


Create a Data Grid View

To create a data grid view:


1. If needed, open the activity you wish to add the view to by clicking the  icon in the top bar > **Applications** in the **Application Management** section, then clicking the application and activity to show the **Edit Activity** page.
2. Click the **Add View** in the **Views** section.

Views

There are no Views on this Activity

Name

Description

Basic Markdown Formatting 

Object Type or Assessment


Workflow States

View Action

Define Form to Show

CANCEL **CREATE**

A new view.

3. Enter the name of the view in the **Name** field, which will appear as a header below the view.
4. **Optional:** Enter a description in the **Description** field, which will appear when a user has opened the view. If necessary, apply [Markdown](#) formatting to the text. To view popular formatting styles, click the  icon beside **Basic Markdown Formatting**.

5. Select an object type or [assessment](#) from the **Object Type or Assessment** dropdown menu to specify which objects will be available in the view.
6. Select one or more assessment or object type states from the **Workflow States** dropdown menu to specify which objects or instances will be displayed, based on their current states.
7. Select **Data Grid** from the **View Action** dropdown menu.
8. Select a previously created data grid from the **Define Data Grid** to show dropdown menu.

Name

Description

Basic Markdown Formatting +

Object Type or Assessment




Workflow States

Archived × Active ×

View Action

Define Data Grid to Show

A new data grid view.

9. Select either **Show view title when empty** or **Hide view title when empty** from the **Display Options** dropdown menu to show or hide the view's title from the activity when it has no data to display.
10. Click **Create**.
11. Follow steps 2-10 above to continue creating more views as needed.
12. To reorder how the views appear in the activity and left navigation menu, click and drag the  icon beside a view.
13. To edit the view's name, description, view action, or form, click the  icon.
14. To delete the view, click the  icon, then **Yes** to confirm.