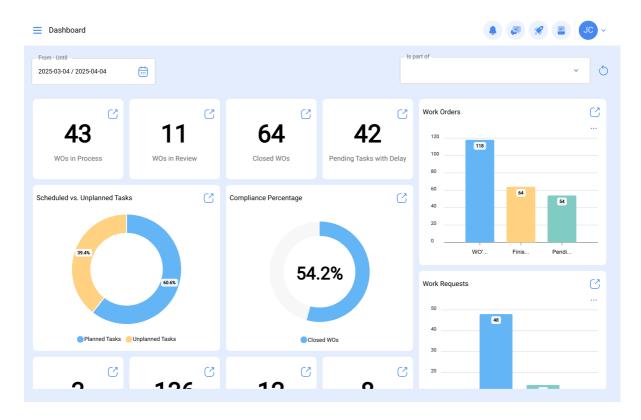
### **Custom work views**

help.fracttal.com/hc/en-us/articles/24886184898189-Custom-work-views

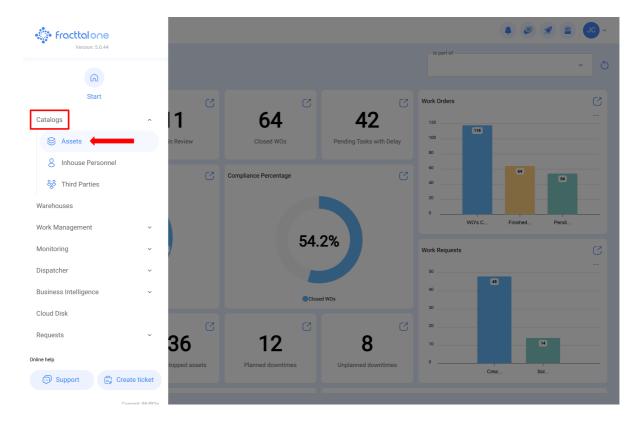
In Fracttal One, we have the functionality of 'Custom Work Views', a tool that gives each user the power to create and manage specific views. These views store relevant columns and applied filters, facilitating efficient access to managed assets. This feature not only streamlines interaction with the platform, but also provides the flexibility to create multiple working views with various filters and custom columns. In addition, the freedom to set a favorite view that is automatically displayed upon entering the module contributes to optimizing the user experience.

#### How to create a customized work view in Fracttal One?

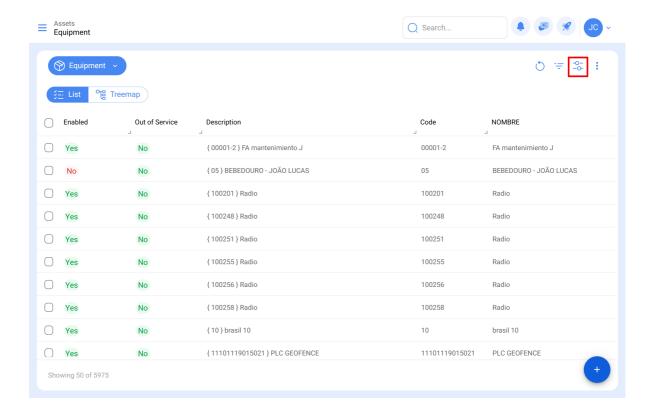
1. Inputs to Fractal One software.



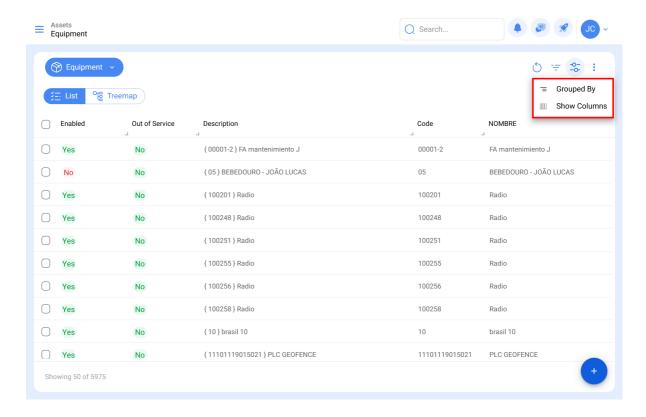
2. Enter the module of interest, where you want to perform your customized work view (as applicable).



