

1. CONTROL OR RIGHT CLICK ANY COLUMN HEADER

2. SELECT (OR DE-) DESIRED HEADERS

WHERE? ANY TABLE:

- PATRON SEARCH**
- EVENT LIST**
- VENUE LIST**
- PATRON HOME**
- MAILLIST SEARCH**
- ETC...**

3. TO CHANGE ORDER, CLICK & HOLD A HEADER, THEN DRAG

Perf | # Sold | *First Perform...*



First Perform... ▲ | # Perf | # Sold

**THESE SETTINGS ARE SAVED FOR YOUR
EMPLOYEE RECORD, SO YOU DON'T NEED
TO REDO IT EVERY TIME YOU LOGIN !**