 13, 2023

STEP 1

Click on the wrench icon



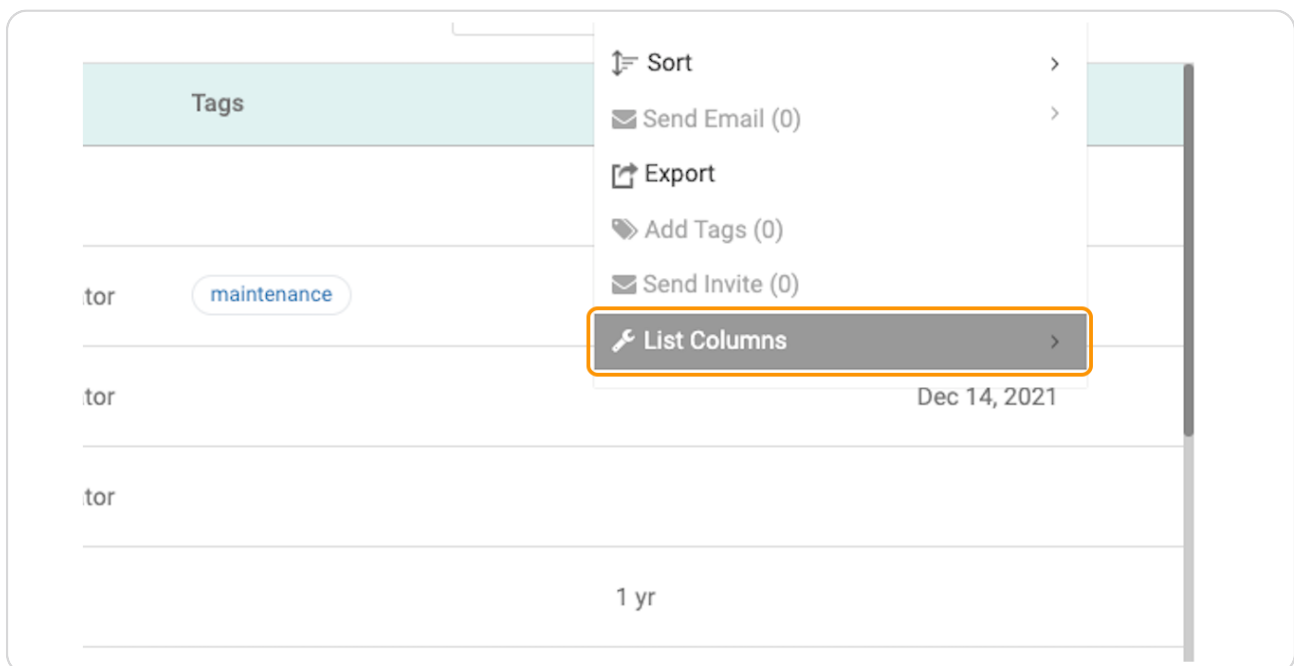
Crescerance Admin

Page [1/2] 50 of 76 Records < Settings 

Tags	Total Time Worked	Last Login
	4 mos	Oct 13, 2023
maintenance		Dec 13, 2021

STEP 2

Click on List Columns



Tags

- Sort
- Send Email (0)
- Export
- Add Tags (0)
- Send Invite (0)
- List Columns**

tor	maintenance	
tor		Dec 14, 2021
tor		
		1 yr

STEP 3

Toggle the columns on or off per your preference

Primary Organization	Roles	Tags	Last
PDAA	2 Roles		Oct
XSBA	Global Administrator	maintenanc	Dec
XSBA	Global Administrator		Dec
XSBA	Global Administrator		
Cambridge District Scho...			
Alder District School Dist...	Member		
Fairland District School D...	Member		
Lebanon City School Dist...	Member		

- Name
- Email
- Position
- Primary Member Organization
- Phone
- Status

STEP 4

Click on the 8 vertical dots and drag to move the column view into a different position

	Active	Global Administrator	
	Active	Global Administrator	
	Active	Global Administrator	
cho...	Active		
Dist...	Active	Member	
ool D...	Active	Member	

- Primary Member Organization
- Phone
- Status
- Favorites
- Roles
- Department

STEP 5

Status is now moved after Primary Organization

The screenshot shows the 'All People' page in the Engagifii system. The interface includes a sidebar with navigation options like 'My Area', 'Relationships', 'People', 'Members', 'Staff', 'Organizations', 'Committees', 'Groups Management', 'Communication', 'Library', 'Revenue', 'Legislation', 'Events', 'Accreditation', and 'Settings and Configuration'. The main content area displays a table of users with the following columns: Primary Organization, Status, Roles, Current Position, Tags, and Total Time Worked. The 'Status' column is highlighted with an orange box, indicating its new position after the 'Primary Organization' column.

	Search All People	Email	Primary Organization	Status	Roles	Current Position	Tags	Total Time Worked
<input type="checkbox"/>	...	Crescence Admin admin@crescence.com Email Address	PDAA	Active	2 Roles	2 Positions		4 mos
<input type="checkbox"/>	...	Andy Administrator joviset383@revutap.com Email Address	XSBA	Active	Global Administrator	3 Positions	maintenance	
<input type="checkbox"/>	...	Alex Administrator-XSBA alexadminxsba@yopmail.com Email Address	XSBA	Active	Global Administrator	Board Secretary		
<input type="checkbox"/>	...	Sarah Anderson sarahanderson@yopmail.com Email Address	XSBA	Active	Global Administrator	Board Secretary		
<input type="checkbox"/>	...	elainetester benes elainetesterbenes@yopmail.com Email Address	Cambridge District Scho...	Active		2 Positions		1 yr
<input type="checkbox"/>	...	Bob Billing bobbilling@yopmail.com Email Address	Alder District School Dist...	Active	Member	Board Secretary		
<input type="checkbox"/>	...	Rhonda Billing rhondabilling@yopmail.com Email Address	Fairland District School D...	Active	Member	Board Secretary		
<input type="checkbox"/>	...	Bob Billman bill@yopmail.com Email Address	Lebanon City School Dist...	Active	Member	Board Member		
<input type="checkbox"/>	...	Cindy Carlton cindy@yopmail.com Email Address 1 more	Alder District School Dist...	Active	Member	Board Chair		
<input type="checkbox"/>	...	Demo CFresa democfresa@yopmail.com Email Address	Alder District School Dist...	Deactivated	Member	Board Chair		
<input type="checkbox"/>	...	Chad Chatt-High chadcf@yopmail.com Email Address	Chattahoochee Town	Active	Member	2 Positions		4 yrs 1 mo