3. Once inside the module, click on the icon shown in the image, on the upper right side (In this example we are going to work in the catalogs/assets/equipment module).



4. There you will find two options, grouped by and show columns. Select the option of your interest.



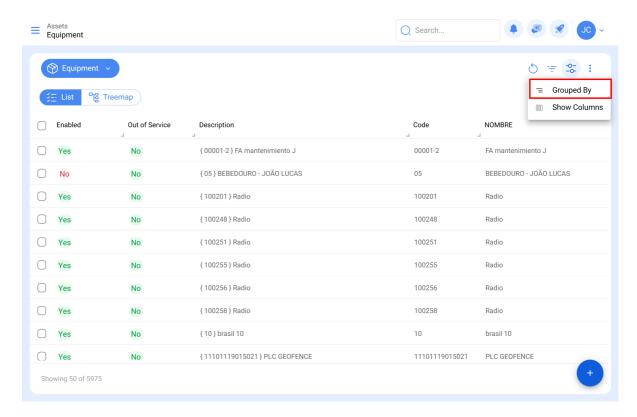
## What can you do in the "Grouped by" option?

The "Grouped by" option is designed to organize the information according to the category we choose. That is to say, if I select the "Out of Service" option, it will first group all the assets of the equipment type that are disabled, then it will group those that are enabled.

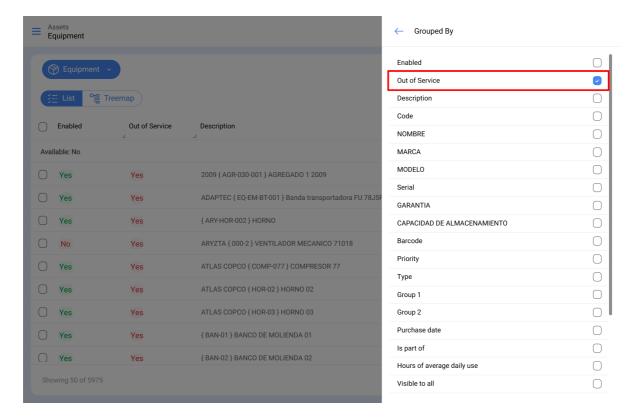
This function is highly effective for classifying the information in a specific and orderly manner, allowing a better visualization and understanding of the data.ca y ordenada, permitiendo una mejor visualización y comprensión de los datos.

How to apply the custom view "Grouped by"?

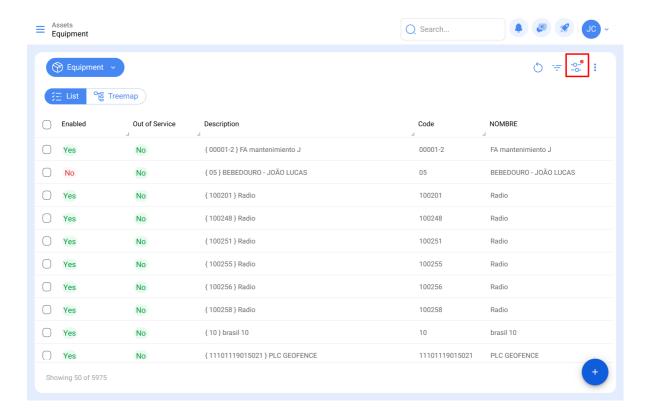
1. Click on the "Grouped by" option.



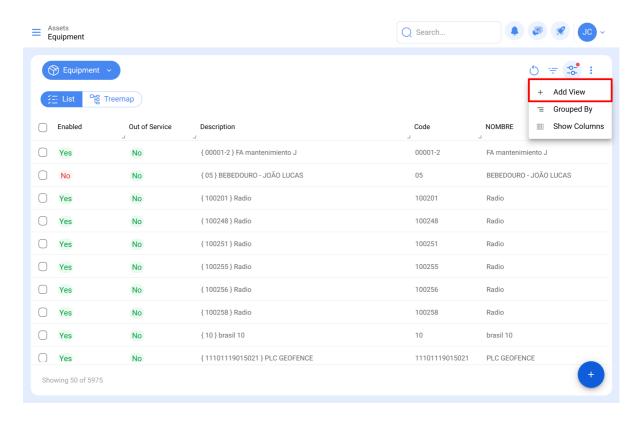
2. Then, choose the option by which you want to perform the grouping; remember that only one option can be selected at a time, then click outside the box.



