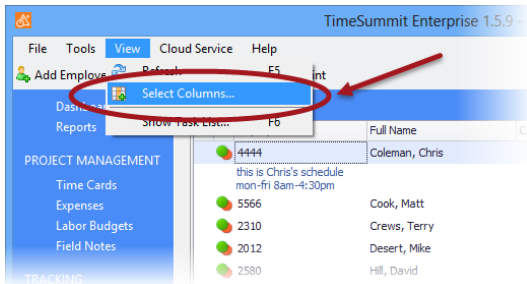
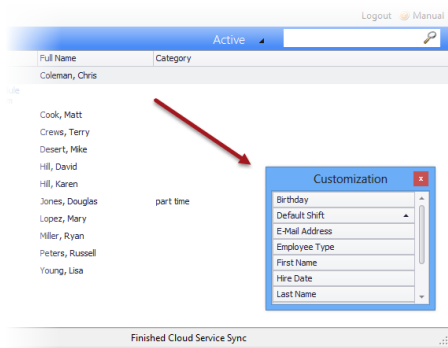


TimeSummit allows you to customize your Employee, Location, and Cost Code views. To add more detail to any of these screens, use the Field Chooser. The Field Chooser gives you a list of the available fields you can add to a particular screen.

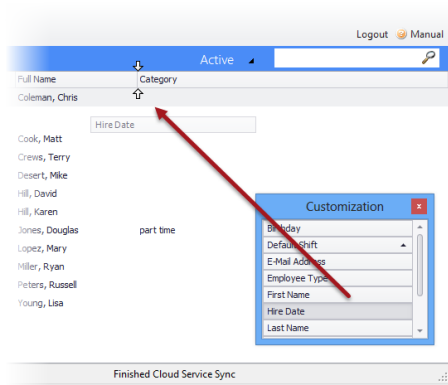
1. To add fields click **View**, then **Select Columns**.



2. The Field Chooser menu will appear.



3. Double-click the fields you want to display.
4. Once the fields have been added you can rearrange the order by dragging and dropping the field over the column header you want to replace.
5. Red arrows point out the new position of the field where you want it dropped.



6. To remove a field that you have added, drag and drop it away from the column header. You will see a “Do Not Drop” icon but, once it is dropped it will no longer be visible.