How to Resize Columns in PAL

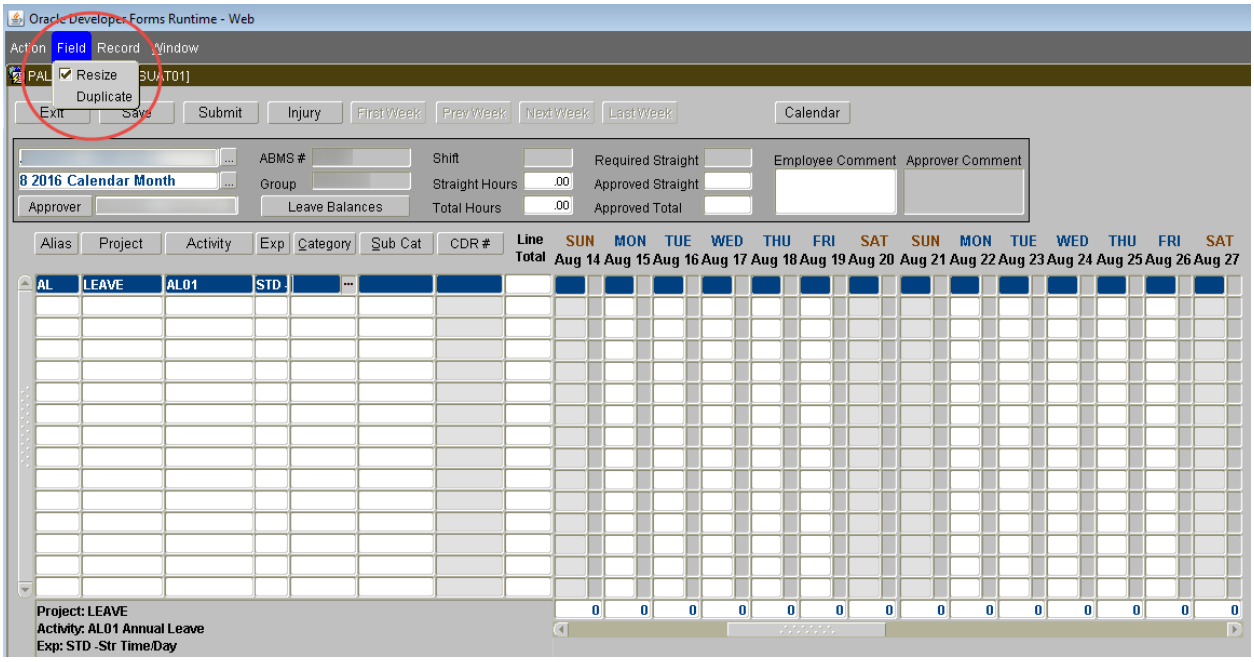
The ability exists to resize three of the columns on the PAL Time Entry Form and have those settings retained. The resizable columns are Alias, Project and Activity.

If an employee resizes a timesheet, those changes will be reflected in all of their available timesheets including other time periods, whether the timesheet is blank or has project information entered.

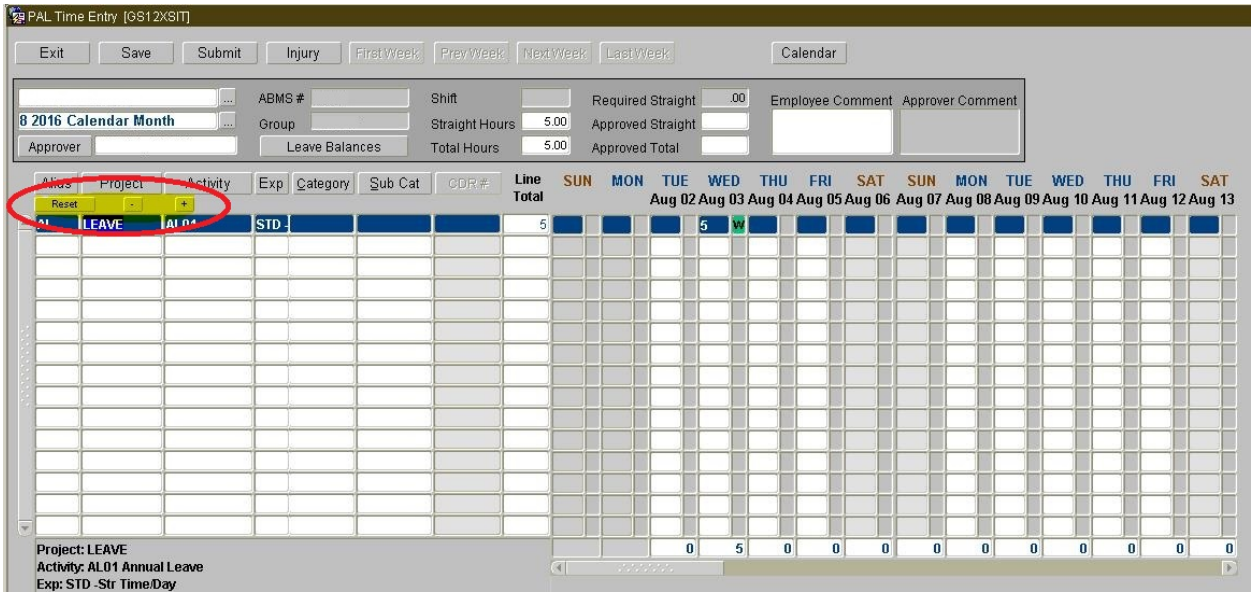
It is best to perform the resize when there is already a row of project data entered. This will prevent project validation errors from being displayed when attempting to resize.