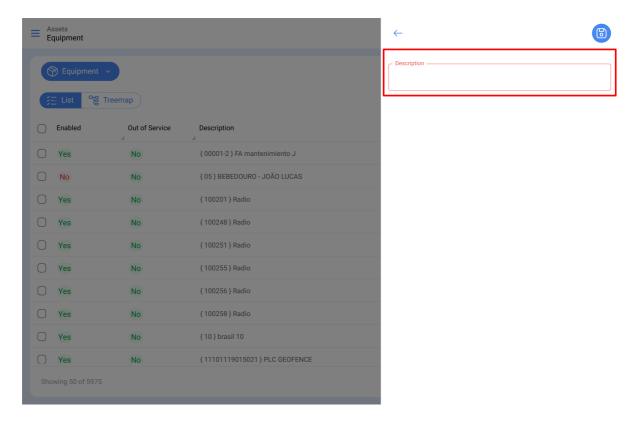
3. Click on the icon again, as shown in the image.



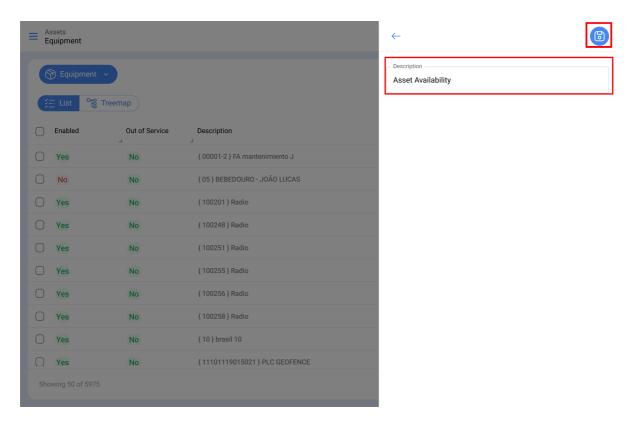
4. Select "Add View".



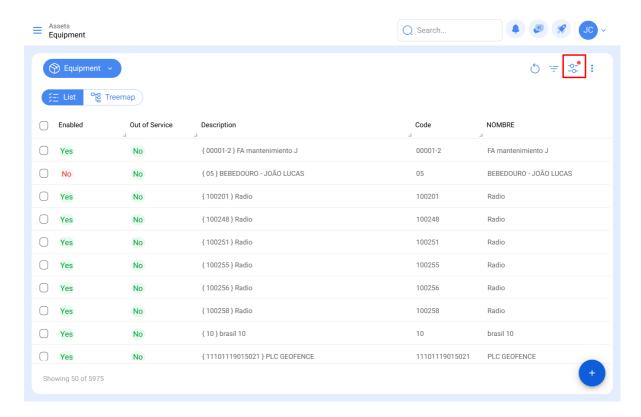
5. Once inside, enter the desired name for the custom view.



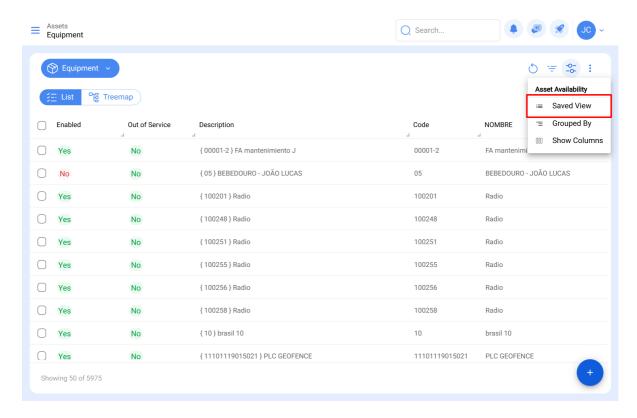
6. Click on "Save".



