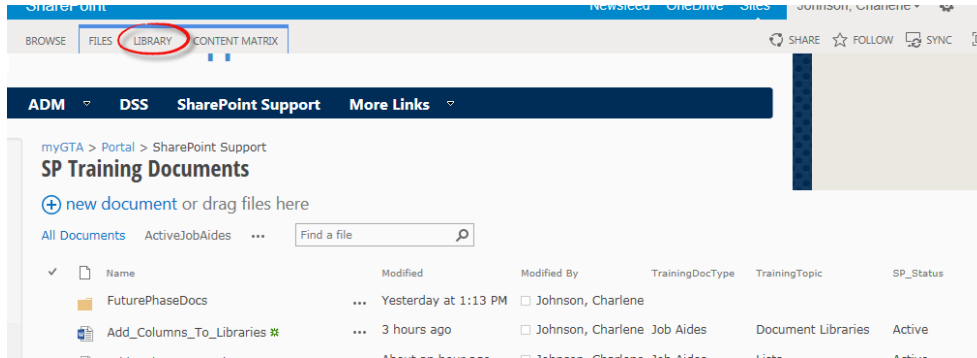


# Create a Public View

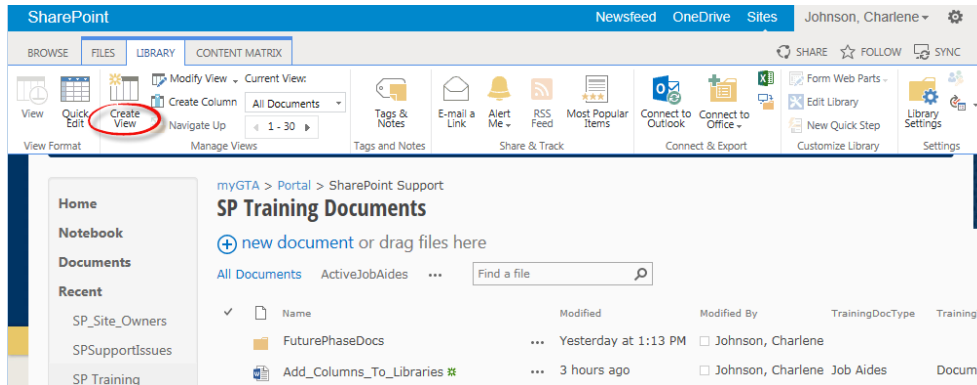
## CREATE A PUBLIC VIEW

1. Navigate to the list or library. Click **List** or **Library**

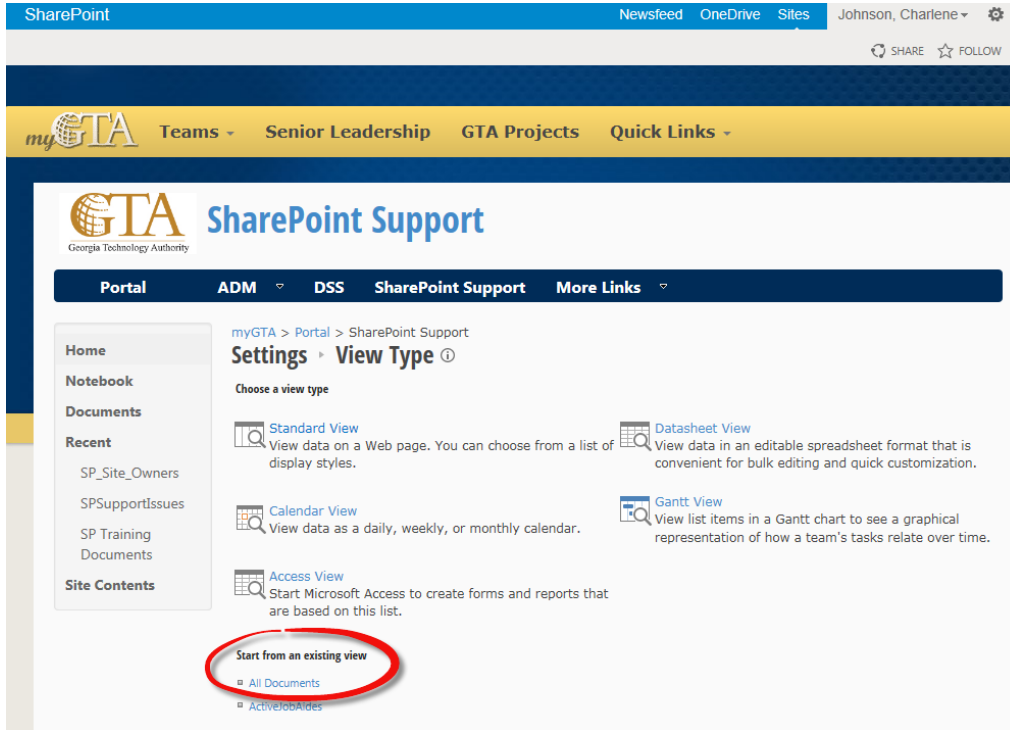


2. If you want to create a new view that will be public, click **Create View**, as shown in the example below.

If you want to make an existing view public, click **Modify View**.



3. Choose a view type or start from an existing view. In the example below, the existing view: **All Documents** was selected.



- On the **Create View** page, type a name for the view, e.g. UserTestingView. Then select the **Create a Public View** check box. You can also select the public view to be the default view.

Select the columns you want to appear, and use the position numbers to set the order of the columns.

Set the sorting, filter, and other options.

myGTA > Portal > SharePoint Support  
Settings - Edit View

**Name**  
View Name:   
Web address of this view:

This view appears by default when visitors follow a link to this document library. If you want to delete this view, first make another view the default.

**Columns**  
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 from Left list.

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

**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:    
 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:   
 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**  
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]** or **[Me]** in the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. Learn about filtering items.

Show all items in this view  
 Show items only when the following is true:  
 Show the items when column  is equal to   
 And  Or  
 When column  is equal to

**Table View**  
**Group By**  
**Table**  
**Style**  
**Fields**  
**Item Links**  
**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:

Web address for this mobile view:  
 https://t-mygta.ga.gov/portal/spsupport/\_layouts/15/mobile/view.aspx?List=556ac357%207d4952%2045c1%209fc%200b40d5800a28View=25a5c165%200738%204c7%202a0ee%207d5e494c4a

5. Then click **OK** and the public view is displayed e.g. UserTestingView.

