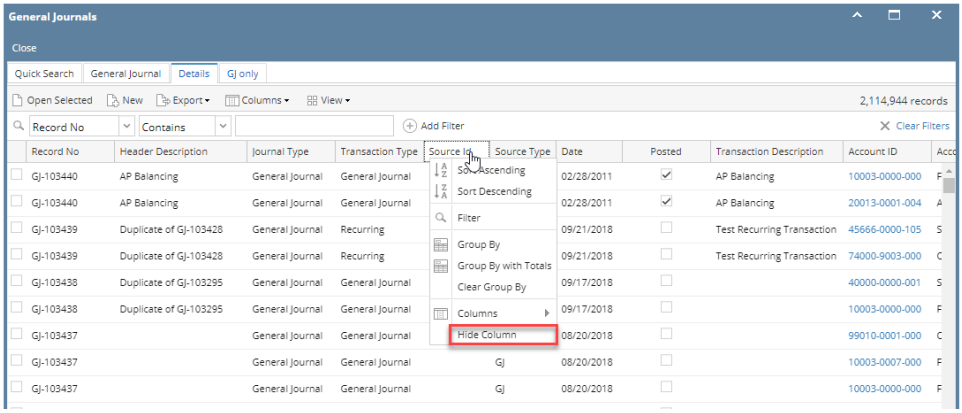
# How to Hide a Column

The columns on the grid area can be shown or hidden depending on your need.

> ⚠ Changes on the sorting or setting of the grid area can be saved using the View button

1. Open the **Search** **screen** or any screen with grid area.
2. Left or right click the column header of the column you want to hide. The **Grid Column Options** will be displayed.
3. Click the **Hide Column button**.