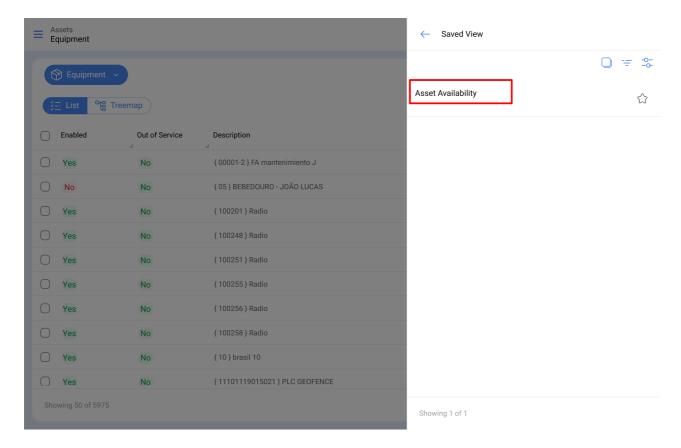
7. Then click on the icon again according to the image.



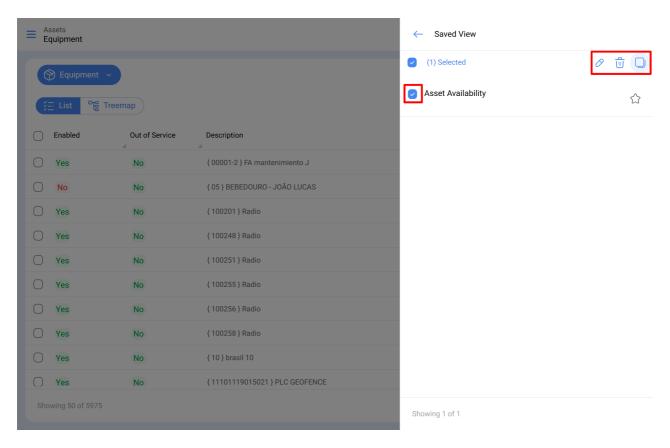
8. Select "Saved View".



9. Here you will find all your saved views and simply click on the star to activate or deactivate the view as needed.



You can also delete and edit the view; just select it and the other options will appear, as shown in the image.



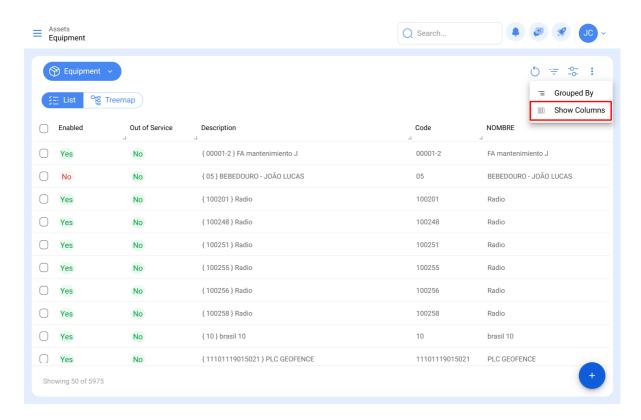
What can you do in the "Show columns" option?

The "Show columns" option is designed to allow you to select the columns you wish to display in the interface. In addition, you can position the columns to your liking by simply scrolling the name with a click and hold up or down.

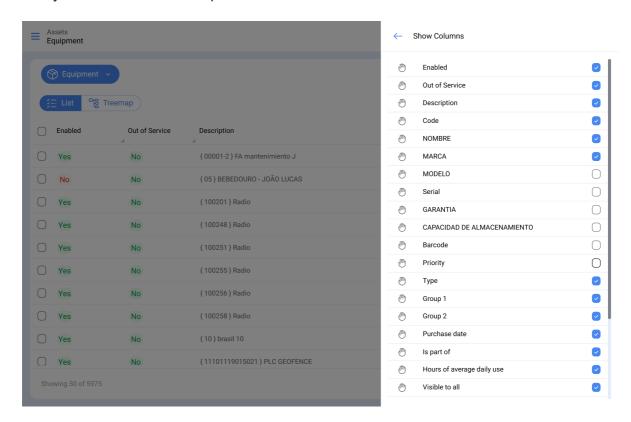
With this feature in Fracttal One, we guarantee that the information the user is working with is customized according to his needs in the module where he wants to work.

