

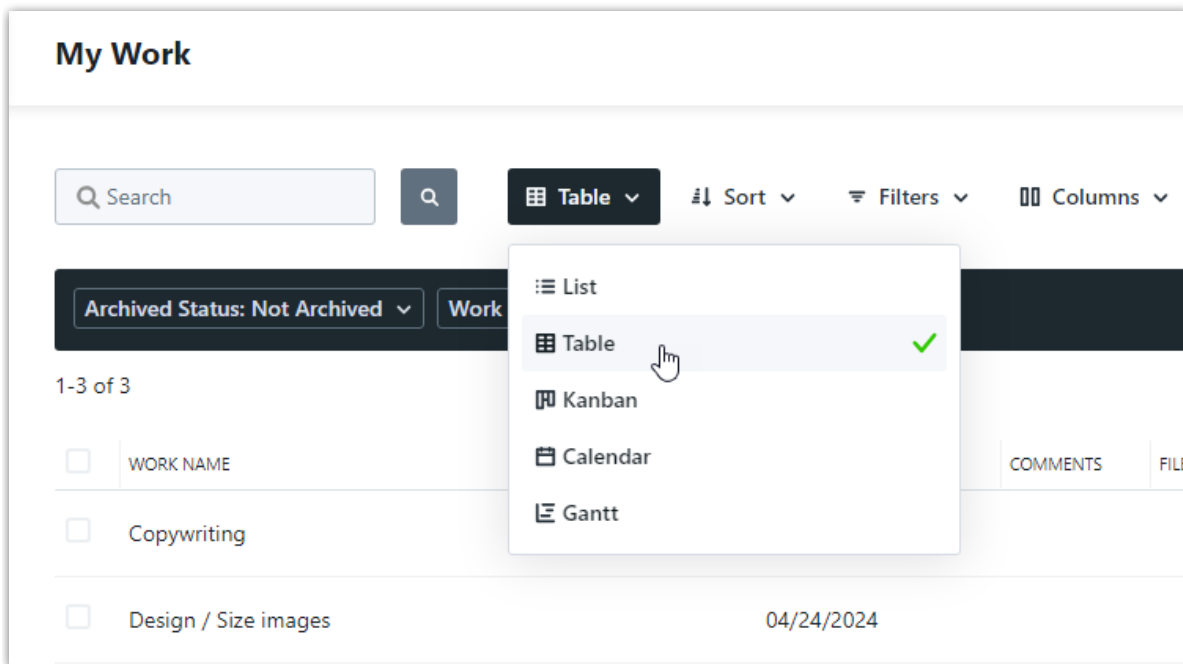
# Table Views

Published on 06/22/2022

Create more empowering views of Campaigns, Projects, Tasks, Proofs, and Requests. Table views provide a comprehensive dashboard including the columns and filters you need to see all important information at a glance.

## Viewing by Table

Navigate to your desired workspace and click **List** at the top of your view. Select **Table** from the dropdown menu.



Customize your view by applying appropriate **Filters** and selecting desired **Columns** (i.e. team members, tags, custom fields, etc.).

**My Work**

Table ▾ Sort ▾ Filters ▾ Columns ▾

Archived Status: Not Archived ▾ Work Status (4) ▾ Filter by Assignees (1) ▾

1-20 of 20

<input type="checkbox"/>	WORK NAME	START DATE & TIME	DUE DATE & TIME ▲	COMMENTS	FILES
<input type="checkbox"/>	Design / Size images	11/29/2021 8:00 am	12/01/2021 5:00 pm		
<input type="checkbox"/>	Stakeholder review		12/02/2021 5:00 pm		
<input type="checkbox"/>	Script approval		12/02/2021 5:00 pm		
<input type="checkbox"/>	Gather information		12/02/2021 5:00 pm		
<input type="checkbox"/>	Copy for internal training docs		12/03/2021 5:00 pm		

Sort, resize, and reorder your data by dragging and dropping selected columns. Additionally, select data (i.e. the name of your Projects, Tasks, Proofs or Requests) are hyperlinked to quickly and easily take you directly to each individual item.

**My Work**

Table ▾ Sort ▾ Filters ▾ Columns ▾

Archived Status: Not Archived ▾ Work Status (4) ▾ Filter by Assignees (1) ▾

1-20 of 20

<input type="checkbox"/>	WORK NAME	START DATE & TIME	DUE DATE & TIME ▾	COMMENTS	FILES	TAGS
<input type="checkbox"/>	Customer Appreciation Da...		3/16/2022 5:00 pm			CU
<input type="checkbox"/>	True Soap Spring Scent Ad	10/22/2021 8:00 am	1/27/2022 5:00 pm			
<input type="checkbox"/>	Pull branding material		1/21/2022 5:00 pm			
<input type="checkbox"/>	Proof for review	9/29/2021 8:00 am	1/20/2022 5:00 pm			
<input type="checkbox"/>	1st draft of copy due	10/20/2021 8:00 am	1/13/2022 5:00 pm			

## Saving Table Views

When adding preferences to a view, select **Save as New View** in the top right corner to save these preferences as a custom view that you can return to.

My Work

Add Task
Add Proof
...

Table
Sort
Filters
Columns

Save as New View

Archived Status: Not Archived

Work Status (4)

Filter by Assignees (1)

Clear

Enter a name for your view and select **Save As New View**.

Save as New Custom View

×

View Name \*

My Overdue Work

Cancel
Save As New View

Create a new view from scratch by selecting **+ Add View** below **MY VIEWS**.

MY VIEWS
Unassigned
Archived
Completed Projects - Arc...
Projects Not Completed
Project Due Today
+ Add View
Add View

Archived Status

1-6 of 6

True So
In Progre
CUSTOM

True So
True So
To Do

True So
True So

Enter a name for your view and select **Create View**.

### Create Custom View

×

View Name \*

Overdue Projects

Cancel Create View

Add your desired filters and columns and be sure to select **Save to View** to save your preferences.

Add Project

...

Save as New View Save to View

DUE DATE & TIME

PROJECT PRIORITY

COMMENTS

12/02/2021 5:00 pm F LOW



Custom views can be shared using the [share custom view](https://guide.lytho.com/help/shared-custom-views) action.

## Bulk Actions in Table Views

Take a look at our [Bulk Actions](https://guide.lytho.com/help/bulk-actions) page for available options and how to guides!

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