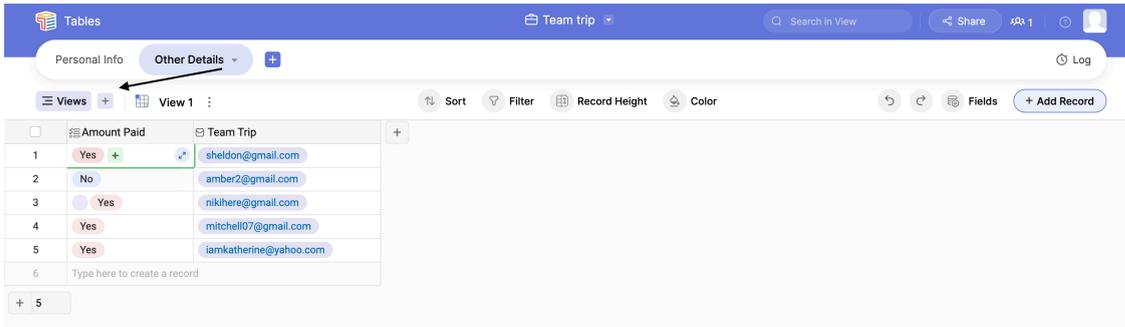


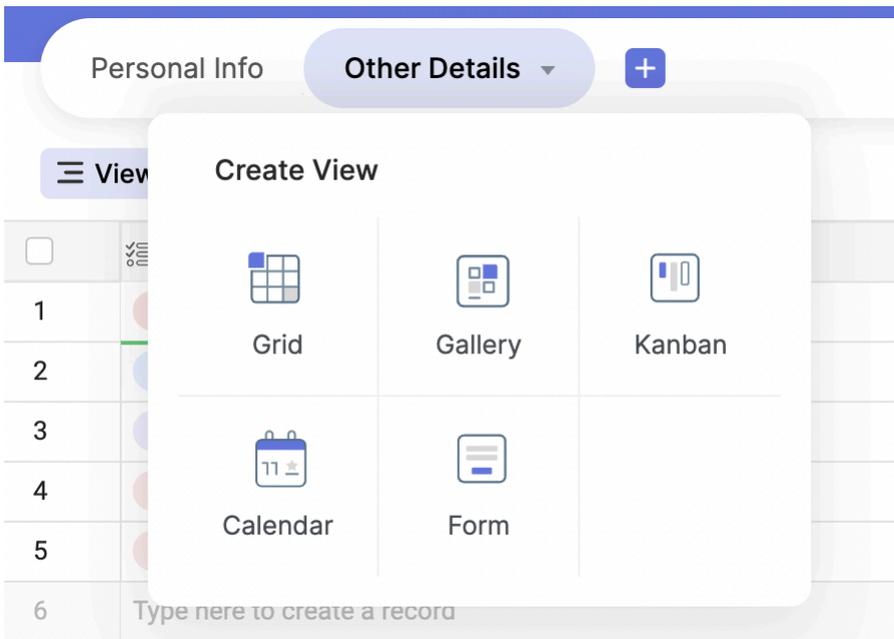


# Create a View

To create a new view, click the **Add a View** option (+ icon) next to the views option.



From the views pop-up window, choose the corresponding view type.



You can re-order your views as per your wish using the drag-down functionality. It is shown in the GIF below.

Tables Script Progress Search in View 1/21 2 Log

Table 1 Views View 3 Sort Filter Record Height Color Fields + Add Record

	Video Script	Video Type	Time	Video Thumbnail	Delegates	Designation	Date
1	Script A	Insta reels	10 sec		Karen	Manager	31/05/2022
2	Script B	YouTube Shorts	15 sec		Michelle	Associate	08/06/2022
3	Script C	Vimeo	20 sec		Leah	Manager	11/06/2022
4	Script D	Insta reels	10 sec		Tracy	Analyst	13/06/2022
5	Script E	Insta reels	10 sec		Emily	Analyst	15/06/2022
6	Script F	Vimeo	15 sec		Harvey	Associate	13/06/2022
7	Script G	YouTube Shorts	15 sec		Mike	Manager	19/06/2022
8	Script H	Insta reels	10 sec		Donna	Analyst	21/06/2022
9	Script I	Insta reels	10 sec		Robert	Manager	21/06/2022
10	Script J	Vimeo	15 sec		Pearson	Associate	22/06/2022
11	Type here to create a record						

+ 5

10 Records