# How to apply the custom view "Show columns"?

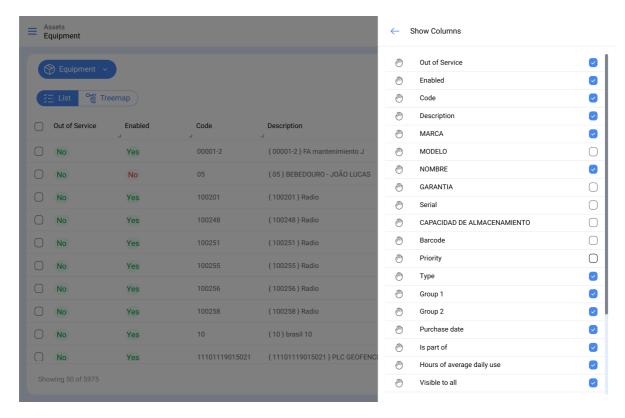
1. Click on the "Show columns" option.



2. Then, select the titles that you want to appear in the interface and deselect those that you do not want to be present.

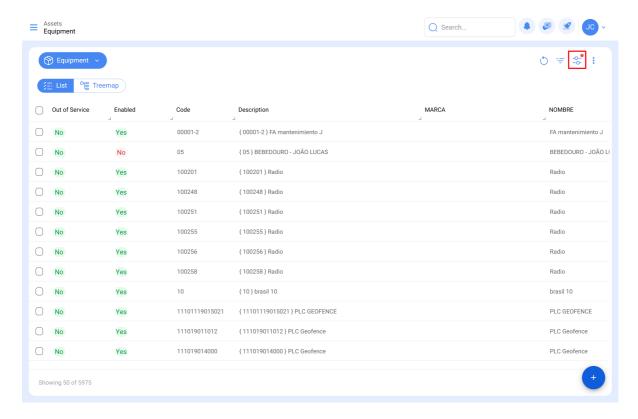


3. With a sustained click, change the order of the names according to your needs. The hierarchical order that you set in the box will also be reflected in the interface.

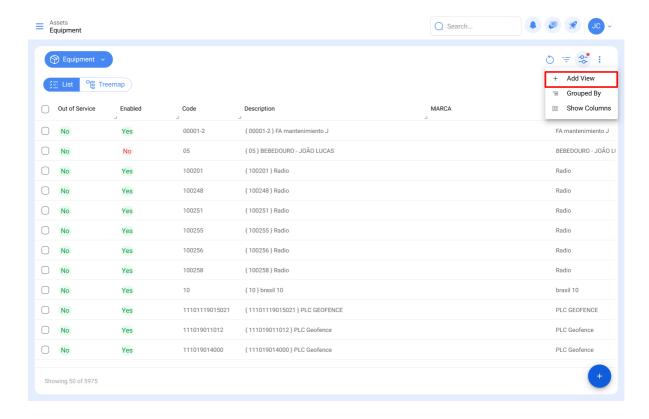


4. Click outside the box.

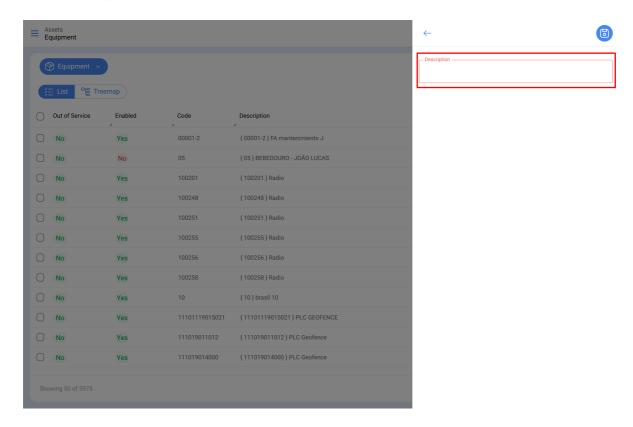
5. Click on the icon again, as shown in the image.



