

Add a Column To a View

1. Select the document library, e.g. SP Training Documents

Then select the Library tab and Library Settings

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		E-mail a Avert PSS Link Me - Feed Share & Track	Most Popul Mest Popul	0 8	Form Web Parts Form Web Parts Edit Library New Quick Step Customize Library	Ubrary Settings
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2. Click the view you want to modify, e.g. ActiveJobAides.

Georgia Technology Authority	SharePoint	Support		
Portal	ADM ° DSS Sh	arePoint Support	More Links 🗢	
Home	myGTA > Portal > ShareP SP Training D		Settings	
Notebook	List Information	oounonto	eettinge	
Documents		ing Documents		
Recent	Web Address: https://t Description:	-mygta.ga.gov/portal	/spssupport/SP Training Doc	cuments/Forms/UserTestingView.aspx
SP_Site_Owners	Description:			
	General Settings	Perm	issions and Management	Communications
SPSupportIssues				
SP Training Documents	List name, description and name		lete this document library	
	Versioning settings		e document library as template	
Site Contents	Advanced settings Column default value settings		nage files which have no checked in wkflow Settings	version
	 Rating settings 		nerate file plan report	
	Audience targeting settings	P Ent	erprise Metadata and Keywords Set	tings
	Content Matrix settings	e Inf	ormation management policy setting	gs
	Form settings			
	Columns	ut each document in the do	cument library. The following colum	ns are currently available in this document library
	Column (click to edit)	Туре	Required	,
	Title	Single line of te	xt	
	TrainingDocType	Choice	\checkmark	
	TrainingTopic	Choice		
	SP_Status	Choice	\checkmark	
	Created	Date and Time		
	Modified	Date and Time		
	Created By	Person or Group)	
	Modified By	Person or Group		
	Checked Out To	Person or Group)	
	Create column			
	Add from existing site columns			
	Column ordering			
	Indexed columns			
		ws you to see a particular se	election of items or to see the items	sorted in a particular order. Views currently config
	document library: View (click to edit)	Default View	Mobile View	Default Mobile View
		Default View	Mobile View	Default Mobile View



3. Select the **Column Name** and position you want to add, e.g. **Created** in **Position from Left** = 5. Click **OK**.

Teams -	Senior Leadership GT	A Projects Quick Links -				
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Home	myGTA > Portal > SharePoint Supp Settings • Edit View ①	ort				
Notebook		Delete OK Cancel				
Documents Recent	Name					
SP_Site_Owners SPSupportIssues	Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	View Name: ActiveJobAides Web address of this view:				
SP Training	what to expect when they click this link.	https://t-mygta.ga.gov/portal/spssupport/SP Training Documents/Forms/ ActiveJobAides				
Documents Site Contents		□Plake this the default view (Applies to public views only)				
	Golumns Golumn Gol					
	Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the Position freem left box.	Display Column Name Position from Left Type (icon linked to document)				
	a number in the Position from left box.	Image: Name (linked to document with edit menu) Image: Image				
		SP_Status 4 M				
		App Created By App Modified By 7				
		Check In Comment B Checked Out To 9				
		Content Type 10				
		Created By 12 V				
		Pile Size				
		□ ID 16♥				
		Item Child Count 17 Modified 18				
		Modified By 19 Name (for use in forms) 20				
		Name (linked to document) 21 ¥ SP_Training_Docs_Approval 22 ¥				
		Title 23 🔽				
		TrainingDocType 24 ¥ Version 25 ¥				
	🗃 Sort					
	Select up to two columns to determine the order in which the items in the view are displayed. Learn about sorting items.	First sort by the column: Name (linked to document with edit menu)				
		Show items in ascending order (A, B, C, or 1, 2, 3)				
		C, B, A, or 3, 2, 1)				
		Then sort by the column:				
		None				
		 H ≤ (n, s, c, o 1, 2, 3) Show items in descending order (C, B, A, or 3, 2, 1) 				
		 <u>H</u> (L, B, A, or 5, 2, 1) Sort only by specified criteria (folders may not appear before items). 				
	Riter Show all of the items in this view, or display					
	a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [Today]	O Show all items in this view				
	or [Me] as the column value. Use indexed columns in the first clause in order to speed	Show items only when the following is true: Show the items when column				
	up your view. Fifters are particularly important for lists containing 5,000 or more items because they allow you to work with	TrainingDocType				
	large lists more efficiently. Learn about filtering items.	is equal to				
		●And ⊖Or				
		When column SP_Status				
		is equal to				
		Active				
	Tabular View	Show More Columns				
	⊕ Group By ⊕ Totals					
	⊕ Totals ⊕ Style					
	⊕ Folders					
	 Item Limit Mobile 					
	Adjust mobile settings for this view.	Enable this view for mobile access (Applies to public views only) Make this view the default view for mobile access (Applies to public views only)				
		Number of items to display in list view web part for this view:				
		Field to display in mobile list simple view: Name (linked to document with edit menu) 🔽				
		Web address for this mobile view: https://mwjda.go.gov/portal/possupport/_layouts/15/mobile/viewa.aspx? List=0deas57%200952%2015425%201946c%200640655800a38View=<2582469% 20bfd1%204572%20b0ee%20194f424900d3				
		Deinte Cancel				



4. The column is added to the view, e.g. **Created**.

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	Georgia Technology Authority	arePoint Support Search this site	٩
	Portal	M ♡ DSS SharePoint Support More Links ♡	
	Home Notebook Documents Recent	yGTA > Portal > SharePoint Support P Training Documents P new document or drag files here serTestingView ActiveJobAides All Documents ···· Find a file p	
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	SPSupportIssues	Add_Approval_Workflow * Workflows Active Yesterday at 10:14	4 AM
	SP Training	Add_Columns_To_Libraries Document Libraries Active 6 days ago	
	Documents	Add_Columns_To_Lists Lists Active 5 days ago	
	Site Contents	🔹 Add_Feedback_Workflow 🗱 🛛 Workflows Active Yesterday at 10:14	4 AM
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