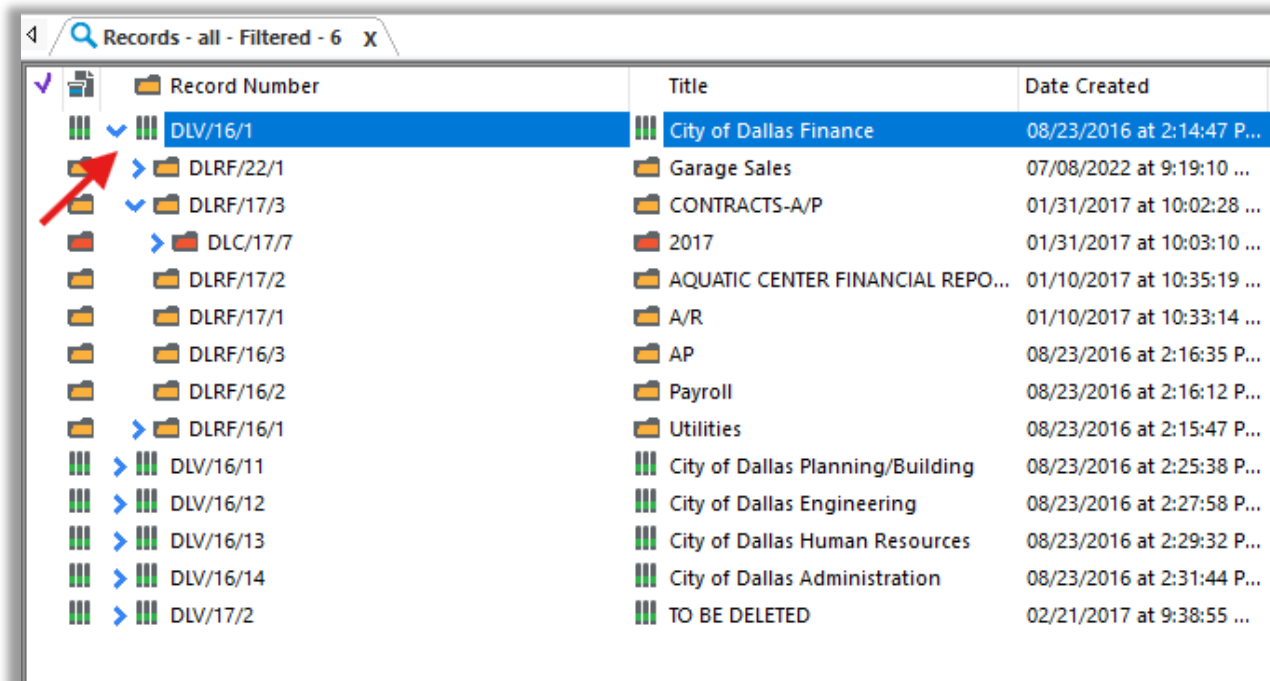


Changing View Settings in Content Manager

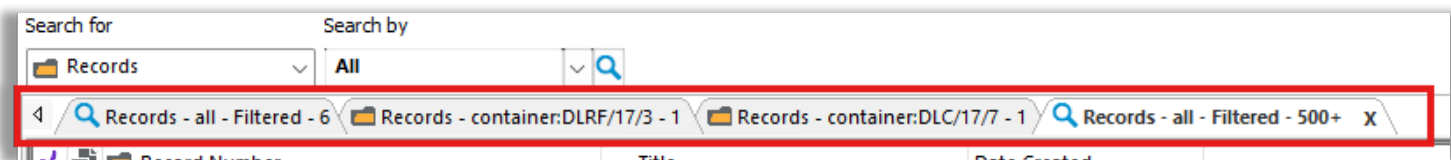
There are many ways to adjust your view in Content Manager to make it easier to see additional details and find what you are looking for. **Here are four useful tips:**

Tip #1: If you click on the **BLUE ARROW** next to a folder, it will expand the folder contents. If there is a folder with no blue arrow, there are no records inside.



