





Save Your Favorite Filtered Grid Views

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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	<p>Once filters are selected, it's simple to save your favorite views:</p> <ol style="list-style-type: none">1. Filter the grid for the information you are looking for.<ul style="list-style-type: none">◦ Use the <i>filter (icon)</i>  or click on a data visual.◦ Adjust column widths as needed.2. Click the Save as favorite (icon)  .<ul style="list-style-type: none">◦ 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	<p>Load or open a saved favorite:</p> <ol style="list-style-type: none">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. <p>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 <i>Make this your default view?</i> to the right. Click Save.</p>
Delete a Favorite	<p>If you created a Favorite, you will be able to delete it:</p> <ol style="list-style-type: none">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.
