




New UI FAQ #1

How do I setup and use Saved Views in the new UI?

The Saved Views feature allows you save frequently used filter and column settings when working in data tables. RALS provides a number of default views called **'System Views'**. The **'Shared Views'** are institution specific, and **'My Views'** are customized views, specific to each user.

To demonstrate how to use saved views we will show you how to create one in the results menu for all flagged results coming from a specific location.

1. Start off using the default system view of **'Flagged Results'**.
2. Then add filters including a custom timeframe and a specific location.
 - a. In this example we will also apply a custom column setting by clicking the configure icon and moving the operator column up.
3. After applying all filter and column settings, click on the save button in the upper left-hand corner and a new window will open.
4. Name the new view, then click Save  .
5. The saved view will be seen under **'My Views'** and by clicking the more actions button, you have the option to Set as Default, Clone across institutions, Configure, Delete, Share, and Enable Alerts
6. When setting up saved views in RALS, use filter sets and column settings that add value to your specific workflow within each menu of RALS.

[Click here to view a video of this FAQ.](#)