Users can reorder and rename columns in Query Manager using the options in the Fields tab. Certain fields can also be translated from codes to descriptions in this tab.

Procedure for Changing the Order of Columns
1. Go to the **Fields** tab.
2. Click the **Reorder / Sort** button.
3. Enter the new column order using the **New Column** boxes on the left. Enter 1 for the field that should be the first (leftmost) one, 2 for the next field, etc.
4. Click **OK**.
Tip *If you only want to move one column, you can enter the new column order number for just that field. You don't need to enter numbers for all fields.*

	Procedure for Changing the Column Header
1.	Go to the **Fields** tab.
2.	Click on the **Edit** button for the column you want to rename.
3.	In the **Heading** box, click the radio button for **Text**.
4.	Type the new column header into the **Heading Text** box. **Edit Field Properties** Field Name A.DEPTNAME - Department **Heading** ○ No Heading ○ RFT Short ◉ Text ○ RFT Long Heading Text Department Name *Unique Field Name A.DEPTNAME **Aggregate** ◉ None ○ Sum ○ Count ○ Min ○ Max ○ Average ○ Count Distinct OK Cancel
5.	Click **OK**.
Tip	*You can display the default long column header name by choosing the **RFT Long** radio button on the **Edit Field Properties** page.*

	Procedure for Translating Codes into Descriptions
1.	By default, Query Manager shows codes in reports. However, for some fields, it is possible to translate the code into a description without joining an additional table. These fields have a value in the **XLAT** column on the **Fields** tab: N is not translated, S is short description, and L is long description.

Fields											Personalize |

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text
1	A.EMPLID - Empl ID	Char11				ID
2	A.EMPL_RCD - Empl Record	Num3.0				Empl Record
3	A.NAME - Name	Char50				Name
4	A.EMPL_STATUS - Payroll Status	Char1		N		Pay Status

2.	Go to the **Fields** tab.
3.	Click on the **Edit** button for the column you want to translate.

4.	On the **Edit Field Properties** page, in the **Translate Value** box, select the radio button for **Long**. Do not modify the **Effective date for Short/Long** option.
5.	Click **OK**.
6.	The **XLAT** column now shows the letter L to indicate that the report will display the long description for that field.