



Views—Basic

Views allow users to filter and style information in lists and libraries to make it quicker for you to find the right piece of data when you need it, without having to scavenge through hundreds of items.

Create a view

1. You can create a new view to see aspects of a list or library. This can be helpful if you want to limit what people can see in a list or library.
2. In the left navigation pane, locate and select the appropriate list or library.
3. Click the List or Library tab.
4. In the Manage Views group, click Create View.
5. In the View Type area, select the appropriate view to base your view on.
6. In the View Name field, enter the name for your view.
7. To make this the default view, select the Make This The Default View checkbox.
8. Note that only a public view can be the default view.
9. In the View Audience area, select the appropriate radio button.
10. Note that if Create a Public View is disabled, you don't have permission to create a public view for the selected list or library.
11. In the Columns area, select or deselect the appropriate checkboxes.
12. The selected checkboxes will appear in the View, and the unselected checkboxes will be hidden.
13. To specify the order of the columns, select the appropriate number from the Position From Left boxes.
14. To sort a column, select the First Sort By The Column dropdown.
15. Select the appropriate column.
16. Select the appropriate radio button.
17. To sort a second column, repeat the process.
18. To show all items in this view, select the Show All Items In This View radio button.
19. To apply filters, select the Show Items Only When The Following Is True radio button.
20. Select the appropriate filter options.
21. To enable the view for mobile access, select the Enable This View For Mobile Access checkbox.
22. To change the number of items to display in list view, enter the appropriate number.
23. In the Field To Display In Mobile List Simple View dropdown, select the appropriate option.
24. Click OK.

Modify the current view

1. From the site page, locate and select the appropriate list or library.
2. Click the List or Library tab.

If you need more help, please reach out to your division's FSSA Super User or send an email to SharepointRequests@fssa.in.gov with a description of your issue.



3. In the Manage Views group, click the Modify View dropdown.
4. Select Modify View.
5. In the Columns area, select or deselect the appropriate checkboxes.
6. To specify the order of the columns, select the appropriate number from the Position From Left boxes.
7. In the Sort area, select the appropriate options.
8. In the Filter area, select the appropriate filter options.
9. Click OK

Change the view

1. In the left navigation pane, locate and select the appropriate list or library.
2. Click the List or Library tab.
3. In the Manage Views group, click the Current View dropdown.
4. Select the appropriate option.

Switch the default view

1. In the left navigation pane, select the appropriate library.
2. From the Library page, click the View Options dropdown.
3. To view the library contents as tiles, click Tiles.
4. To view the library contents as a list, click List.
5. To view the library contents in Windows File Explorer, click View in File Explorer.
6. Note: this options is available only if Internet Explorer is used.
7. To save a custom view, click Save View.
8. To create a new view, click Manage Views.

Set the current view in the document library

1. You can set the view that you use the most as the default view of your document library.
2. In the left navigation pane, select the appropriate document library.
3. From the View Options dropdown, select the view you want to set as default.
4. From the View Options dropdown, select Set Current View As default.

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