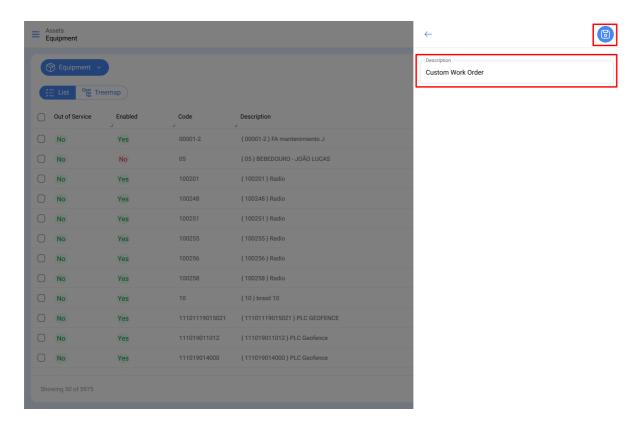
#### 6. Select "Add View".



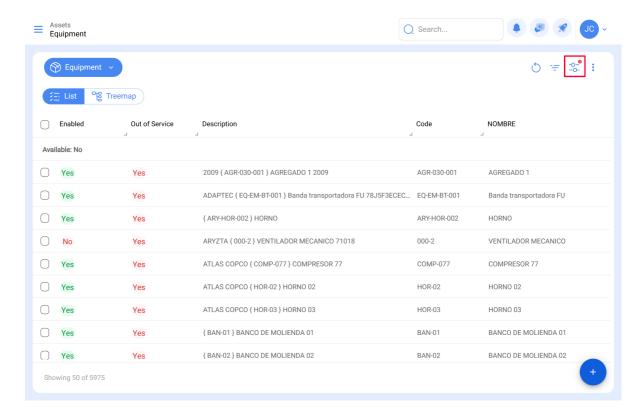
7. Once inside, enter the desired name for the custom view.



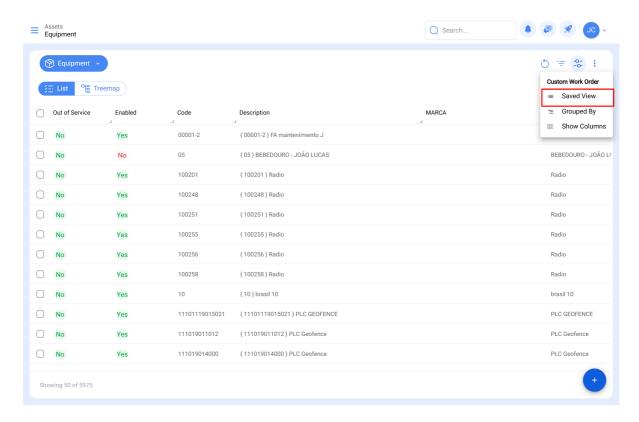
8. Click on "Save".



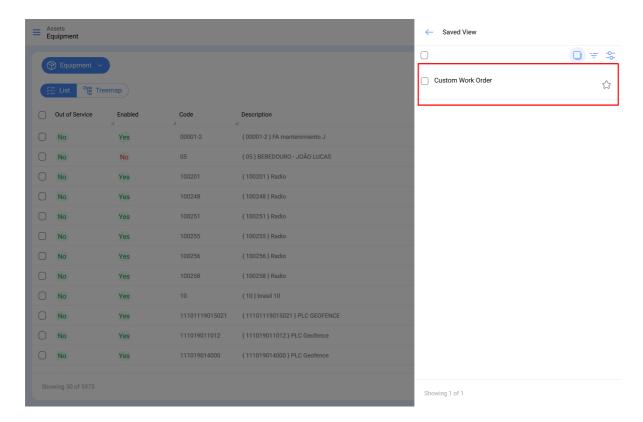
9. Then click on the icon again according to the image.



10. Select "Saved View".



11. Here you will find all your saved views and simply click on the star to activate or deactivate the view as needed.



You can also delete and edit the view; just select it and the other options will appear, as shown in the image.

