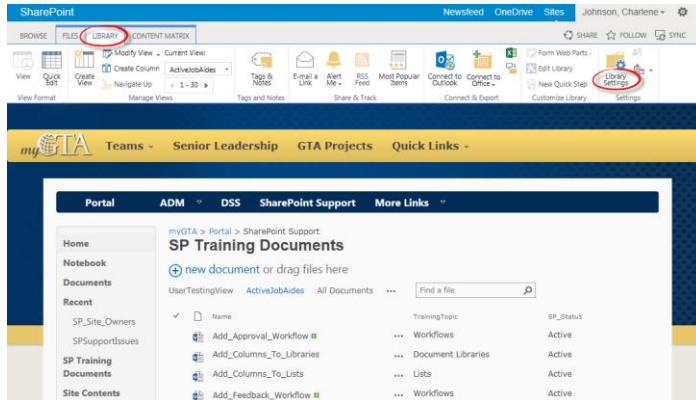


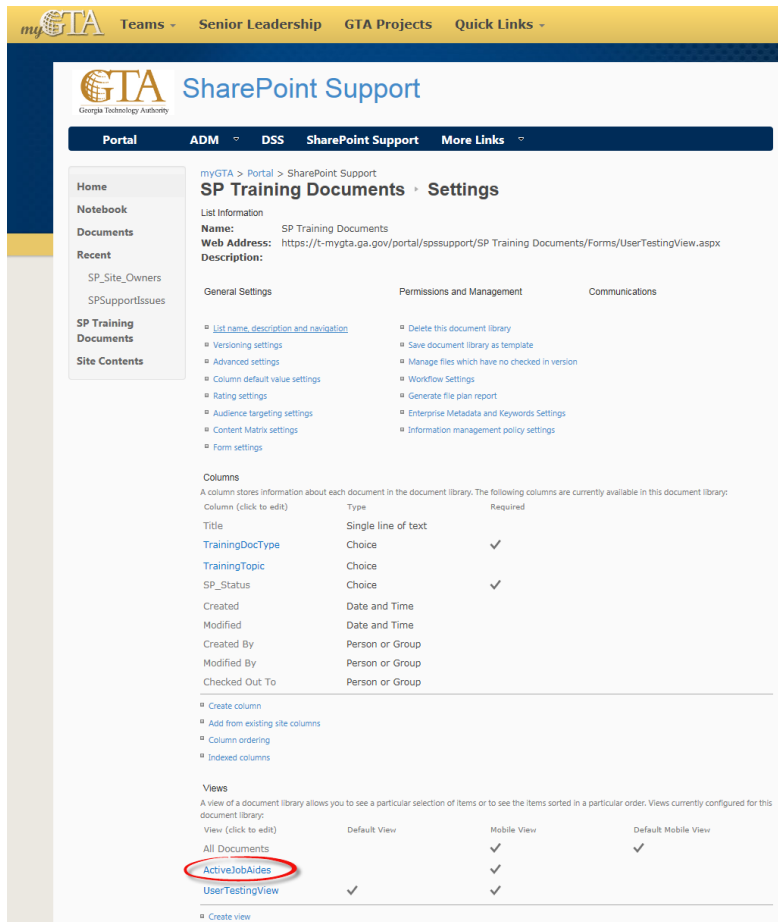
Add a Column To a View

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

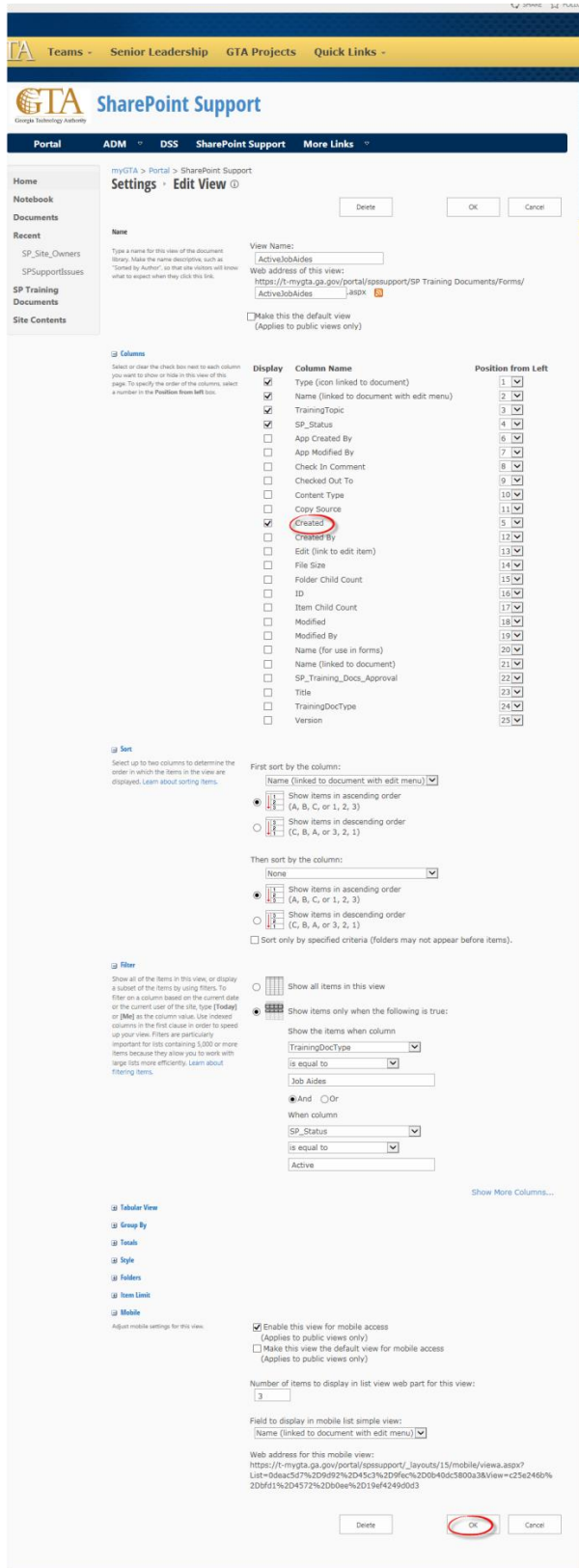
Then select the **Library** tab and **Library Settings**



2. Click the view you want to modify, e.g. ActiveJobAides.



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



The screenshot shows the 'Settings - Edit View' dialog box in a SharePoint environment. The 'Columns' section is expanded, showing a list of columns with checkboxes for 'Display' and a 'Position from Left' dropdown menu. The 'Created' column is selected with a checkmark and its position is set to 5. The 'OK' button is circled in red.

Columns Configuration:

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Type (icon linked to document)	1
<input checked="" type="checkbox"/>	Name (linked to document with edit menu)	2
<input checked="" type="checkbox"/>	TrainingTopic	3
<input checked="" type="checkbox"/>	SP_Status	4
<input type="checkbox"/>	App Created By	6
<input type="checkbox"/>	App Modified By	7
<input type="checkbox"/>	Checked In Comment	8
<input type="checkbox"/>	Checked Out To	9
<input type="checkbox"/>	Content Type	10
<input type="checkbox"/>	Copy Source	11
<input checked="" type="checkbox"/>	Created	5
<input type="checkbox"/>	Created By	12
<input type="checkbox"/>	Edit (link to edit item)	13
<input type="checkbox"/>	File Size	14
<input type="checkbox"/>	Folder Child Count	15
<input type="checkbox"/>	ID	16
<input type="checkbox"/>	Item Child Count	17
<input type="checkbox"/>	Modified	18
<input type="checkbox"/>	Modified By	19
<input type="checkbox"/>	Name (for use in forms)	20
<input type="checkbox"/>	Name (linked to document)	21
<input type="checkbox"/>	SP_Training_Docs_Approval	22
<input type="checkbox"/>	Title	23
<input type="checkbox"/>	TrainingDocType	24
<input type="checkbox"/>	Version	25

Sort Settings:

First sort by the column: Name (linked to document with edit menu)

- Show items in ascending order (A, B, C, or 1, 2, 3)
- Show items in descending order (C, B, A, or 3, 2, 1)