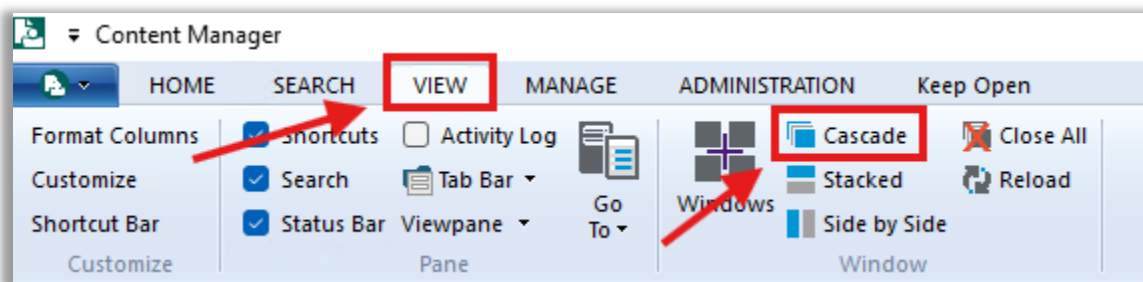
Record Number	Title	Date Created
DLV/16/1	City of Dallas Finance	08/23/2016 at 2:14:47 P...
DLRF/22/1	Garage Sales	07/08/2022 at 9:19:10 ...
DLRF/17/3	CONTRACTS-A/P	01/31/2017 at 10:02:28 ...
DLC/17/7	2017	01/31/2017 at 10:03:10 ...
DLRF/17/2	AQUATIC CENTER FINANCIAL REPO...	01/10/2017 at 10:35:19 ...
DLRF/17/1	A/R	01/10/2017 at 10:33:14 ...
DLRF/16/3	AP	08/23/2016 at 2:16:35 P...
DLRF/16/2	Payroll	08/23/2016 at 2:16:12 P...
DLRF/16/1	Utilities	08/23/2016 at 2:15:47 P...
DLV/16/11	City of Dallas Planning/Building	08/23/2016 at 2:25:38 P...
DLV/16/12	City of Dallas Engineering	08/23/2016 at 2:27:58 P...
DLV/16/13	City of Dallas Human Resources	08/23/2016 at 2:29:32 P...
DLV/16/14	City of Dallas Administration	08/23/2016 at 2:31:44 P...
DLV/17/2	TO BE DELETED	02/21/2017 at 9:38:55 ...

Tip #2: Every time you double click on a folder, or when you run a new search, Content Manger opens the search results as a new window. You can swap between all your windows by clicking on the tabs or closing them individually by clicking on the x button.

