

# 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).