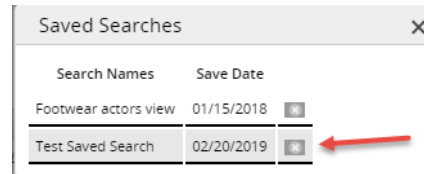
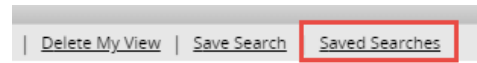
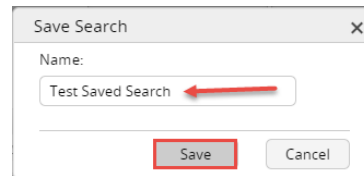


2. Name the search accordingly in the “Save Search” window.
3. Click “Save.” View is now available when you click “Saved Searches”.
 - a. Your searches are listed in the pop-up window and can be access by clicking on the title.
 - b. You can also delete the search by clicking on the “X” next to the search’s save date.

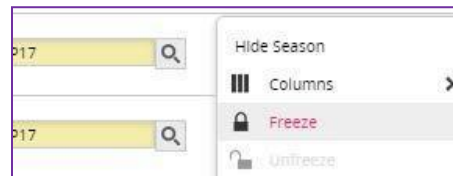


My View

Freeze Columns

Freezing a column allows the column to “lock”, so that the user can scroll to view information, keeping the columns visible.

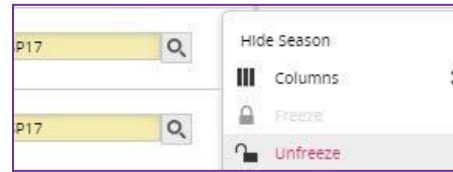
1. **Click** the down arrow next to the column header.
2. A box will appear. **Select** “freeze”.



Unfreeze Columns

Free locked cells so that they move with the scroll feature.

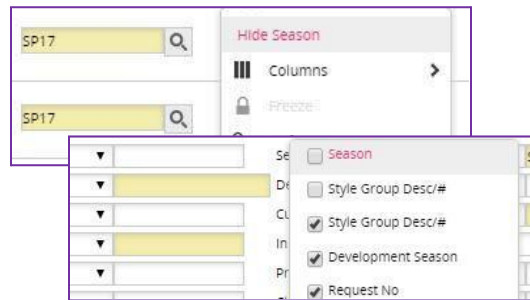
1. **Click** the menu icon of the column.
2. **Click** “Unfreeze”.



Hide/Unhide Columns

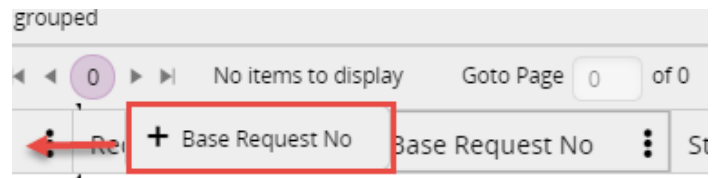
You can “hide” columns with information you don’t need to see, and “unhide” them when you want to reverse the feature.

1. **Click** the menu icon of the column.
2. **Click** “Hide”.
3. To un-hide, Select down arrow and hover over “columns”.
4. Check the hidden column you would like to appear in your view.



Reorder Columns

1. **Drag** column headers one at a time by “grabbing” and “dropping” to new positions. You can re-order the columns to show them in the sequence you prefer.



Save My View

4. Set up query columns based on preferred view.
 - a. This is the preferred method, as the view will also be saved to the Dashboard under the original query and marked with a pink star.

