# WaspTime v7: How to quickly determine employees' security level

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1. Open the Employee list.
2. Right-click a column heading, and click Hidden Columns.
3. Drag the Security Level label into the column heading area.
4. If needed, resize/rearrange the column headings for better readability.
5. Click the Security Level column heading to sort by that column.
6. Scroll to examine the list. The different security levels will be grouped together (Admin, Employee, Manager).