

How do I add a column to my timecard view?

1. Click Insert >> Column.
2. Select the column you want to add from the Field Name list. Change the title if you would like to.
3. Check **Show this Column** and any other options that apply.
4. Click **OK**.

Or

1. Double-click on the column heading that is to the left of where you want to place the new column, choose the column to insert.
2. Click **Show this Column** and any other options that apply.