



HOW TO USE COLUMN CHOOSER IN PAYROLL

Column chooser allows the user to add relative additional information into a form search window and report inquiry in order to maximize the filtrations of data.

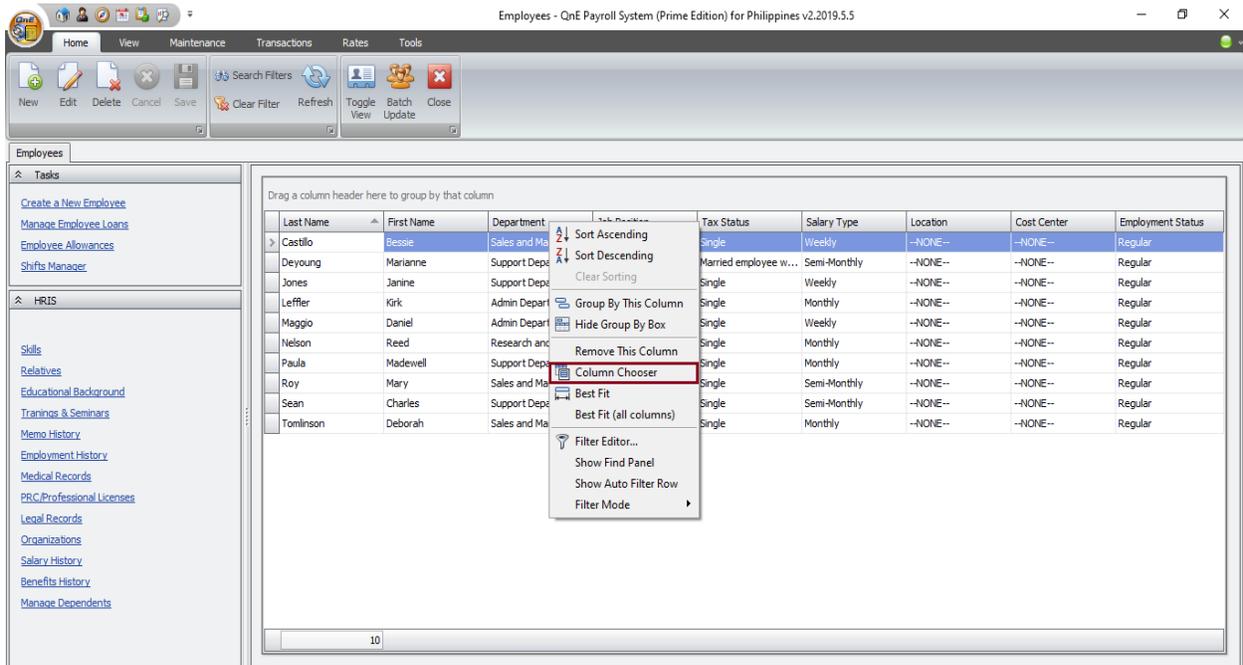
Using Toggle View in Employee Records:

In the payroll window, select the employees in order to see all the created employee record.

