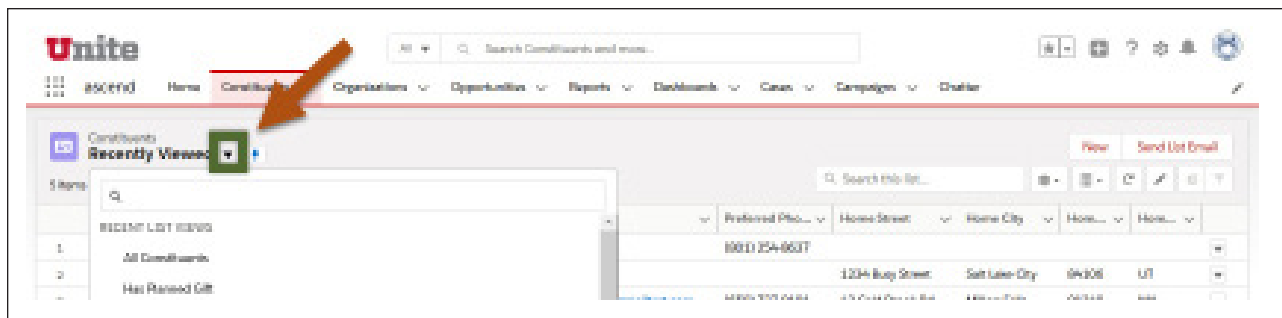
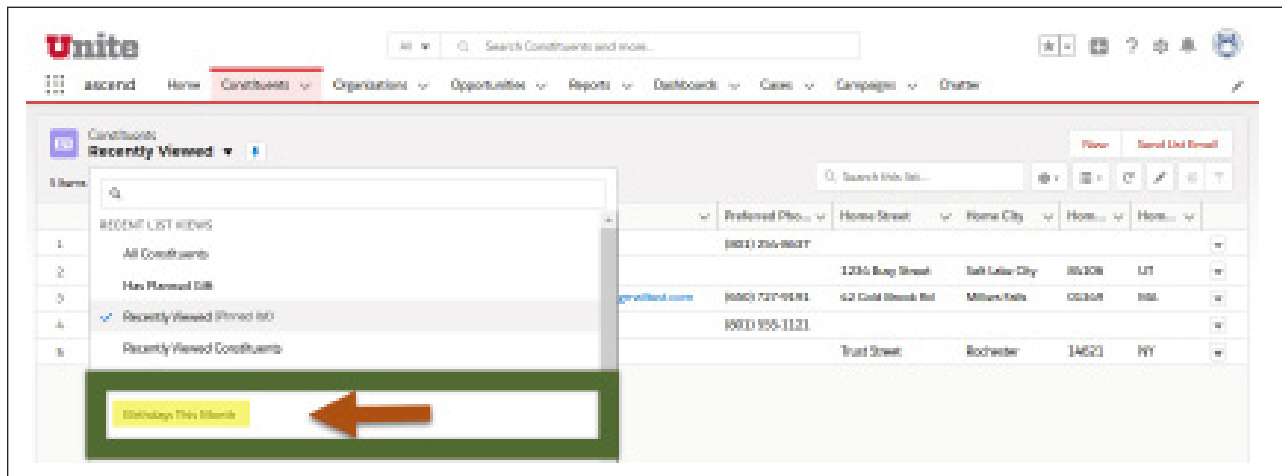


Change Default (Pinned) List

- 1 Click on the drop down next to the list name.

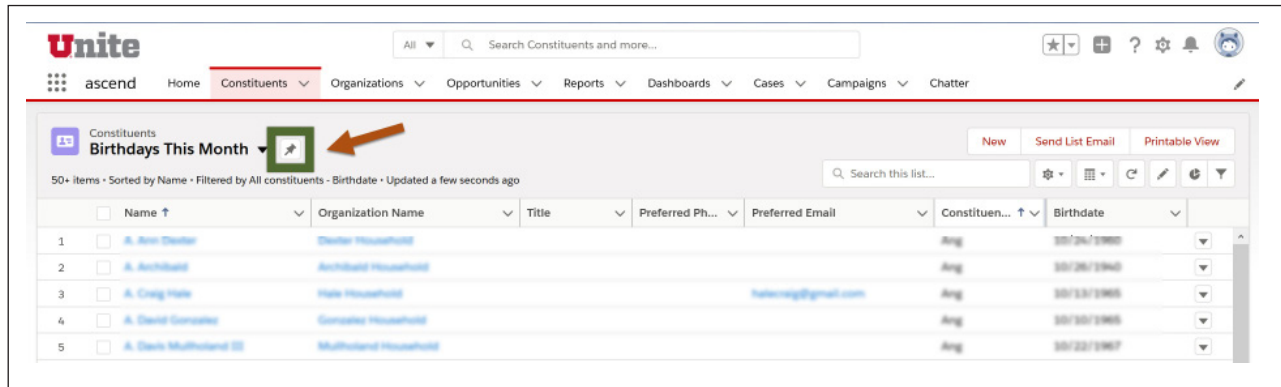


- 2 Click on the desired list.





