

Repository - how to set up a different view

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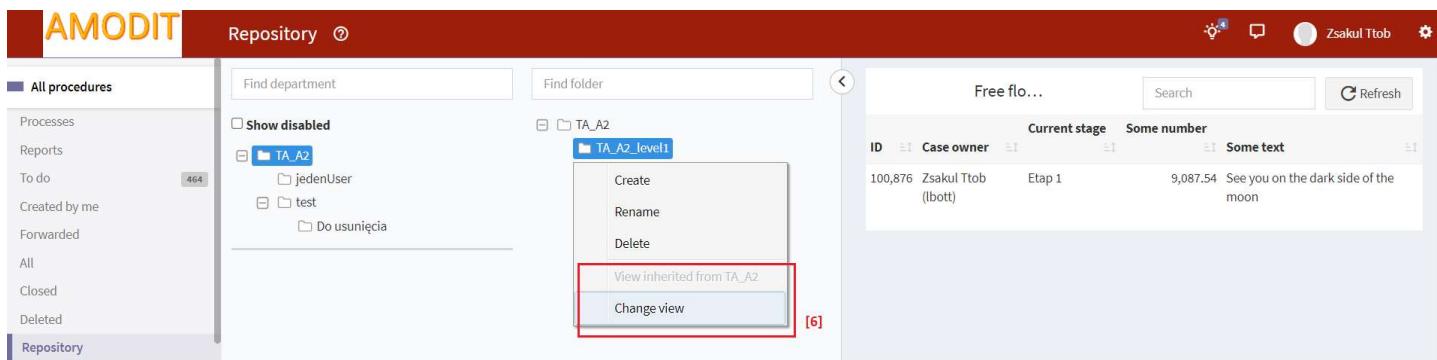
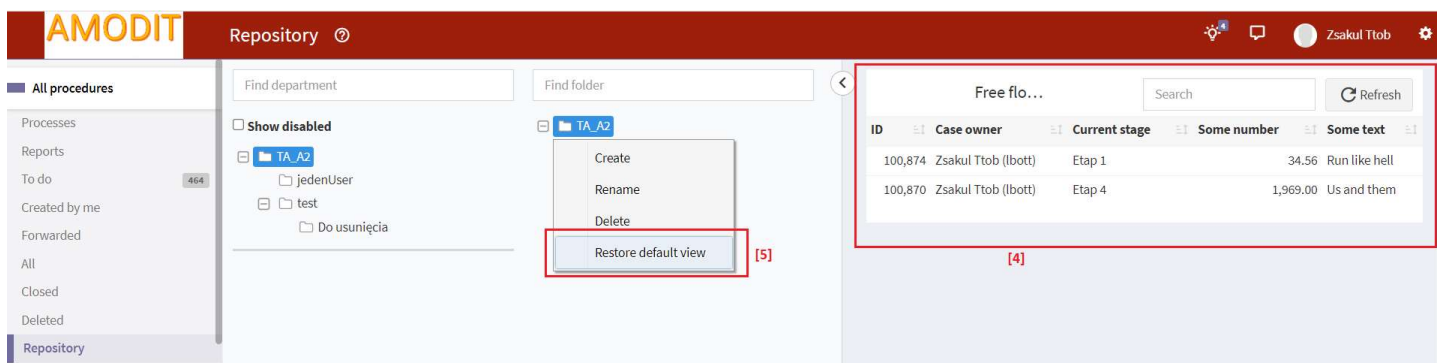
Options for changing repository default view

By default the repository module [1] (see attached pictures) shows a list of cases [2].



