



Save Views

1. Check the box under **Assets Searched** to choose the asset type for which you want to create a view.
2. Use the **Conversation Filters** to refine your search results or click **Refine**, choose your filter options on the left and select your values and/or search terms on the right (e.g., use the = and not = signs to set the values).
3. Review the criteria you have applied for accuracy.
4. When filtered as desired, click **Apply**.
5. Customize the view as desired (**Reorder, Resize, Wrap Text, Show/Hide Columns, Adjust # of Results Visible**, etc.).
6. Click **Save View**.
7. Click in the **Save current view as:** field and enter a name for the view.
8. Click **Save**.