Creating custom data table views

By creating a **custom data table view** you can decide what information is displayed in that data table.

You can control the following by using a custom view:

- Fields to be included in the view
- Sort field and sort order of the records
- Filters that control which records are included
- Any sharing that's done with your fellow volunteers

Where do I find it?

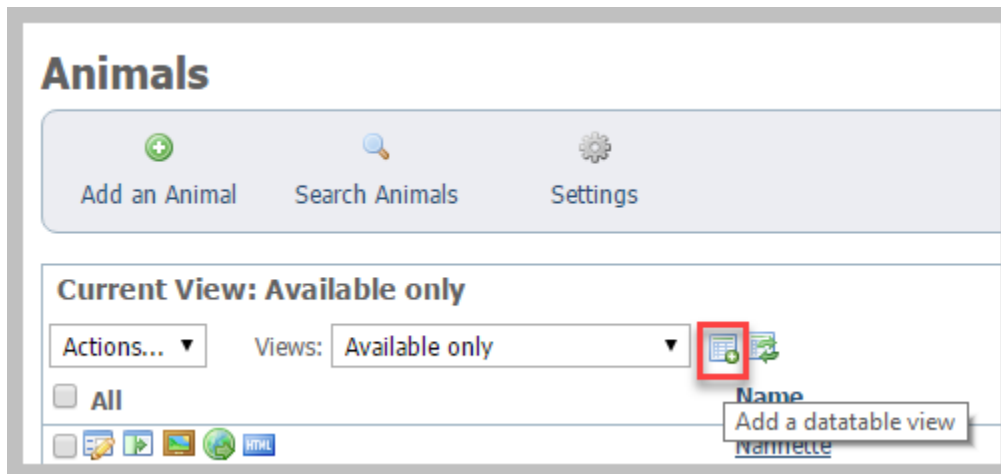You can **create a custom data table view** for any data table in the RescueGroups.org services.

Just go to a data table like the Animals page (**Animals** > **Animal List**) and click the **Add a datatable view** button.

On this page:

- Creating a Custom View
    - Data Table Fields

Creating a Custom View

To create a custom view, go to any webpage with a data table like the Animals page (**Animals** > **Animal List**) and click the **Add a datatable view** button.

This is an example of what you may see when creating a custom data table view.

Add a Data Table View

Name *	
Field	Animals: Activity Level Animals: Adopted Date Animals: Adoption Fee Animals: Adoption Lead Animals: Affectionate Animals: Altered
Fields *	Animals: Name Animals: Status Animals: Species Animals: Sex
Sort by *	Animals: Activity Level
Sort Order *	⦿ Ascending ○ Descending
Shared *	○ Yes ⦿ No

Cancel | Save View | Save View and Add Filters

Done

Data Table Fields

The **Add a Data Table View** page has the following fields:

Name:* Enter a descriptive name for the data table view. Example: Cats adopted in 2010

Fields:* Select one or more fields from the **Field** box and click the **Add Fields to this View** button. Example: **Animals: Name, Animals: Adopter: Name, Adopter: Phone (Home)**

Sort by:* Select the field by which you would like to sort the data records.   Example: **Animals: Name**

Sort order:* Select to sort the records **Ascending** or **Descending**.

Shared:* Select to share the custom data table view with other users within your organization.

> ⓘ **Sharing your custom views**
>
> If you share the view, the new custom view will appear under **Shared Views** section in the **Views** drop-down menu. Only the user who created and shared the view can unshare it.

Click **Save View** to save the view and go back to the data table.

ⓘ

Click **Save View and Add Filters** if you would like to add filters for your new data table view.

ⓘ You can add or change the filters on a custom view at any time.

ⓘ A new custom view will always have the fields from the data table's default view already selected. So, if you create a new custom view for the Animals data table you will already have the animal Name, Status, Species and Sex fields selected on the view.

Popular Questions

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