Depending on your preferences you may want to change this default view to a tabular view [4]. And you do it by right-clicking the chosen department node or folder and selecting an option from the context menu:

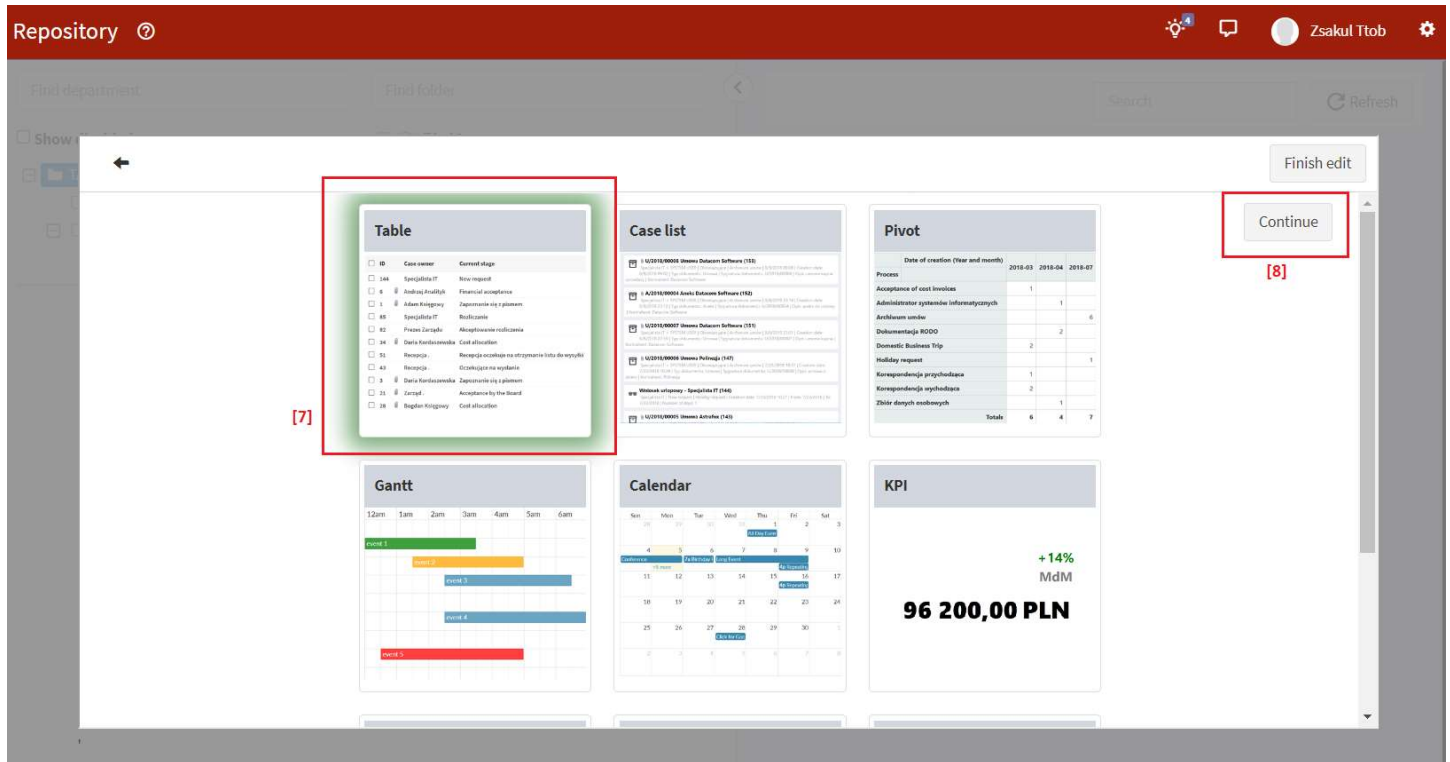
- adding a new view [3];
- changing the current view [6].



In any moment you can restore the default view [5].

