



# Project Custom View

In addition to the predefined views, users can now create their own custom views for projects. Users can customize projects list view based on specific criteria by applying filters. These custom views can be marked favorite by clicking the ★ icon.

The screenshot shows the BugTracker interface. On the left is a navigation sidebar with 'Projects' selected. The main area displays a 'Projects' view with a dropdown menu open, showing 'Predefined Views' (All Projects, Recently accessed projects, Completed Projects, View by Group, View by Owner, View by Client) and 'Custom Views' (+ Create Custom View). Below the menu is a table of projects with columns for ID, Name, Owner, Project Group, Progress, and Status.

ID	Name	Owner	Project Group	Progress	Status
		Kumar Naveen	Ungrouped Proj	0%	Approved
		Mella Chaitanya	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
		Hemsworth Monica	Ungrouped Proj	0%	Approved
PR-693	Zylker Renovation			0%	Approved
PR-692	VanGo Interiors	Naik Sanskarika	KL Team	0%	In Progress
PR-690	IT Support Project	Hemsworth Monica	Ungrouped Proj	0%	In Progress
PR-682	Community Event	Collins Helen	Preps	0%	Approved

## Benefits

- Use filters to create a view
- Land on the same view with every login
- Mark a view as favorite
- View can be shared with select users, all users, or set for personal use

## Create Custom View

1. Click **Projects** in the left navigation panel.
2. Click on the project view drop-down.
3. Select **+ Create Custom View**.
4. Select the criteria for your view.

5. Click  to add a criteria and click  to add a group.

- Click  to delete the criteria.
- Click  to delete the group.

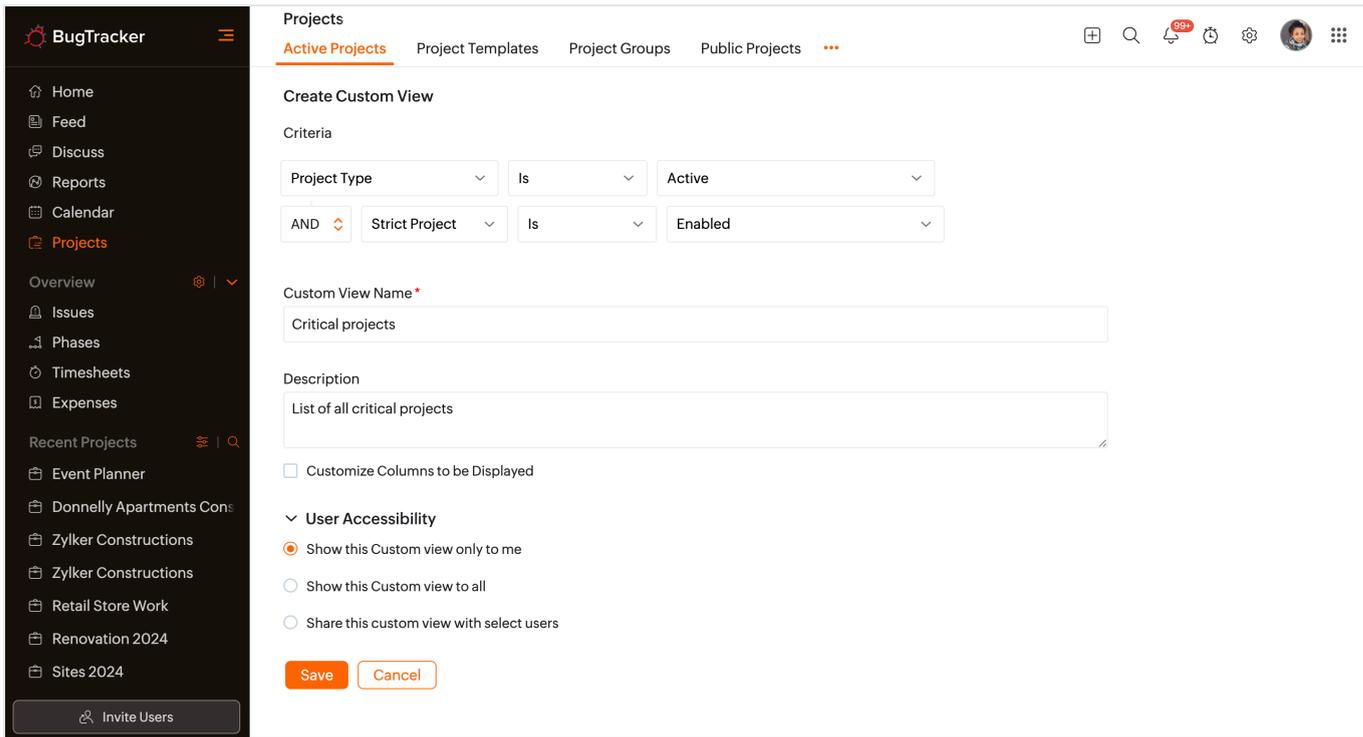
6. Operators can be used individually or in combination in order to set multiple criteria. There are two types of operators:

- AND is used when it is mandatory to satisfy all the criteria.
- OR is used to satisfy an either-or condition.

7. Enter the **Custom View Name**.

8. Enter the *Description* and enable the custom view column if necessary.

9. Select the *Accessibility* and click **Save**.



**Projects**

Active Projects | Project Templates | Project Groups | Public Projects

### Create Custom View

Criteria

Project Type | Is | Active

AND | Strict Project | Is | Enabled

Custom View Name \*

Critical projects

Description

List of all critical projects

Customize Columns to be Displayed

**User Accessibility**

Show this Custom view only to me

Show this Custom view to all

Share this custom view with select users

Save | Cancel

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