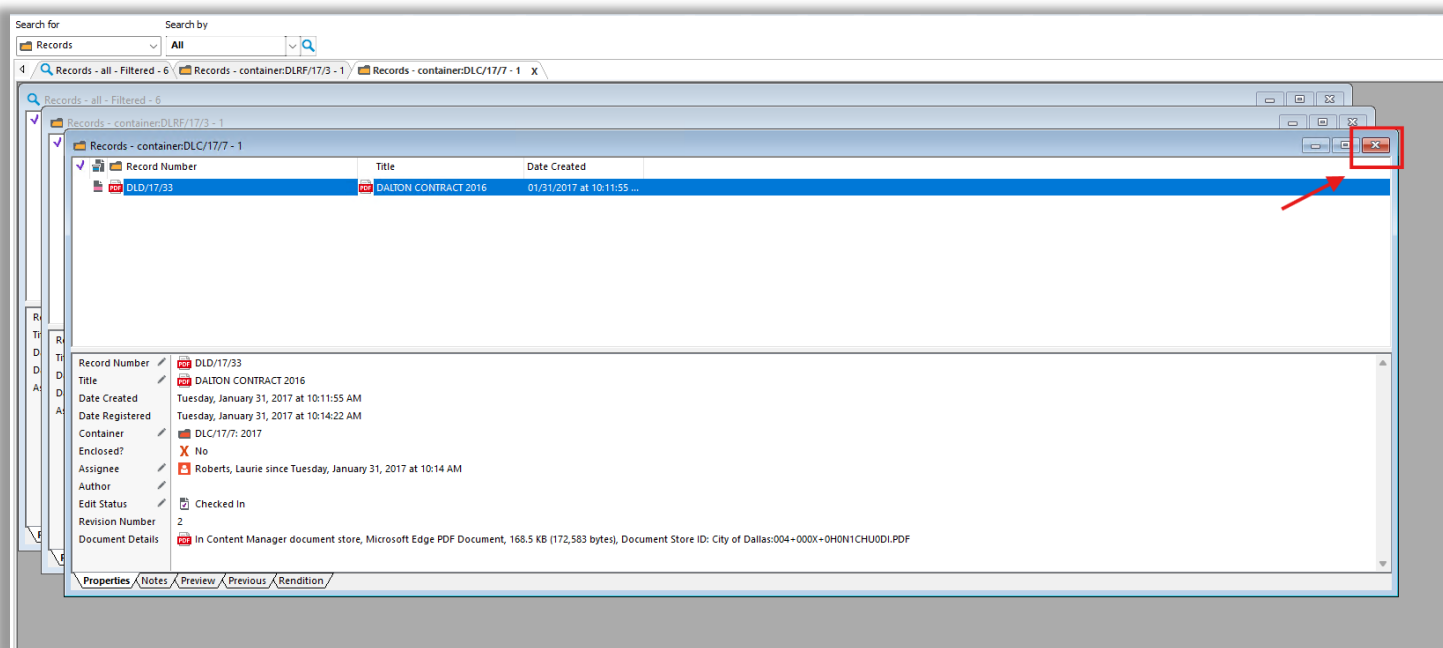


Changing View Settings in Content Manager

Alternatively, if you want to view all your windows at once, you can click on the **VIEW** tab, then click on the **CASCADE** option.

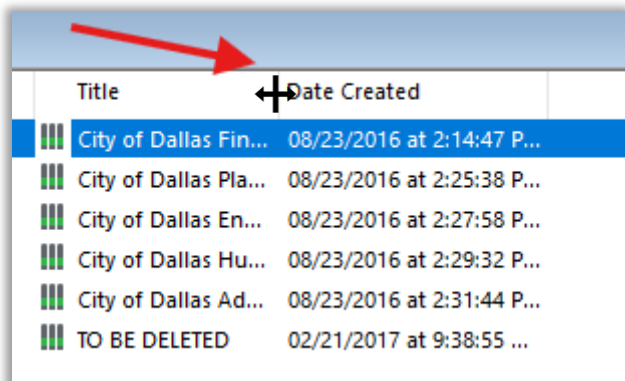


From here, you can click on the **RED X BUTTON** to close each window.

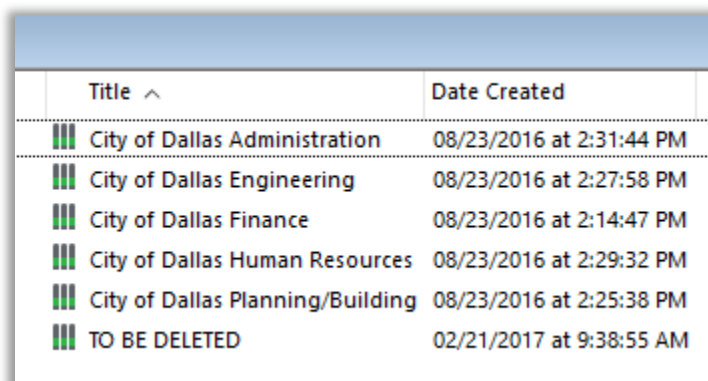


Changing View Settings in Content Manager

Tip #3: You can adjust column widths by hovering your cursor in between the column headings until your cursor turns into  arrows. **CLICK AND DRAG** to resize as you see fit. You can also **CLICK AND DRAG** column headings to rearrange them.



Title	Date Created
City of Dallas Fin...	08/23/2016 at 2:14:47 P...
City of Dallas Pla...	08/23/2016 at 2:25:38 P...
City of Dallas En...	08/23/2016 at 2:27:58 P...
City of Dallas Hu...	08/23/2016 at 2:29:32 P...
City of Dallas Ad...	08/23/2016 at 2:31:44 P...
TO BE DELETED	02/21/2017 at 9:38:55 ...

