

Move values from one column to another



1 Open Leads/Companies List

- Access the list where you want to move values between columns.

2 Select the Source Column

- Click on the **name of the column** from which you want to move the values.
- In the dropdown menu that appears, select the option "**Move Values**".

3 Configure the Columns

-  **Box 1 (From Field):** Choose the source column (where the values currently are).
-  **Box 2 (To Field):** Choose the destination column (where you want to move the values).