

## **Create a View**

To create a new view, click the **Add a View** option (+ icon) next to the views option.

1	Tables		🖹 Team trip 🔹	Q Search in View 😪 Share 🙉 1 📀 门		
F	Personal Info Other D	Details - +		© Log		
Ξ Views +       II       N. Sort       V Filter       III. Record Height       Solor       Solor       Solor       Solor       Solor						
	i≣Amount Paid	⊠ Team Trip	+			
1	Yes +	sheldon@gmail.com				
2	No	amber2@gmail.com				
3	Yes	nikihere@gmail.com				
4	Yes	mitchell07@gmail.com				
5	Yes	iamkatherine@yahoo.com				
6	5 Type here to create a record					
+ 5						

From the views pop-up window, choose the corresponding view type.

Personal Info Other Details - +								
<b>Ξ View</b> Create View								
1 2	Grid	Gallery	Kanban					
3 4 5	Calendar	Form						
6	Type nere to create a	recora						

You can re-order your views as per your wish using the drag-down functionality. It is shown in the GIF below.

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Ξ	Views + 🔛 Vie	w 3 :			t↓ Sort ♥ Filter	Record Height	Color		5 C 🔞 Fiel	ds + Add Record
	T Video Script	(T) Video Type	(T) Time	Ø Video Thumbnail	(T) Delegates	Designation	Date	+		
1	Script A	Insta reels	10 sec	and the second se	Karen	<ul> <li>Manager</li> </ul>	31/05/2022			
2	Script B	Youtube Shorts	15 sec	2 34	Michelle	Associate	08/06/2022			
3	Script C	Vimeo	20 sec		Leah	<ul> <li>Manager</li> </ul>	11/06/2022			
4	Script D	Insta reels	10 sec	200	Tracy	<ul> <li>Analyst</li> </ul>	13/06/2022			
5	Script E	Insta reels	10 sec		Emily	<ul> <li>Analyst</li> </ul>	15/06/2022			
6	Script F	Vimeo	15 sec		Harvey	<ul> <li>Associate</li> </ul>	13/06/2022			
7	Script G	Youtube Shorts	15 sec		Mike	<ul> <li>Manager</li> </ul>	19/06/2022			
3	Script H	Insta reels	10 sec		Donna	<ul> <li>Analyst</li> </ul>	21/06/2022			
9	Script I	Insta reels	10 sec	Allow a	Robert	<ul> <li>Manager</li> </ul>	21/06/2022			
0	Script J	Vimeo	15 sec	1000	Pearson	<ul> <li>Associate</li> </ul>	22/06/2022			
5										
cord	s									