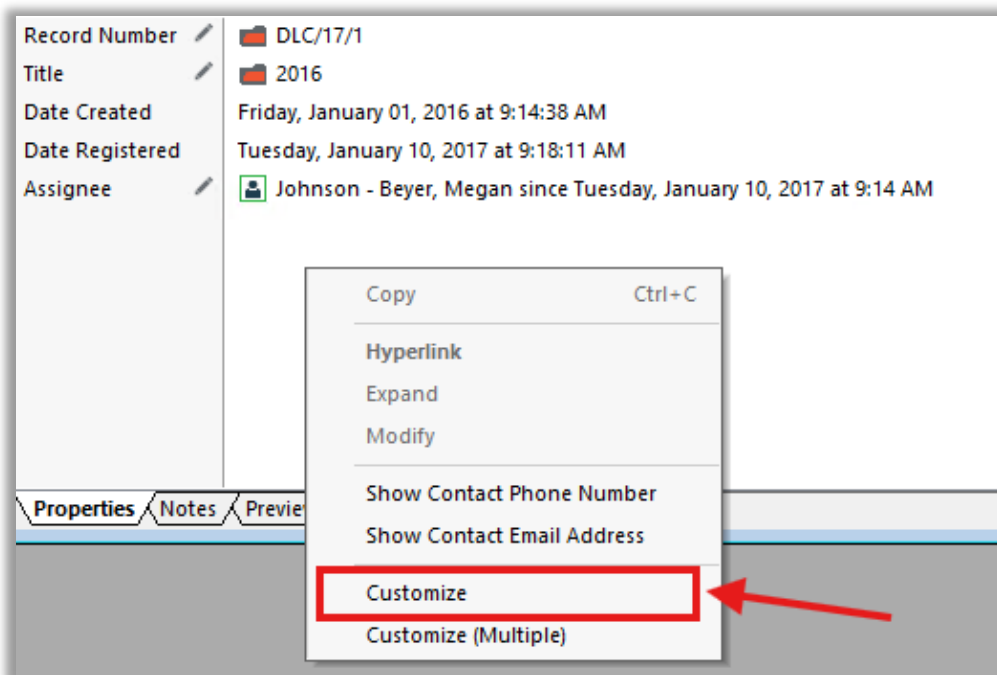


Title ^	Date Created
City of Dallas Administration	08/23/2016 at 2:31:44 PM
City of Dallas Engineering	08/23/2016 at 2:27:58 PM
City of Dallas Finance	08/23/2016 at 2:14:47 PM
City of Dallas Human Resources	08/23/2016 at 2:29:32 PM
City of Dallas Planning/Building	08/23/2016 at 2:25:38 PM
TO BE DELETED	02/21/2017 at 9:38:55 AM

Tip #4: You can choose to add the Classification Field to the **VIEW PANE** to see it at a quick glance.

Step 1. First, find a Classification Folder  and **CLICK ON IT ONCE.**  **DLC/17/1**

Step 2. On the bottom of the screen, **RIGHT-CLICK** anywhere on the **VIEW PANE**, then click on **CUSTOMIZE.**



Record Number	DLC/17/1
Title	2016
Date Created	Friday, January 01, 2016 at 9:14:38 AM
Date Registered	Tuesday, January 10, 2017 at 9:18:11 AM
Assignee	 Johnson - Beyer, Megan since Tuesday, January 10, 2017 at 9:14 AM

