Save Your Favorite Filtered Grid Views

Save time and effort each time you open a grid page to view your data! After you have applied filters or clicked on a data visual, set the grid column widths, and you can save the filtered data as a Favorite.

Saved favorites can be set as a default view and shared with other Jackrabbit Users in your organization. There is no limit to the number of filtered grid views you can save.

Save a Favorite	Once filters are selected, it's simple to save your favorite views:
	
	1. Filter the grid for the information you are looking for.
	   ◦ Use the *filter (icon)* or click on a data visual.
	   ◦ Adjust column widths as needed.
	2. Click the **Save as favorite** (icon) .
	   ◦ Enter a favorite name.
	   ◦ Select if you want to set the favorite as the default view. This view will automatically load when you return to the page.
	   ◦ Select if you want to share with your team.
	3. Click **Save**. Your filtered data, column width, and column-locked positions are all saved.

Open a Favorite	Load or open a saved favorite: 1. Click the **Favorites** (icon) . 2. Select your saved favorite from the drop-down list or start typing in the search field. 3. Choose one of the saved views and click **Load.** The grid populates the data, and the breadcrumbs indicate the selected filters. If you opened a saved favorite grid view and would like to make it your default view, resave it as a favorite and toggle the *Make this your default view?* to the right. Click **Save**.

Delete a Favorite	If you created a Favorite, you will be able to delete it: 1. Click the **Favorites** (icon) . 2. Select the favorite you would like to delete. 3. Click **Delete**.

Contact Jackrabbit Support if you want to delete a Favorite filtered view created by another User.