

AwareManager gives you the ability to customize the view of lists to fit your needs. The settings of a capsule determine how its records are displayed when viewing them in list format. These settings are stored individually for each user and defined separately for each capsule in the system.

Once you establish your column order and sizes capture the settings by clicking on the **Capture Setting** icon. 

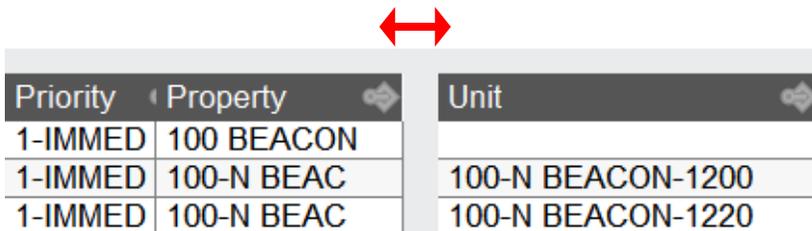
Number ▲	Work Type	Assigned To	Work Status	Date Started	Description
0004	SIGNAGE	TESTING2	COMPLETED	June 7, 2011	Signage / Directory; need new sign outside front door.asdfas...
0005	HVAC-COLD	AMPESTCTL	PENDING	January 4, 2008	It's too chilly in the office
0009	WINDOWS	WWWWW	PENDING	January 6, 2008	Cleaning Windows; The front windows are very dirty and ne...
0076	CONSTRUCT	BAGGADONUTS.JOEY	SCHEDULED	January 14, 2008	would like to have display cases finished as soon as possible
0123	PM	BROWN.CHARLIE	SCHEDULED	August 20, 2008	Semi Annual Air Handler Maintenance AHU-01
0125	PM	BROWN.CHARLIE	SCHEDULED	July 20, 2009	Semi Annual Air Handler Maintenance AHU-02
0207	CONFERENCE ROOM	POLO.MARCO	OPEN	November 15, 2008	Conference
0319	LIGHTS	CALIFAX.MACK	SCHEDULED	March 18, 2009	Lights are out in hallway outside of lunch room
0440	PAINT	MACK.JOE	OPEN	July 7, 2009	Please paint my office
0442	PAINT	MACK.JOE	OPEN		Painting

Techniques for adjusting Columns

- Position your mouse between two columns (the cursor will change) to **adjust the column width**



- Click and drag columns to manipulate the **order of the list**



- Once you have set your list to look the way you would like it to every time you open the capsule, click on the “capture settings” icon  to store the current format of the records for that particular capsule.

Note: The captured settings have nothing to do with the actual records shown, only their layout

These operations are available by right-clicking on the grey column headers in List view.

Add/Remove Column

Added columns appear to the left of the column that was right-clicked. You can add multiple columns at once by holding down the Control key on your keyboard (Ctrl). Any field on the record of the capsule you are in (not including fields from detail tables) can be added as a column to the list.

Change Values

This operation is the same as the Edit function. 

Subsort

Applies a second sort to a list that is already sorted using the primary sort (done by clicking the header of a column). In the example below, a Subsort has been applied to Work Type, indicated by the translucent arrow icon.

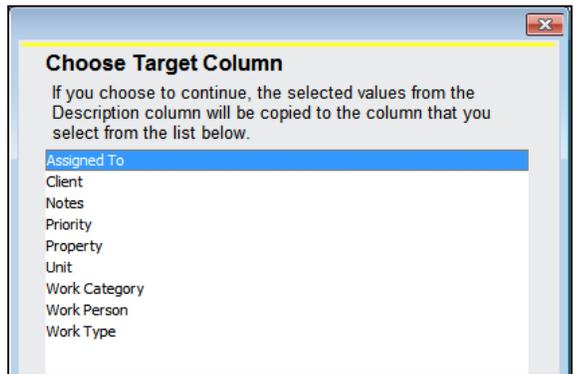


Left / Center / Right Align

Controls how text is displayed in the columns. This feature is very useful when printing list reports and the text looks like it is aligned incorrectly – use these options to improve the look of printing reports via a list. In the example to the right, the values in the Work Type column have been aligned to the right.

Copy Selected Values

This operation will copy values from one column and paste them into another column. The target column must be blank – this operation will not overwrite existing values. Columns get copied on a record-by-record basis; that is, you can't copy values from one record to multiple records.



Highlight Identical Values

This operation will highlight and sort all values in a column that have identical values.

Find and Replace

This option is available in the List view by right-clicking on columns that contain a freeform text field. Free form text fields are fields like Description, Notes, Address, etc.

The operation finds each record in the list (based on either All Lines or Selected Lines) where a match on the “Find Value” is found in the selected column and replaces the “Find Value” text with “Replace With” text.

