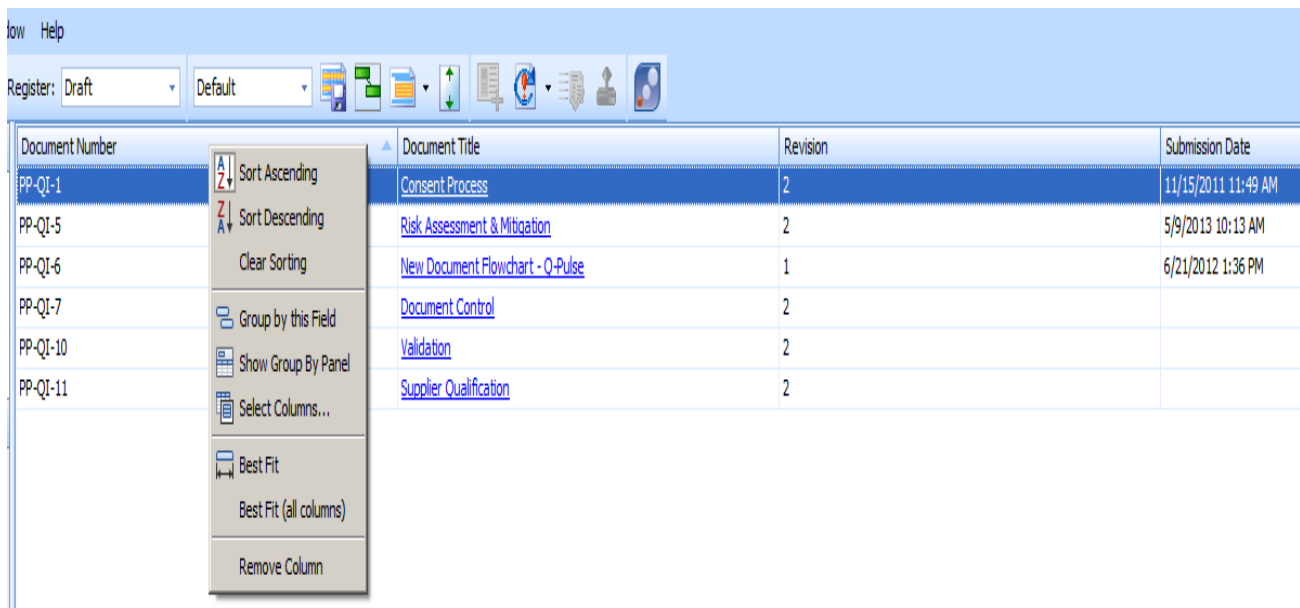# Q-Pulse Tip- Q-Pulse Saved View

CREATING A SAVED VIEW:

When you first became a Q-Pulse User you may recall your excitement when you learned how to create and save views. If not, then here's a little refresher for you:
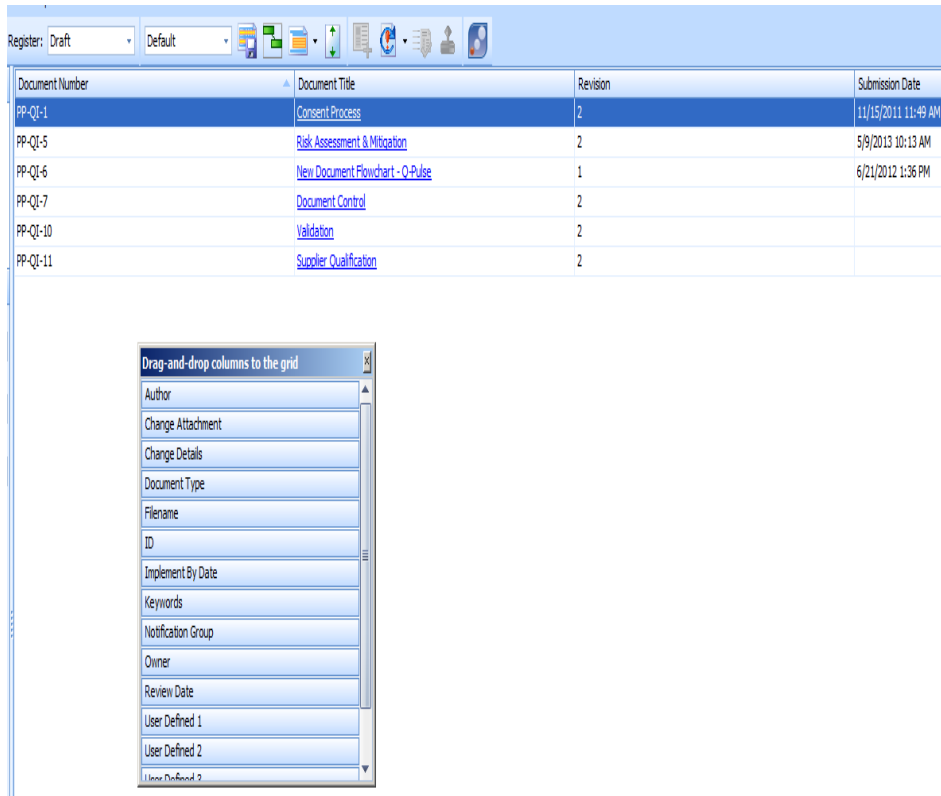
Right-click anywhere on the header bar (the light blue bar below with the column names listed, i.e. Document Number, Document Title, Revision, Submission Date).

Let's say that you typically like to see more information displayed, perhaps the Document Owner. To show more information, click on "Select Columns". This opens up a box of other options that may be dragged and dropped onto the existing header bar. Items you'd like to remove, can be dragged from the header bar into the box.

In this view we've added the "Owner" field.

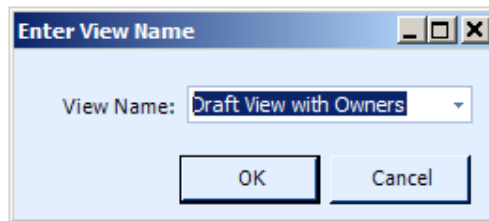Once you have all of the columns you'd like to have, you may close the box of column options by clicking on the "x" in the upper right corner.

To save the view you've created for future use rather than having to recreate it each time, click the "Save View" icon shown below.
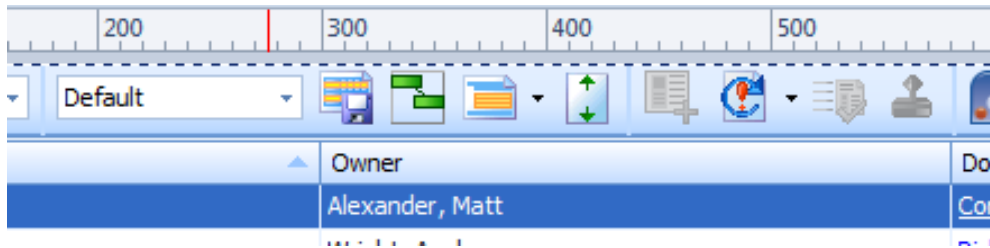
A box will open and you can type in any name you wish (as shown below) to describe the new view and then click OK.

Congratulations, you have successfully saved your view.