To Resize Column Widths:

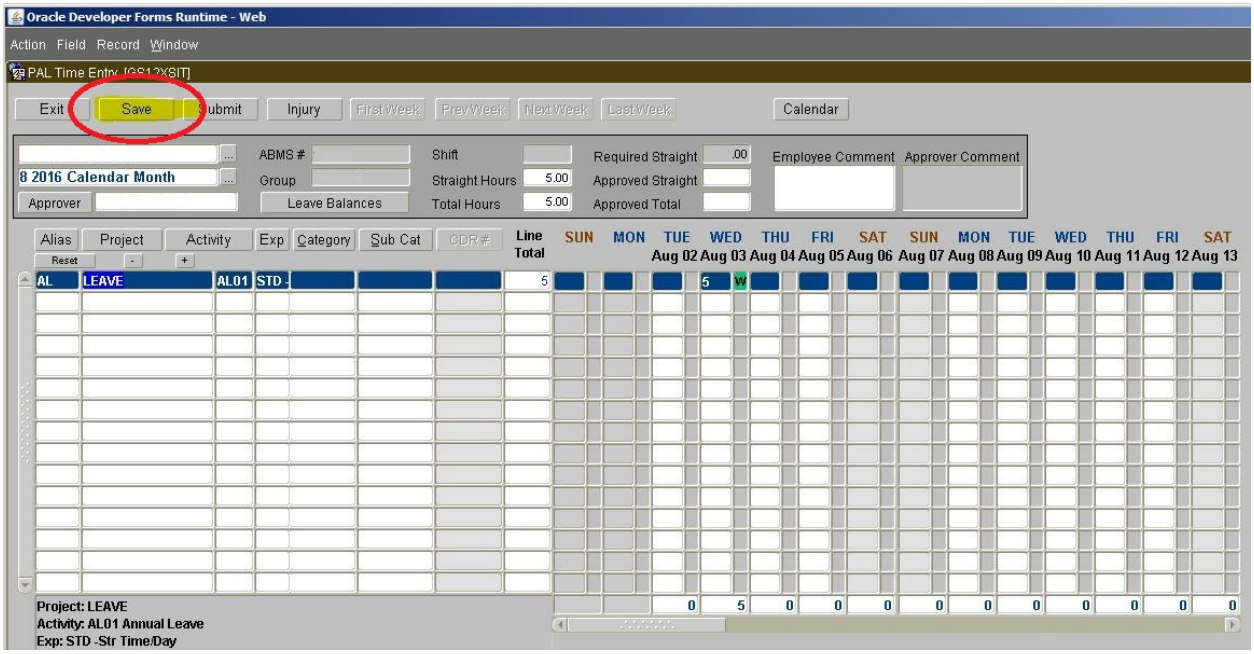
1. Click on the **Field** menu item and select the **Resize** checkbox.

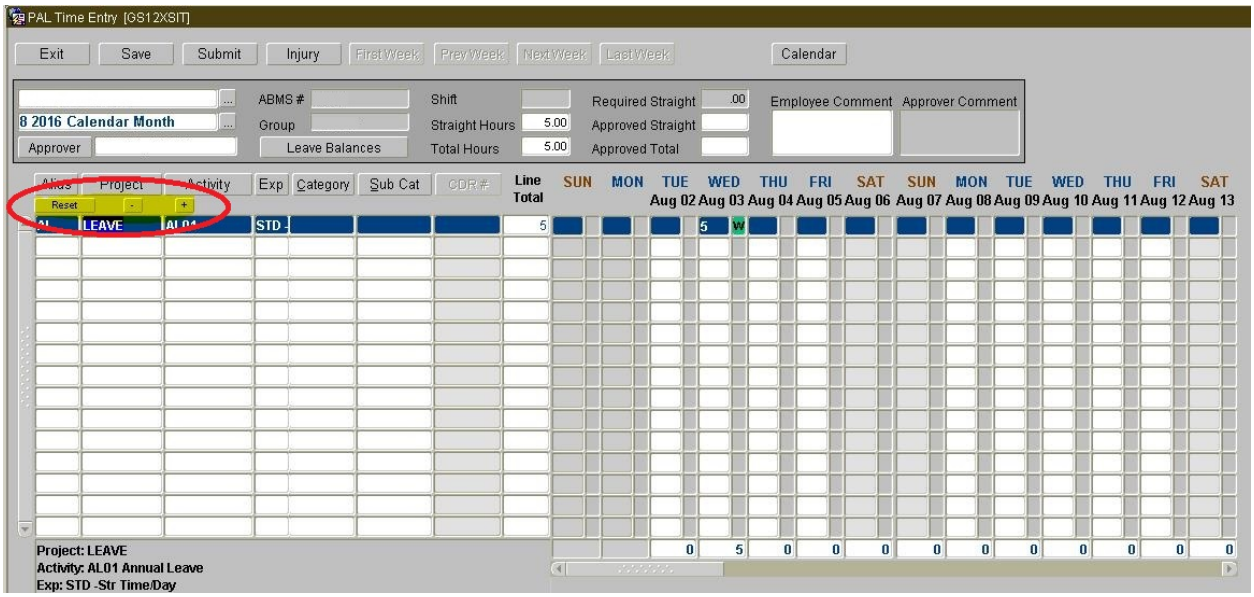


2. Click directly in one of the three fields you want to resize and you will see three buttons displayed: **Reset**, minus (**-**) and plus (**+**) buttons as highlighted below. Clicking on the plus or minus buttons will increase or decrease the size of the field the cursor is in. The only three fields that can be resized are the Alias, Project and Activity fields.



3. When the desired fields have been resized, click the Save button to save the resized column widths. Once you have resized your column widths and saved the changes, the timesheet will retain those settings for future use.



Resetting Column Widths:

To reset the column widths to the original default widths, click **Reset** (don't click Save), exit the timesheet and open it again, and the columns will be reset.