Copy Ctrl+C

Hyperlink

Expand

Modify

Show Contact Phone Number

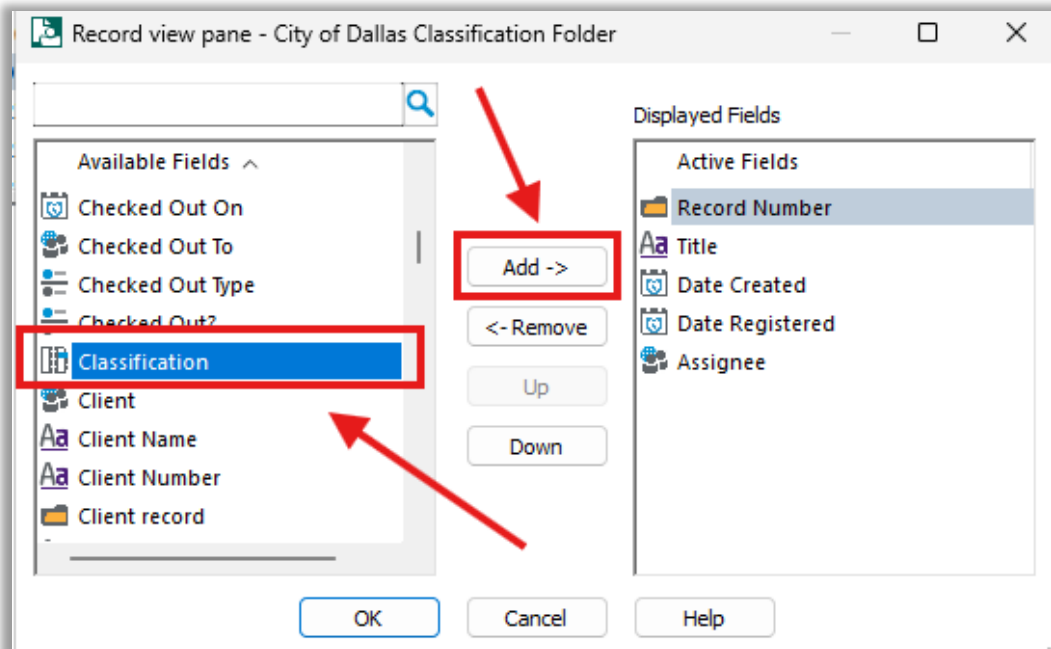
Show Contact Email Address

Customize

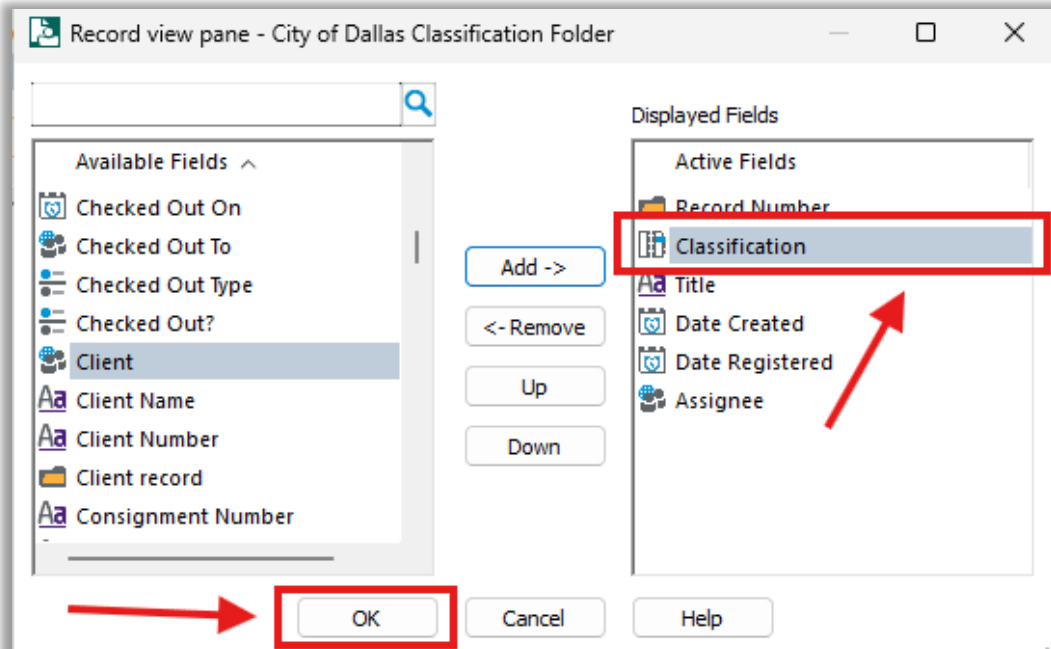
Customize (Multiple)

Changing View Settings in Content Manager

Step 3. On the pop-up window, find the **CLASSIFICATION** field listed under the Available Fields, then click on the **ADD ->** button.



Step 4. **CLASSIFICATION** will be added to the Displayed Fields section, then click on **OK**.



Changing View Settings in Content Manager

You will now see the Classification Details in the **VIEW PANE** when you click on a Classification Folder.

Record Number	DLC/17/1
Classification	City of Dallas - Public Works: Wastewater and Water Treatment - Annual Inspection Records: All Other Records
Title	2016
Date Created	Friday, January 01, 2016 at 9:14:38 AM
Date Registered	Tuesday, January 10, 2017 at 9:18:11 AM
Assignee	Johnson - Beyer, Megan since Tuesday, January 10, 2017 at 9:14 AM