



Copy View Configuration

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▸ Properties available -

You have the option of copying the configuration of another view along with its properties. Click the three dots near the view name and from the drop-down list, select **Copy a View Configuration** option.

The "Copy configuration from another view" dialog box opens on your screen. Choose the view from which you want to copy the configurations from the **Choose a view** drop-down menu. Based on the view you choose, the properties will be available or greyed out.

You can either choose all the properties using the **Select All** option or choose the required ones as per your requirement. Click the Clear All to clear out any selection. Now click **APPLY**.

Properties available -

- Field Visibility - Choose whether to show the hidden files or hide them as they are.
- Field Order - Choose whether you want to copy the same field order or change it as per your requirement.
- Sort - Choose to copy the sort configuration or not.
- Filter - Choose to copy the filter configuration or not.
- Field width and Record height - Copy the same field width and record height that is present or change them.
- Color - Copy the record coloring configurations or turn them off.

Note: Properties defer from each view. Only in grid view, all the properties are applicable.

Copy configuration from another view



Choose a view

Sample

Choose all or required properties to copy

- Field Visibility
- Field Order
- Sort
- Filter
- Field width and Record height
- Color

Select All | Clear All

APPLY

Tables **Data** Advertising Script - Search in View 401 Invite 5 Automation

Script Details + Log Automation

Views + View 1 Sort Filter Record Height Color Manage fields + Add Record

	Video Script	Date	Seconds	Video Thumbnail	Video Type	Date1	Delegates	Designation	Email ID	
1	Script C	11/06/2022	20 sec		Vimeo	10/08/2022 11:30:00 ...	Leah	Analyst	leah_hars@email.com	
2	Script F	13/06/2022	20 sec		Youtube Shorts	15/09/2022 11:30:00 ...	Harvey	Analyst	mikevictor@email.com	
3	Script J	22/06/2022	20 sec		Vimeo	08/09/2022 11:30:00 ...	Pearson	Analyst	george123@email.com	
4	Script A	31/05/2022	10 sec		Insta reels	03/08/2022 11:30:00 ...	Karen	Manager	karenmiao@email.com	
5	Script G	19/06/2022	10 sec		Vimeo	22/09/2022 11:30:00 ...	Mike	Manager	johnj123@email.com	
6	Script I	21/06/2022	15 sec		Youtube Shorts	05/09/2022 11:30:00 ...	Robert	Manager	donnams@email.com	
7	Script B	08/06/2022	15 sec		Youtube Shorts	10/08/2022 11:30:00 ...	Michelle	Associate	michelle.r@email.com	
8	Script D	13/06/2022	10 sec		Insta reels	28/09/2022 11:30:00 ...	Tracy	Associate	tracy_11@email.com	
9	Script E	15/06/2022	25 sec		Insta reels	29/09/2022 11:30:00 ...	Emily	Associate	emilykols12@email.com	
10	Script H	21/06/2022	10 sec		Vimeo	23/09/2022 11:30:00 ...	Donna	Associate	jacobjohn@email.com	
11	Type here to create a record									
+ 5										
10	Records									