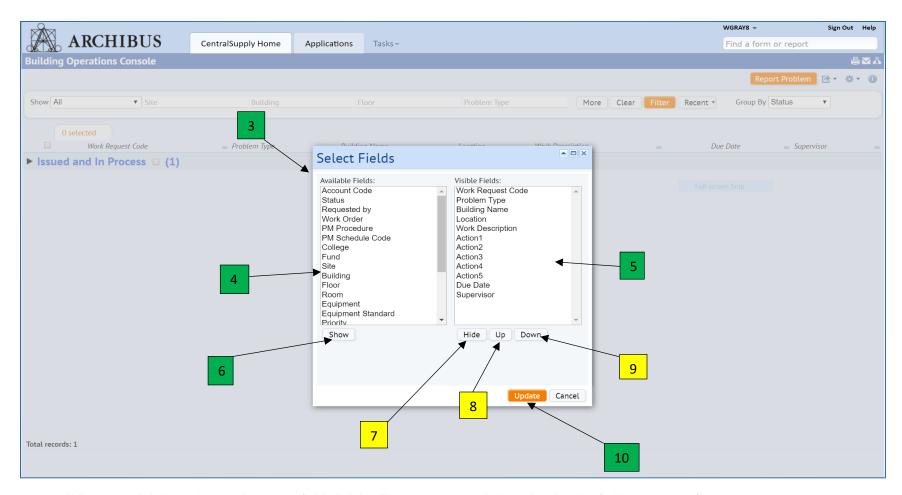


- 1. You may want to customize your screen to show various other fields to your liking. In order to do this you would first click on the gear icon,
- 2. This will bring up a window to click "select work request fields".



- 3. When you click the select work request fields link it will pop up a new window showing the fields to choose from.
- 4. Choose from the fields on the left what you want to show on the work screen.
- 5. Your choice will then show in the field on the right.
- 6. To select fields to show, you can either double click on the field name or click the field to highlight it and then click "show", 6.
- 7. The "hide" button allows you to remove from the screen any field that you do not want.
- 8. The "up" button allows you to move fields up in the screen view.
- 9. The "down" button allows you to move fields down in the screen view.
- 10. Once you have finished selecting you fields and have positioned them where you want them you would then click "**update**" to save your choices.