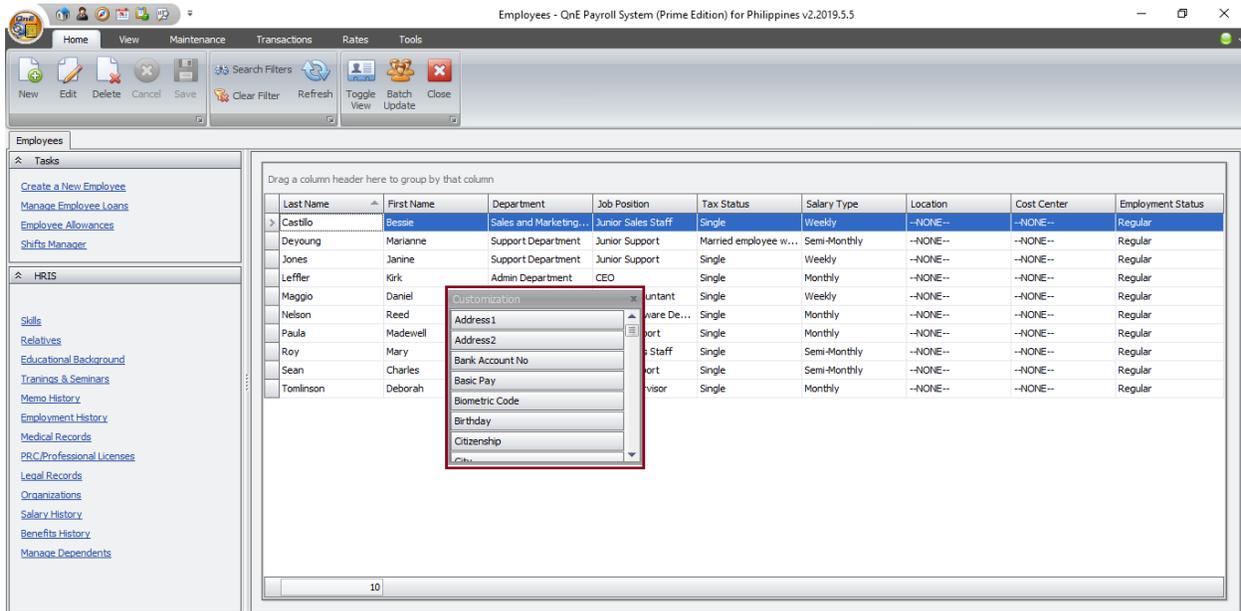


Now, all created employees record will list down in a table grid layout.

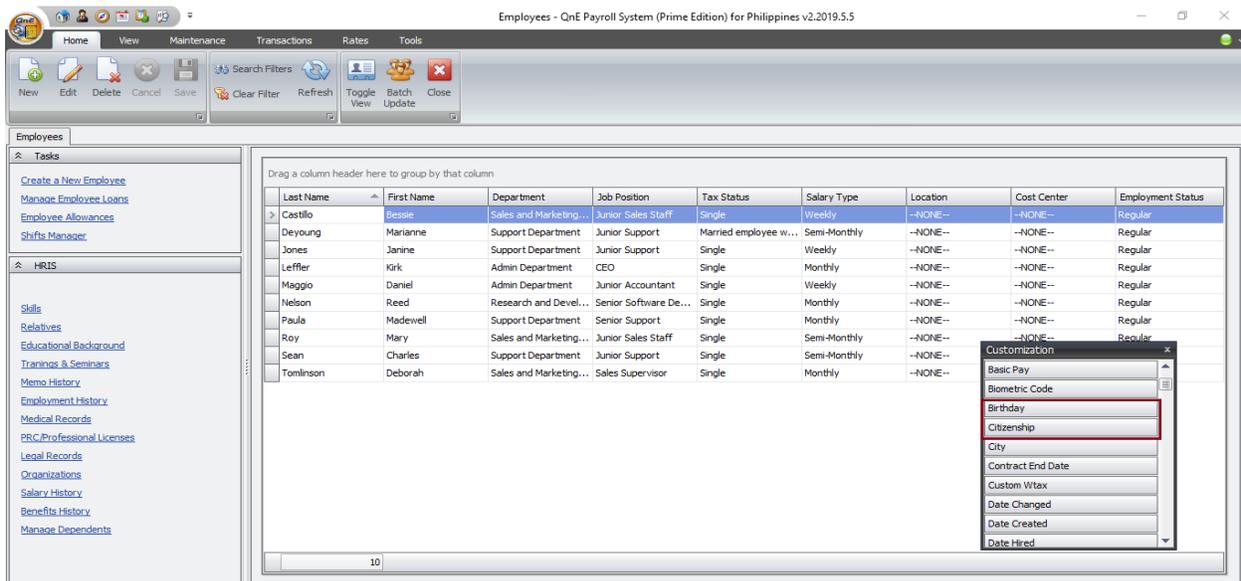
Place the mouse pointer to the available column headers then right-click to show available options. Select the name "Column Chooser"