3 Click on the pin icon to make the displayed list the default view.



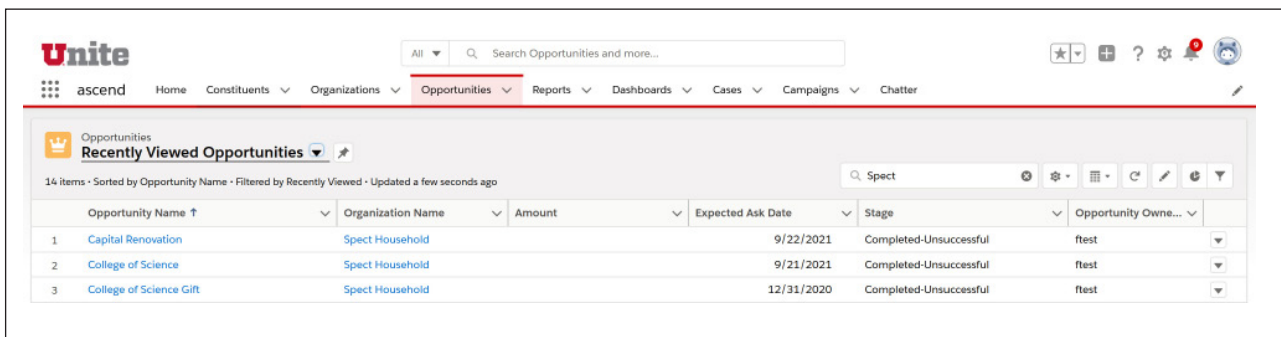
The default pinned list is the Recently Viewed list. When you pin a different list, it becomes the default view. To change the pinned list again, simply select another list and click on the pin icon.

List View Layout

Layout Options

List Views have three layout options: (A) Table, (B) Split View, and (C) Kanban.

A **Table (default):** displays data like a spreadsheet and accommodates most searching needs





B **Split View:** displays the record list on the left and selected record details on the right for easy access to additional information

C **Kanban:** displays a visual of records in a process

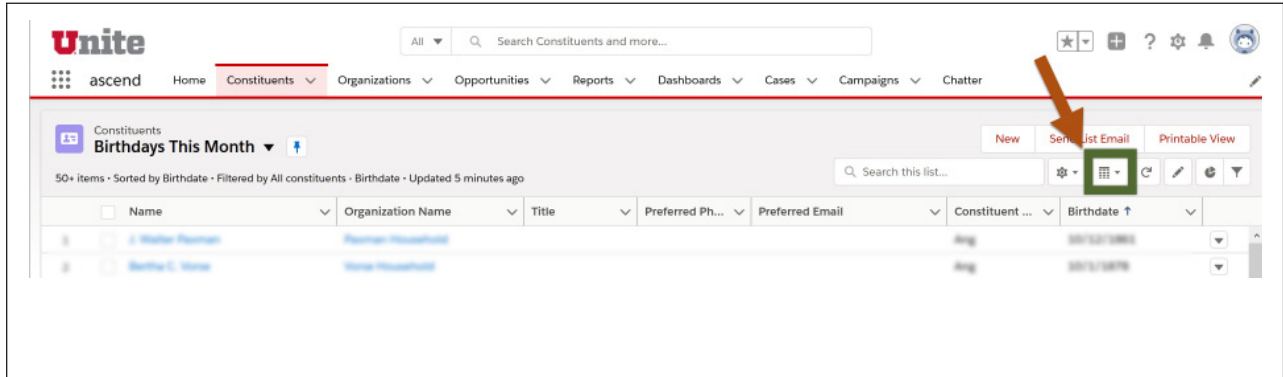


Kanban may not be available for all users or certain list views.

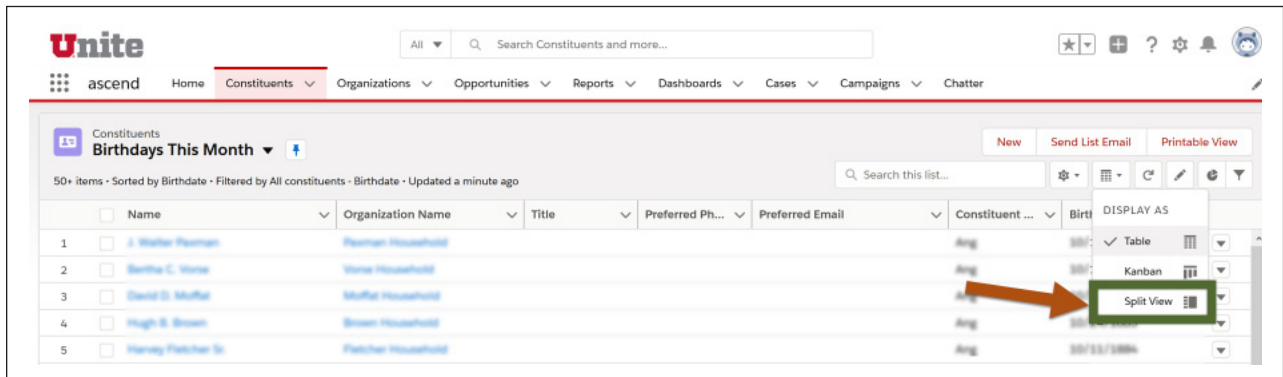


Change List View Layout

1 Click on the “Layout” icon.



2 Select the desired layout option.



3 Return to the default view by clicking on the “Layout” icon and selecting “Table.”