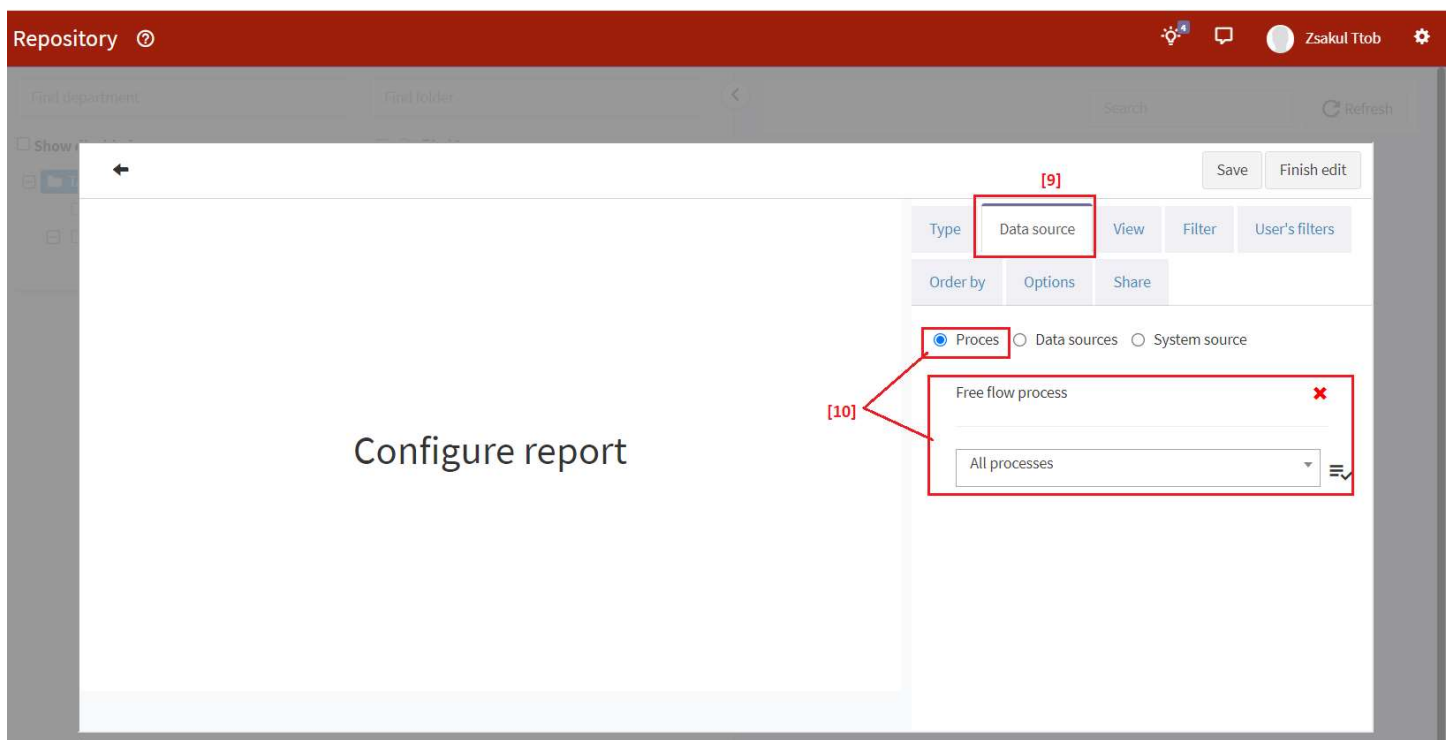
Changing to a different view - a step-by-step example

In this example we are presenting how to change the default view of repository to a tabular view. We assume that a user has chosen one of the options [3] or [6] and these are the steps for configuring the new view:



