

How to change the display on the Item Drop Down

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- 1.Go to Preferences
 - 2.Click My Preferences Tab
 - 3.Click General
 - 4.On the bottom right you will see a box that says ' Columns currently ...'
 - 5.Click Add
 - 6.Check or Uncheck the desired columns
 - 7.Click OK
 - 8.Click Apply
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