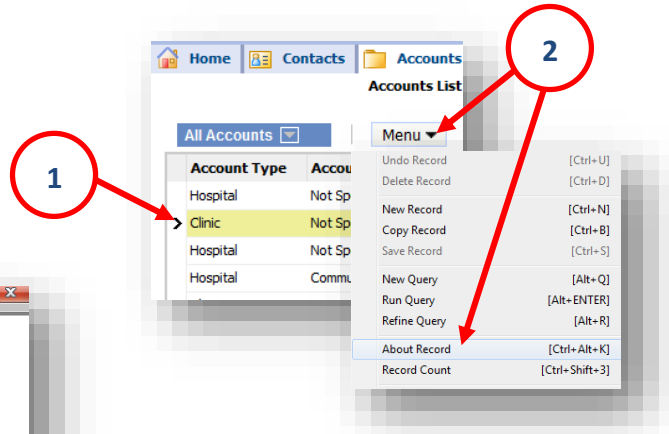
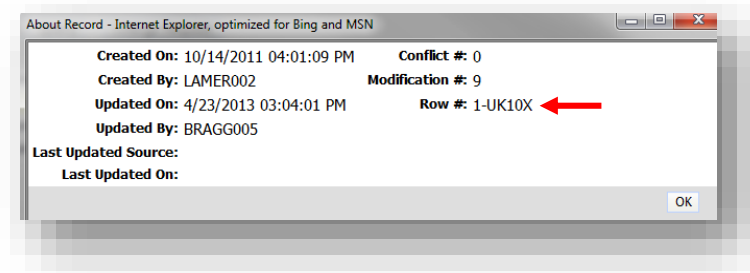


The **Row ID** is a unique identifier that is automatically applied to every row of data in the CTMS. When requesting data changes, you will be asked to provide the Row ID to help the CTMS Administrators know exactly which record to address.

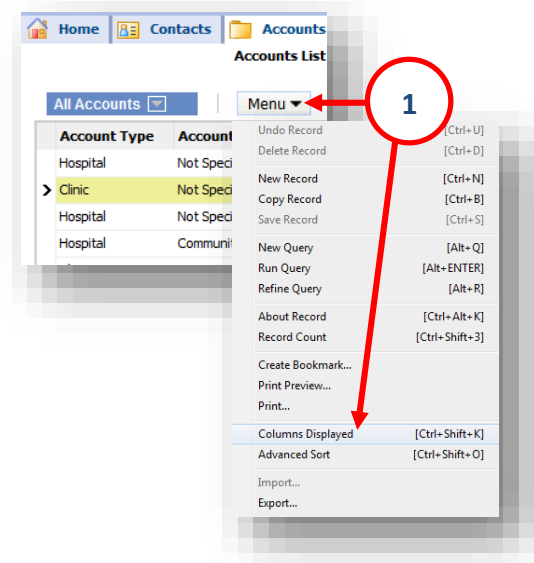
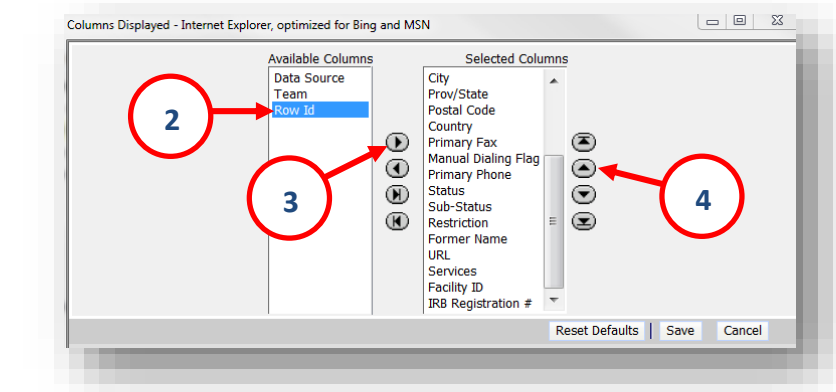
To locate the Row ID for any record:

1. Click to the left of the record to highlight the row
2. Click **Menu > About Record**



To add the Row ID column to any CTMS view:

1. Click **Menu > Columns Displayed**
2. Select *Row ID* from the **Available Columns** list
3. Click the right arrow to move *Row ID* to the **Selected Columns** list
4. Use the up/down arrows to move the column to a preferred location
5. Click **Save**.



The *Row ID* column will be added to the current view.