



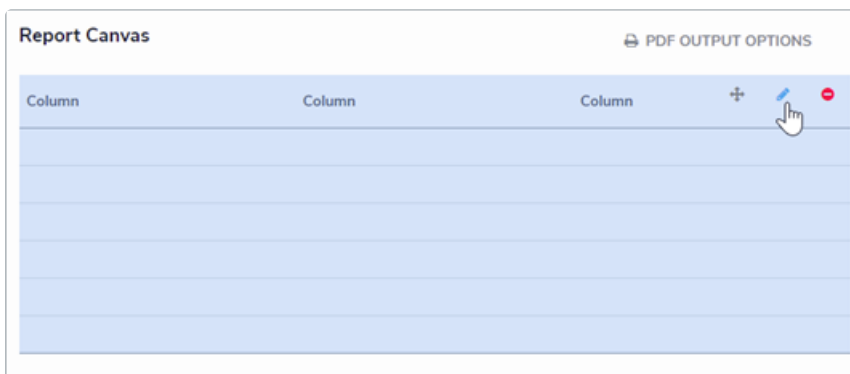
## Edit Columns on a Table within a Report

Last Modified on 01/31/2022 4:42 pm MST

Tables display selected data in text form and can be exported into a Word or Excel document from a [view](#). Additional data can be displayed or removed by adding or removing columns.

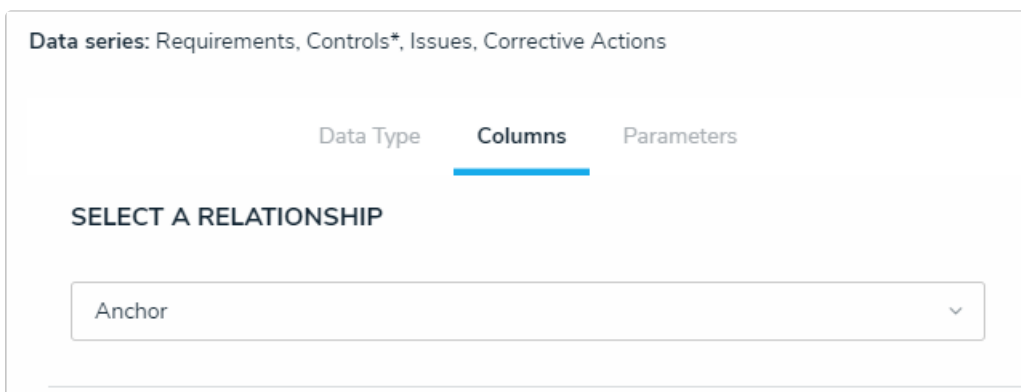
### To edit columns in a report table:

1. Click the  icon in the top bar > **Data Visualizations** under the **Views** section.
2. Open the report that contains the table you want to edit.
3. Hover your cursor over the **Table Element** in the **Report Canvas** and click the  icon.



*The Pencil icon on the Table Element.*

4. Click the **Columns** tab in the **Edit Table** palette.
5. Choose either the anchor or an object type in the data path from the **Select a Relationship** dropdown menu. The options in this dropdown menu will vary depending on the definition selected as the data series in the step above.



*Selecting which object type's data will appear in the table.*

6. Select the properties, workflow states, fields, formulas, relationships, and/or roles you want to display in the table from the **Select Data** section. Use the **Search** field to narrow your search, if needed.
7. **Optional:** Clicking a selected data type will deselect it and remove it from the table.

**SELECT DATA**  
Select the data you want to visualize in the table

<input checked="" type="checkbox"/> Name	PROPERTY
<input checked="" type="checkbox"/> Unique ID	PROPERTY
Description	PROPERTY
Location	PROPERTY
<input checked="" type="checkbox"/> External Reference Id	PROPERTY
Dimensions	PROPERTY
Requirement Status	REQUIREMENT STATE
Applicability Assessment	REQUIREMENT SELECT LIST
<input checked="" type="checkbox"/> Completed	REQUIREMENT SELECT LIST
Control Design Effectiveness	REQUIREMENT SELECT LIST
Control Effectiveness	REQUIREMENT SELECT LIST
Count	REQUIREMENT SELECT LIST
Date Created	REQUIREMENT DATE & TIME
Date Updated	REQUIREMENT DATE & TIME



The Select Data section.

- From the dropdown list in the **Define Custom Forms** section, select which form is displayed when a user clicks on data in the table. Choosing **Default** will display the form selected in the user's **role permissions** for the object type.

**DEFINE CUSTOM FORMS**  
Choose which Custom Form will display when an object field is selected

**Objectives**

The Define Custom Forms section.

- Optional:** In the **Sort Columns** section:
  - Click and drag the  icon next to the data types to rearrange how the columns will appear on the table.
  - Click the  icon next to the data type to delete it from the table.