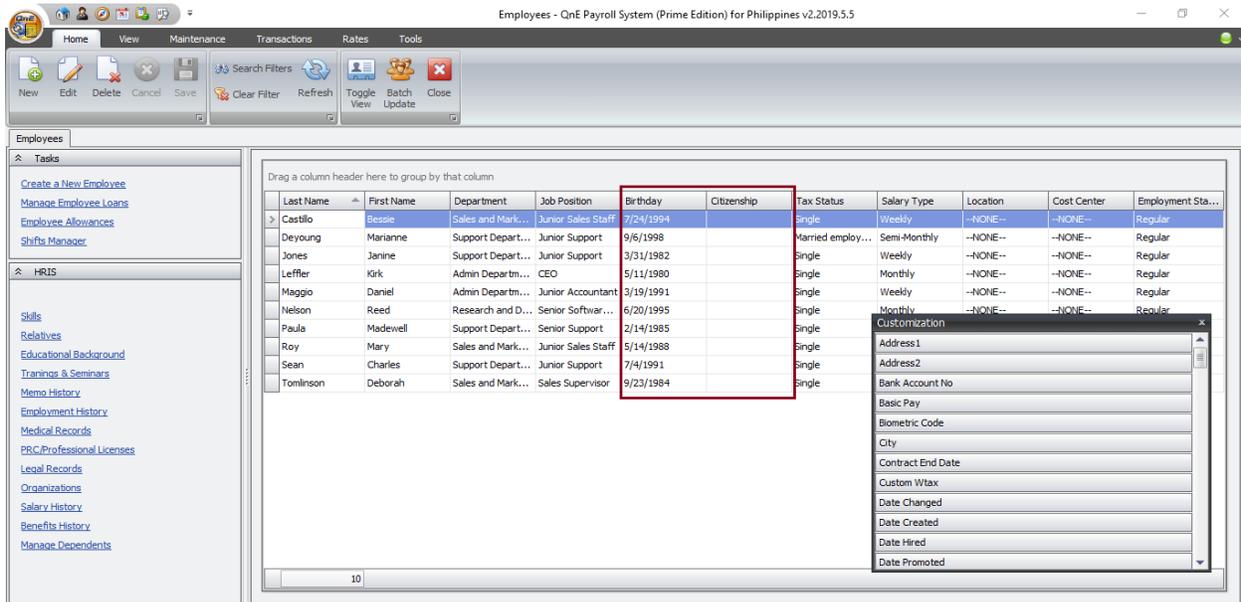
Once done, the Customization Panel will show that allows you to add more information fields in the table view.



Select the available fields on the panel and once selected, left-click and hold it to drag it to the column header. You can place the selected field anywhere on the column header.



If the available field is successfully pulled-out to the form, you can see the additional information per each transaction document



Last Name	First Name	Department	Job Position	Birthday	Citizenship	Tax Status	Salary Type	Location	Cost Center	Employment Sta...
Castillo	Bessie	Sales and Mark...	Junior Sales Staff	7/24/1994		Single	Weekly	--NONE--	--NONE--	Regular
Deyoung	Marianne	Support Depart...	Junior Support	9/6/1998		Married employ...	Semi-Monthly	--NONE--	--NONE--	Regular
Jones	Janine	Support Depart...	Junior Support	3/31/1982		Single	Weekly	--NONE--	--NONE--	Regular
Leffer	Kirk	Admin Departm...	CEO	5/11/1980		Single	Monthly	--NONE--	--NONE--	Regular
Maggio	Daniel	Admin Departm...	Junior Accountant	3/19/1991		Single	Weekly	--NONE--	--NONE--	Regular
Nelson	Reed	Research and D...	Senior Softwar...	6/20/1995		Single	Monthly	--NONE--	--NONE--	Regular
Paula	Madewell	Support Depart...	Senior Support	2/14/1985		Single				
Roy	Mary	Sales and Mark...	Junior Sales Staff	5/14/1988		Single				
Sean	Charles	Support Depart...	Junior Support	7/4/1991		Single				
Tomlinson	Deborah	Sales and Mark...	Sales Supervisor	9/23/1984		Single				

NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>