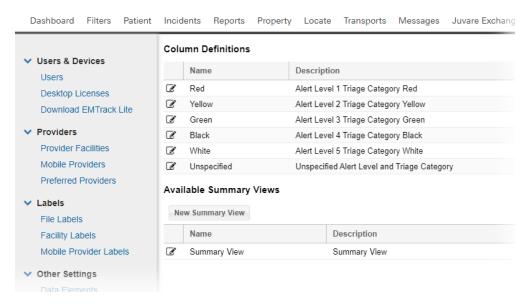
## **Edit View Columns**

Home > EMTrack > EMTrack System Settings > Edit View Columns



Authorized users can edit the names and descriptions of the columns that appear in Summary Views.



## To edit a column

- 1. On the upper right, click System Settings.
- 2. On the left, under Other Settings, click Summary View.
- 3. Locate the column and click Edit.
- 4. Make your changes.
- 5. Click Save.