

Custom Views

You may find that you have several views that you make the same changes to every time you open it. Rather than having to make these changes every time you open the view you can choose to remember your changes as a custom view.

Remembering Changes

Open a view and make the modifications you want to save. For example, modify the filters, sorts, zoom level, etc. Then select Save on the custom views menu in the upper right corner of the view.

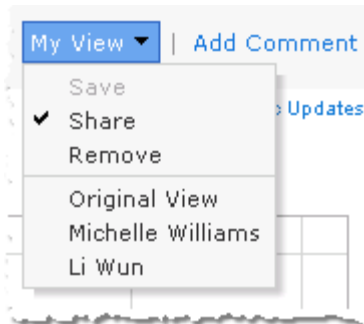


Now every time you open the view it will automatically update the original view with your changes.

Custom views are related to the original view and do not stand alone on the server. That means that as the original view is updated or republished, your view is also updated. Additionally, if the original view is deleted from the server, your custom view is also deleted.

Sharing Your Changes

You can choose to share your saved changes with others so they can quickly apply your set of changes to the original view. When looking at one of your custom views, select **Share** on the custom views menu.



As you browse views on the server, you can see other people's saved views by selecting their name on the custom views menu.

You can always return to the original view by selecting Original View. You can select **Share** again in the custom views menu to make your view private.