In Data Miner, you can arrange the column layout of the dashboard results to suit your needs.

**How to MOVE a Column**

After running the *YTD Budget Status* dashboard, you would like to rearrange the columns to see the *DA Name* next to *DA*.

1. Hover your mouse over the *DA Name* column heading until you see a grab bar and a four-pronged arrow.

2. Click the grab bar and, without releasing the mouse, move the column left across the screen.

3. As you move across the screen, you will see thin and thick blue lines. Release the mouse at a thin blue line to the right of the *DA* column to insert the *DA Name* column between the *DA* and *Fund* columns.

Releasing the column at a thick blue line will swap the two columns.

4. The *DA Name* column is now to the right of the *DA* column.

**Note:** You can also move a column by right-clicking within the column, choosing *Move Column*, and then *Left* or *Right*. 
How to INCLUDE a Column

After running the *YTD Budget Status* dashboard, you would like to show the *Quarter to Date Actual* column because your department views expenditures quarterly.

1. Hover over any column heading until you see a grab bar.

2. Right-click to bring the menu into view. From the menu, hover over *Include Column*. From the expanded menu, choose *QTD Actual*.

3. The *QTD Actual* column has been added to the display.
How to EXCLUDE a Column

Your unit receives no grant funds, so you would like to remove the Project and Project Name columns from the YTD Budget Status dashboard - you do not need to see those columns. You can do this in two ways:

- Exclude the column
- Hide the column

Exclude a Column

1. Hover over the Project column heading until you see a grab bar.
2. Right-click to bring the menu into view. From the menu, choose Exclude.
3. The Project column has been removed from the display.

NOTE: The Project column can be inserted back into the display via the Include menu choice.

Hide a Column

1. Hover over the Project Name column heading until you see a grab bar.
2. Right-click to bring the menu into view. From the menu, choose Hide.
3. The Project Name column has been removed from the display.

NOTE: The hidden Project Name column can be reinserted in the dashboard only by resetting the filters.