

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.

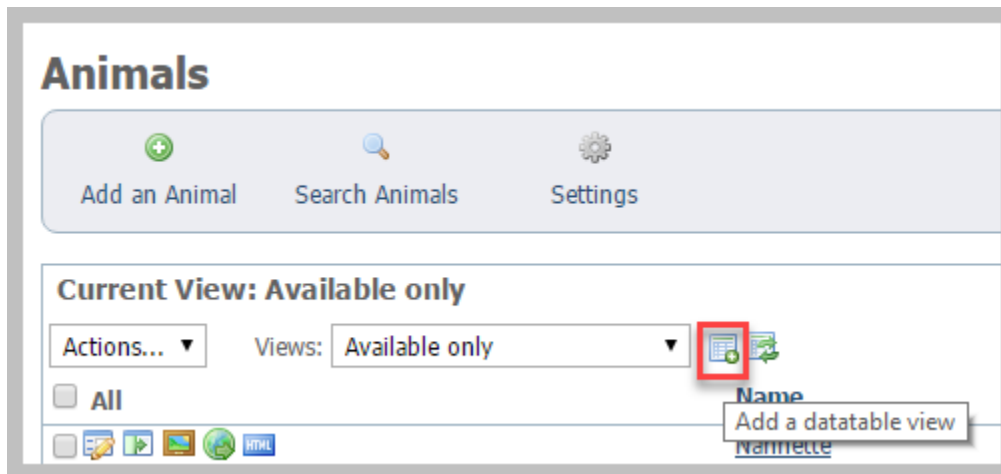
Just go to a data table like the [Animals](#) page (**Animals > Animal List**) and click the **Add a datatable view** button. 

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

We can't find any questions. Check the topic exists.

Have a question about this topic?