

Create, Edit, or Delete A View Create a View

1. In the Select a View menu, below the Tools heading, select Create.

Create	Publish 🔻	Preview	Results	Content Prop	F Derties	More	ະ	?	•	
• Q Blogs										
C. HARRY	– Filter Resu	ts	Include	e Children		– Select a View Blog Info			~	
D MARKED	Actions 🔻	0 selected				System Blog Info				
 Distribution Distribution 		Title	Subtitle	Date	Mi	Rating Stati SEO Proper	ties			
D to strength		Blogs		08/23/2024		SEO Proble	ms			
The states		Digital Advertis		01/15/2024	3	Personal				
 A second of the s		SEO Myths to L	Test	01/02/2024	6	Tools		_		
		Test 2	lest 6	12/18/2022	60	Create				
Files		Your 10-Step G		10/02/2023	5	Set Default				

2. In the Create View menu, select what type of information you would like in your view and hit Create.



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3. Name your view (1), and (2) select if it is global – available for all users in the workstation – or personal – for only your user.

Create View	Cancel Go Back Done
Name New View	
Global Personal	
Fields	Selected Values
Workstation Name	URL Aliases
Properties General	End Date
Start Date	Teaser Image
Hide?	
Linked?	
Properties Sorting	4
Display Order	-
Sort Date	
Last Published	
Properties Search Engine	
	-

- 4. Select what information you would like displayed from the Available Values column and move those values over to Selected Values using the arrow buttons (3). To remove a value, select it from the Selected Values column and move using the back arrow button.
- 5. Hit Done to save.



Edit or Delete a View

- 1. In the Select A View menu select Edit from the Tools section.
- 2. Select Global or Personal views from the left menu.

Edit View		Cancel	Done	
Global	Personal Views			
Personal	New Test View			
	URL Aliases, End Date, Teaser Image			
	URL Alias		💉 🔟	
	Page URL, URL Aliases			

- 3. To delete a view, hit the trash icon to the right of the view name.
- 4. To edit, hit the pencil icon. The Edit View screen will pop up and you can add or delete values, rename the view, or switch it between personal and global. Hit done to save.