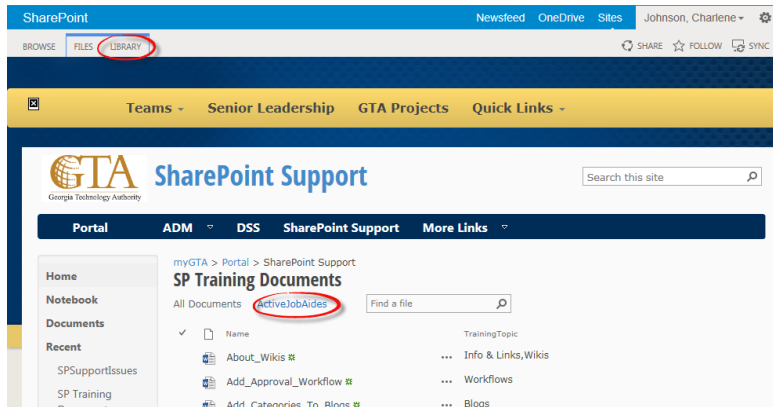


# Modify a View

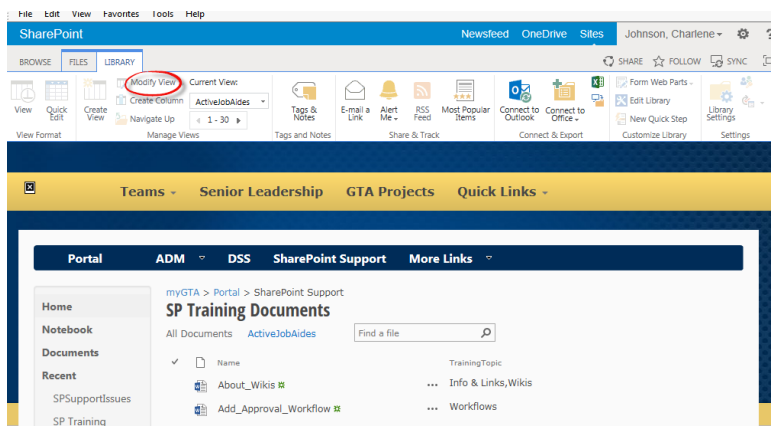
## ADD AN EXISTING COLUMN TO A VIEW OF THE LIST

1. Select the view, e.g. ActiveJobAides

Then select the **Library** tab

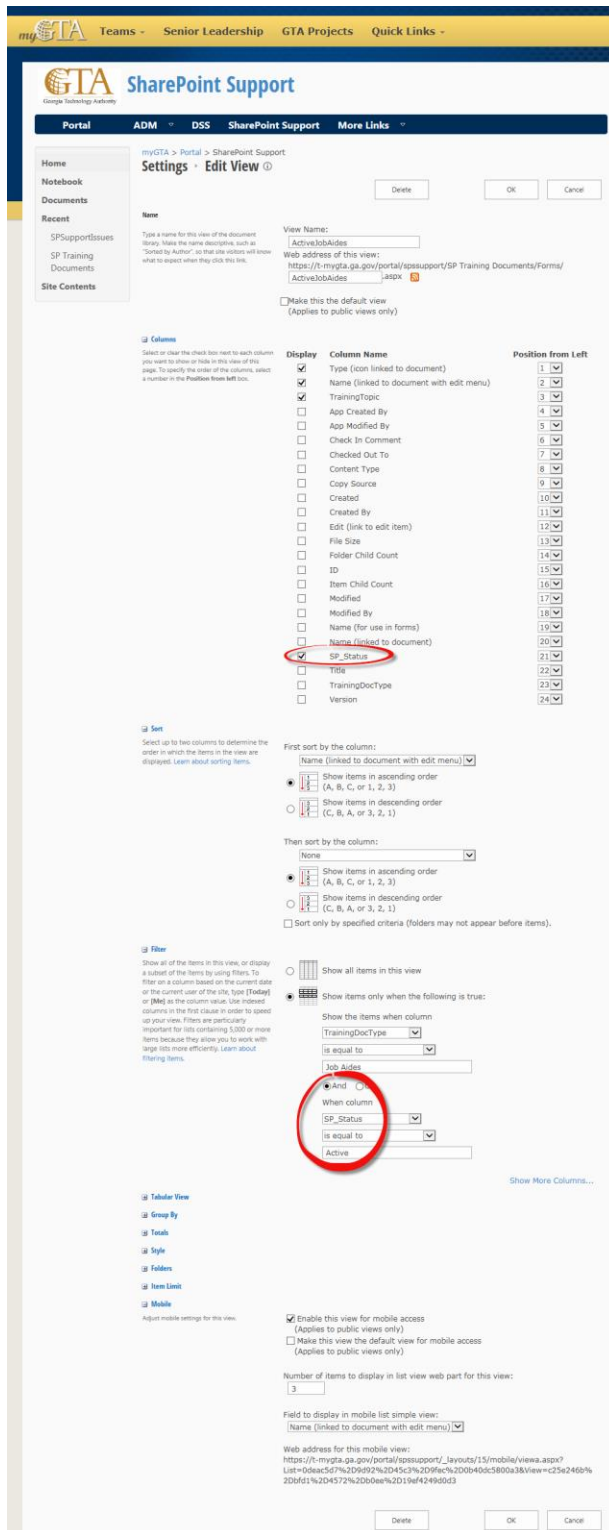


2. Click **Modify this View**.



3. Select the check box for the column you want to add and select any additional changes to the view, e.g.

Select SP\_Status and add filter SP\_Status = Active



The screenshot shows the SharePoint Support settings page. The 'Columns' section is expanded, showing a list of columns with checkboxes and position numbers. The 'SP\_Status' column is selected and circled in red. The 'Filter' section is also expanded, showing a filter rule for 'SP\_Status' set to 'Active', which is also circled in red.

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

**Filter Configuration:**

- Show all items in this view
- Show items only when the following is true:
  - When column: TrainingDocType is equal to: Job Aides
  - And: When column: SP\_Status is equal to: Active

4. Then click **OK** and your changes will be saved, e.g. SP\_Status column was added and only documents where SP\_Status = Active are displayed