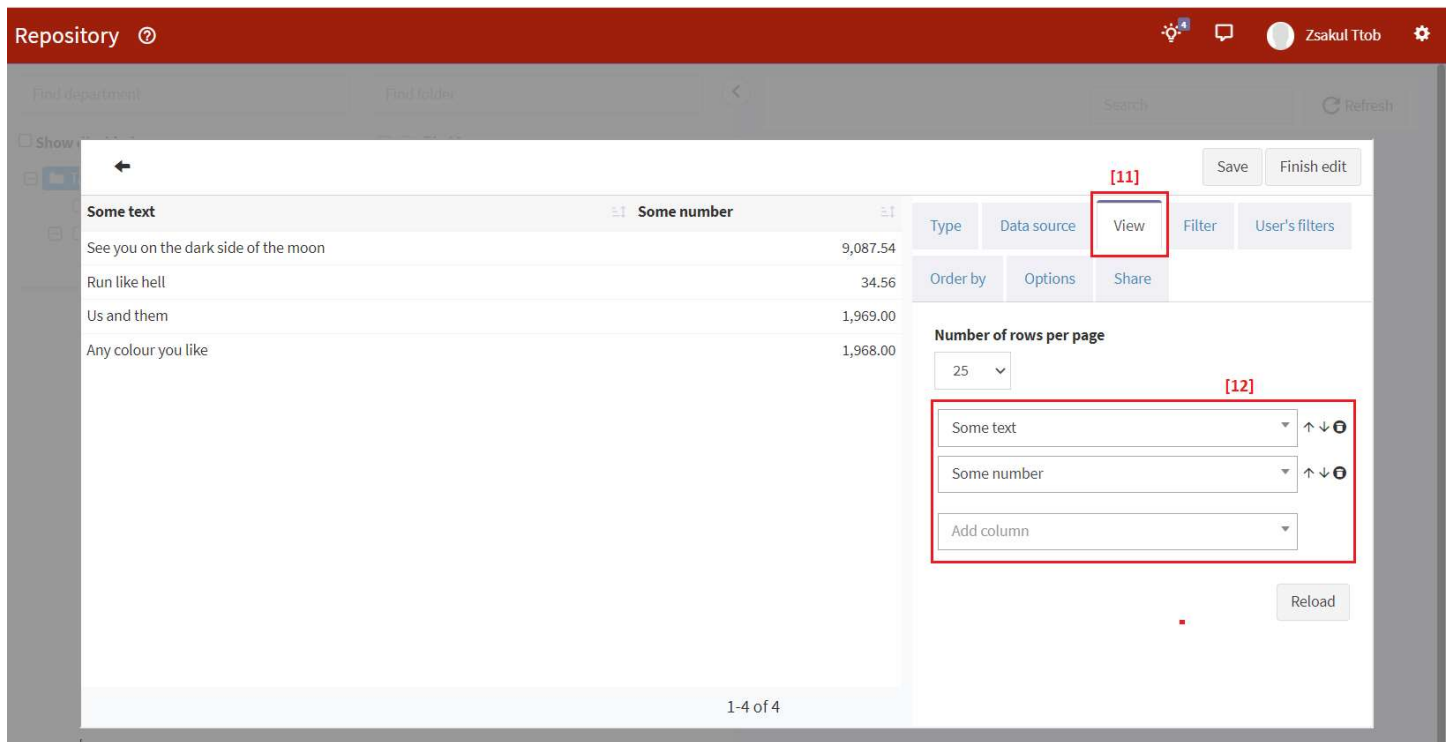
[7]. Select the table report type.

[8]. Click on "Continue" button.