Then sort by the column: None

- Show items in ascending order (A, B, C, or 1, 2, 3)
- Show items in descending order (C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

Filter Settings:

Show all items in this view

Show items only when the following is true:

Show the items when column TrainingDocType is equal to Job Aides

And Or

When column SP_Status is equal to Active

Other Settings:

- 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)

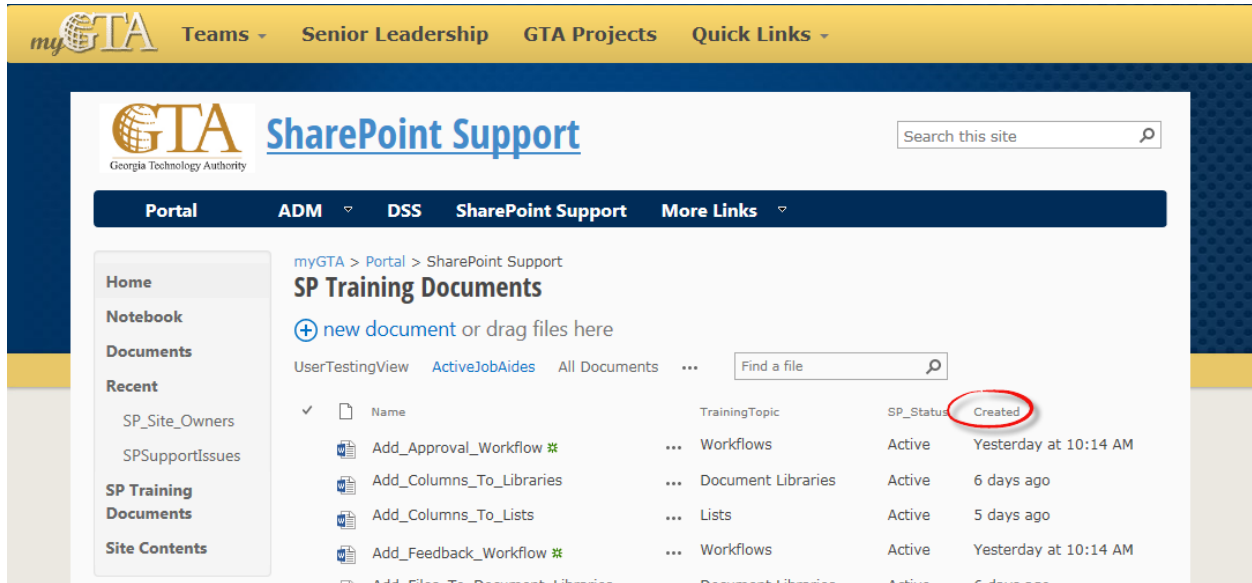
Number of items to display in list view web part for this view: 3

Field to display in mobile list simple view: Name (linked to document with edit menu)

Web address for this mobile view: https://t-mygta.ga.gov/portal/spisupport/_layouts/15/mobile/view.aspx?List=0d5a5d7%209d92%2045c%20d9fc%200b40dc800a38&View=c25e246b%206f81%204572%2060e%20194249003

Buttons: Delete, **OK**, Cancel

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



The screenshot shows a SharePoint site for the Georgia Technology Authority. The page title is "SP Training Documents". A navigation menu on the left includes "Home", "Notebook", "Documents", "Recent", "SP Training Documents", and "Site Contents". The main content area shows a document library with a table of documents. The table has columns for "Name", "TrainingTopic", "SP_Status", and "Created". The "Created" column is circled in red. The table contains several rows of documents, including "Add_Approval_Workflow", "Add_Columns_To_Libraries", "Add_Columns_To_Lists", and "Add_Feedback_Workflow".

Name	TrainingTopic	SP_Status	Created
Add_Approval_Workflow	Workflows	Active	Yesterday at 10:14 AM
Add_Columns_To_Libraries	Document Libraries	Active	6 days ago
Add_Columns_To_Lists	Lists	Active	5 days ago
Add_Feedback_Workflow	Workflows	Active	Yesterday at 10:14 AM
Add_Files_To_Document_Libraries	Document Libraries	Active	6 days ago