



TABLE SETTINGS AND TABLE VIEW

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Purpose: To demonstrate how to modify a table’s field display and how to save or delete these custom settings.

TABLE SETTINGS AND TABLE VIEW

How to Modify Table Settings and Save Table View

On the Subject Management and Task Management pages, there is the option to modify the Table Settings to customize what fields are visible to the user. The procedure outlined can be applied from either the Subject Management or Task Management pages.

1. Select either **Subject Management** or **Task Management** from the Left Navigation Menu.
2. Select the **Table Settings** hyperlink and select **Fields** from the drop-down.

The screenshot shows the NBIS Subject Management interface. On the left is a navigation menu with 'Subject Management' highlighted. The main content area is titled 'Subject Management' and contains a 'My Subject List' section. Below the title is a search bar and a checkbox for 'Include Subjects in My Hierarchy'. A table of results is displayed with columns for SSN, Last Name, First Name, Citizenship, Organization, Determination, and Status. A yellow box highlights the 'Table Settings' dropdown menu, which is open to show the 'Fields' option.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Status
533-44-0001	Rivera	Franklin	Mexico	Department of Security Managers 1/1005P, Department of Security Managers 2/1005Q	Top Secret	Active
695-34-4585	Society	High	United States	Defense Information Systems Agency/1001H, Department of Defense Consolidated Adjudications Facility/1000D, INSCOM/1000Q	Secret	None

- The Field Visibility list will populate. The user can select a maximum of eight total fields to populate for viewing. Required selections will be annotated by a lock icon to the left of the field option name. As the user selects and deselects items, the fields will simultaneously update.
- When finished updating, select the “X” next to Field Visibility.

Subject Management

My Subject List

Subjects in your organization are listed below. To include all subjects in your hierarchy, select the checkbox. Select the Advanced Search link to specify fields to search for.

Search: Search on All Fields Include Subjects in My Hierarchy

Advanced Search

Total Results: 879

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
533-44-0001	Rivera	Franklin	Mexico	Department of Security Managers 1/1005P, Department of Security Managers 2/1005Q	Top Secret	Active
695-34-4585	Society	High	United States	Defense Information Systems Agency/1001H, Department of Defense Consolidated Adjudications Facility/1000D, INSCOM/1000Q	Secret	None
262-62-6262	Spade	David	United States	Department of Defense Consolidated Adjudications Facility/1000D	Suitable/Fit-Child Care Eligible	Active
241-00-2411	Vibrations	Good	Jamaica	Office of Security Programs/1007F	---	---
145-92-3300	Cat	Blue	Belgium, United States	Department of Defense Consolidated Adjudications Facility/1000D	Credential	Active
111-17-1111	Lobster	Red	Antarctica	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active
555-62-6232	Rogers	Steven	United States	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active
699-88-5855	Candy	Skull	United States	Department of Defense Consolidated Adjudications Facility/1000D	Credential, Top Secret	Active
111-99-4385	Garand	John	United States, Canada	Defense Counterintelligence and Security Agency/1000C	Top Secret	Active
111-38-1111	Blanchette	Bob	United States	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active
121-08-0016	Cheesestick	Bosco	United States	Defense Counterintelligence and Security Agency/1000C	---	---

Field Visibility

- SSN
- Last Name
- First Name
- Citizenship
- Place of Birth
- Email
- Organization
- Affiliation
- Association
- Determination
- Determination Status
- Outcome
- Determination Type
- Type
- Access Status
- Access Level
- CV Enrollment
- CV Program
- Last Investigation Close Date
- Last Investigation

- To save the customized Table Settings, select **Table View** and then select **Save View** from the drop-down.
- To delete the customized Table Settings, select **Table View** and then select **Delete saved view** from the drop-down.

The screenshot displays the 'My Subject List' page in the National Background Investigation Services (NBIS) application. The page includes a search bar, a table of subject records, and a 'Table Settings' dropdown menu. The 'Table Settings' menu is open, showing options for 'Save View' and 'Delete saved view'.

SSN	Last Name	First Name	Citizenship	Place of Birth	Organization	Determination	Determina
533-44-0001	Rivera	Franklin	Mexico	---	Department of Security Managers 1/1005P, Department of Security Managers 2/1005Q	Top Secret	Active
695-34-4585	Society	High	United States	Orlando, Florida	Defense Information Systems Agency/1001H, Department of Defense Consolidated Adjudications Facility/1000D, INSCOM/1000Q	Secret	None
262-62-6262	Spade	David	United States	Hillbilly, Tennessee	Department of Defense Consolidated Adjudications Facility/1000D	Suitable/Fit-Child Care Eligible	Active
241-00-2411	Vibrations	Good	Jamaica	Montego Bay, Jamaica	Office of Security Programs/1007F	---	---
145-92-3300	Cat	Blue	Belgium, United States	Blue city, West Virginia	Department of Defense Consolidated Adjudications Facility/1000D	Credential	Active
111-17-1111	Lobster	Red	Antarctica	Clans, Antarctica	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active
555-62-6232	Rogers	Steven	United States	---	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active
699-88-5855	Candy	Skull	United States	No idea, Howland Island	Department of Defense Consolidated Adjudications Facility/1000D	Credential, Top Secret	Active
111-99-4385	Garand	John	United States, Canada	Toronto, Alberta, Canada	Defense Counterintelligence and Security Agency/1000C	Top Secret	Active
111-38-1111	Blanchette	Bob	United States	San Jose, California	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active
121-08-0016	Cheesestick	Bosco	United States	Pittsburgh, Pennsylvania	Defense Counterintelligence and Security Agency/1000C	---	---
253-53-2222	Evens	Bob	United States	Baltimore, Maryland	Department of Defense Consolidated Adjudications Facility/1000D	Secret	Active