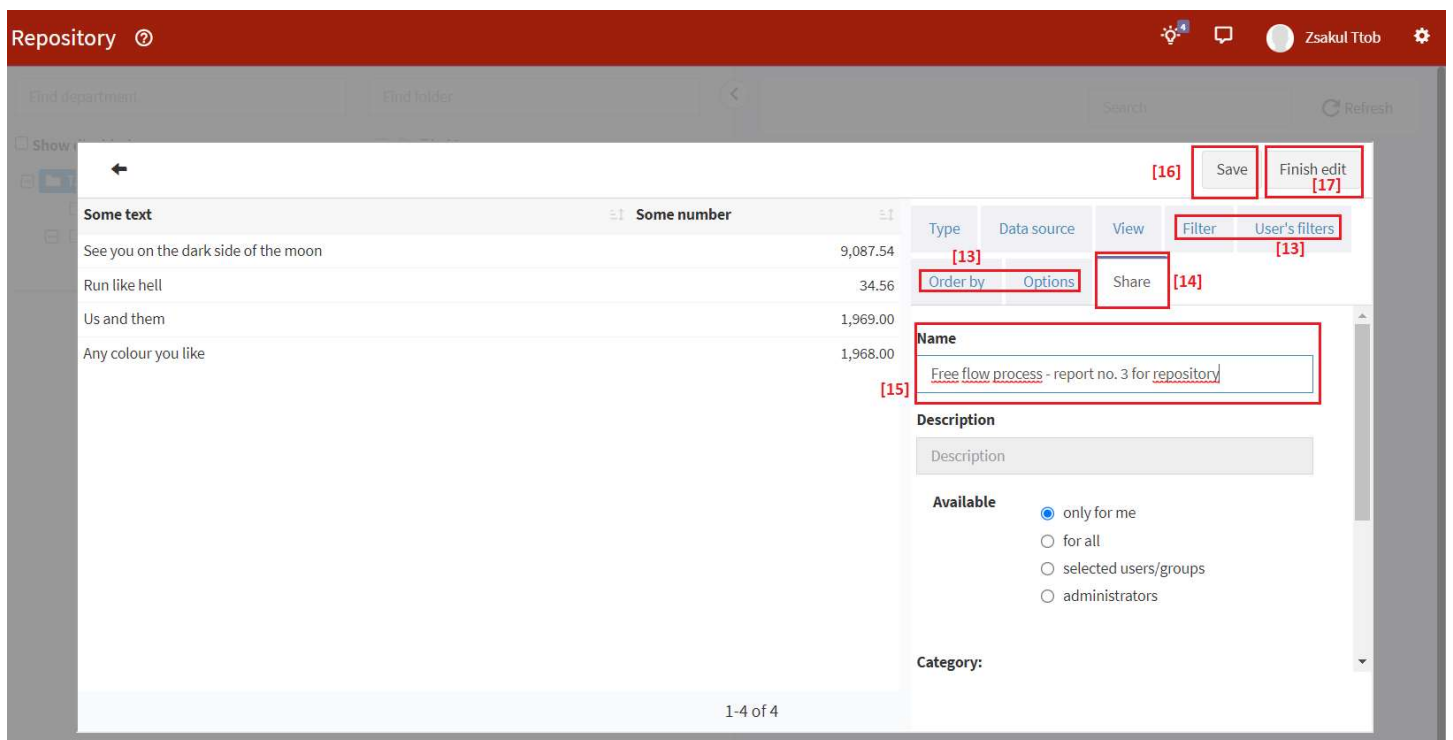
[9]. Go to the "Data source" tab ...

[10]. ... and select i.e. a process of which cases will be displayed in the view.



[11]. Go to the "View" tab ...

[12]. ... and select the columns (case fields) you want to be displayed in the view.



