

# Customizing Summary View Components

**1** Select the Summary View from the Menu

**2** Select which Summary Page you wish to customize

**3** Select 'Drag and Drop' from the right-side drop down

**4** Move the box you wish to its preferred new location and 'drop' it there.  
Side note...it can take a while for the screen to scroll if you are moving something from the very bottom to the top.

**5** Select the 'Drag and Drop' again to lock the boxes into place.

All Finished

**1** Select the Summary View from the Menu

**2** Select which Summary mPage you wish to customize

**3** Select 'Drag and Drop' from the drop down on the right

**4** Move the box to its new location and 'drop' it there

**5** Finish up by de-selecting the 'Drag and Drop' again to lock the boxes into place