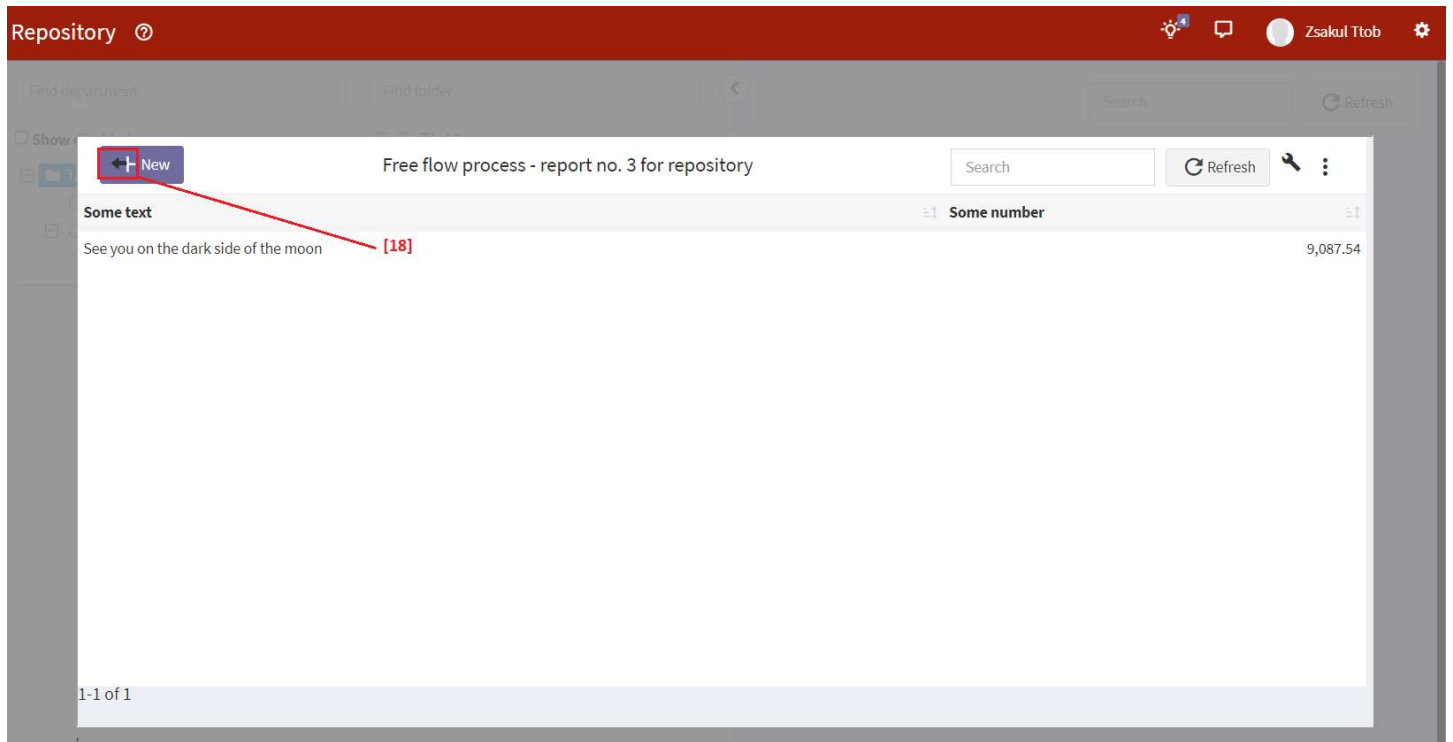
[13]. Set other options depending on your preferences.

[14]. Go to the "Share" tab.

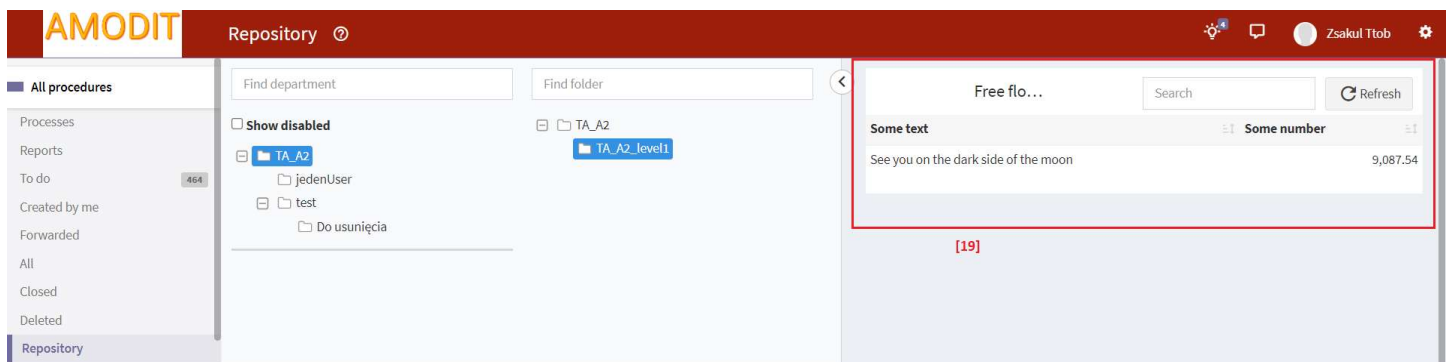
[15]. Name the view.

[16]. Save the view settings.

[17]. Click "Finish edit" button.



[18]. In the last window click on the black left arrow to close the configuration.



[19]. The configured view sholud appear in the right panel of the given repository node.