

How to Pin Grid Views

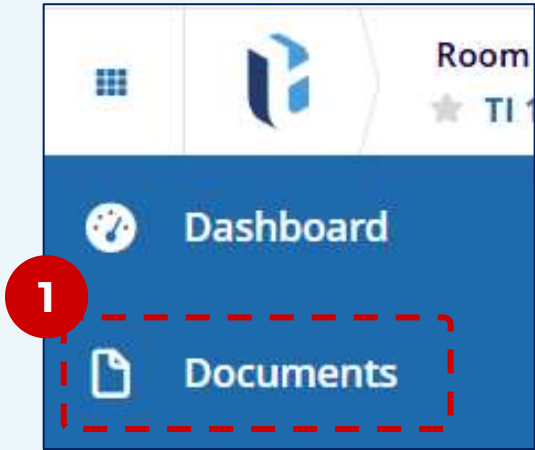
TI version 10.8

APPLICABLE TO:

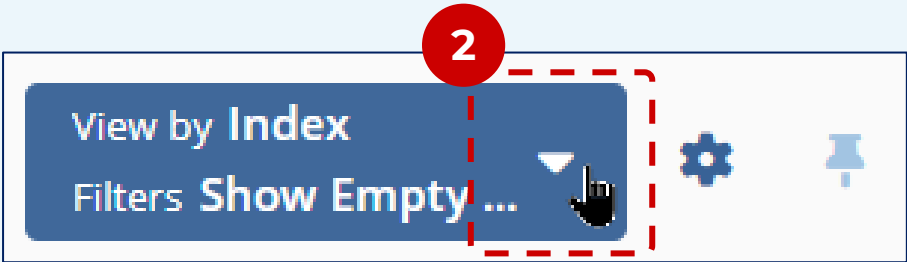
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Users can ‘pin’ their most-used grid views for faster access through the view selector. This job aid shows users how to set up one or more ‘pins’.

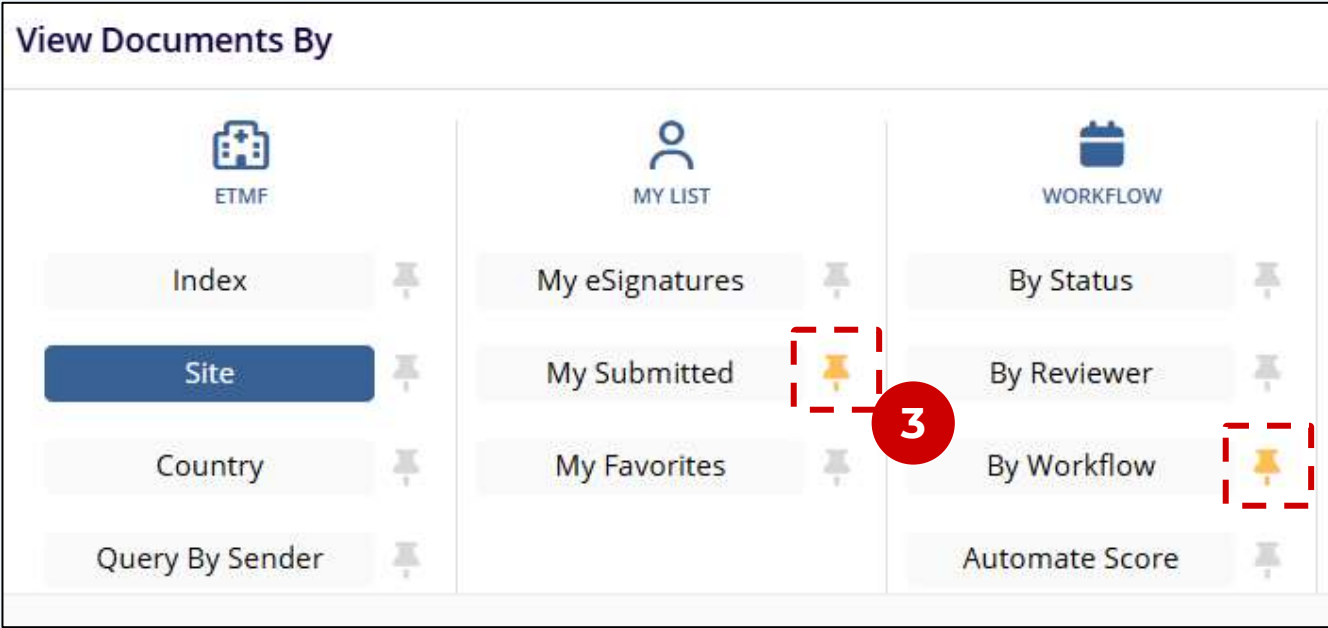
1 Enter a room and click the **Documents Module** using the Navigation Bar on the left.



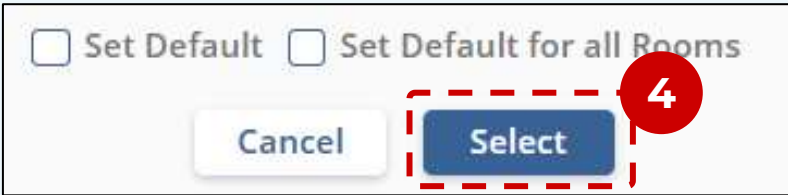
2 Click the drop-down arrow in the **View By** pane to expand the full menu of available views.



3 Click on the thumbtack icon next to each of the views you wish to pin.

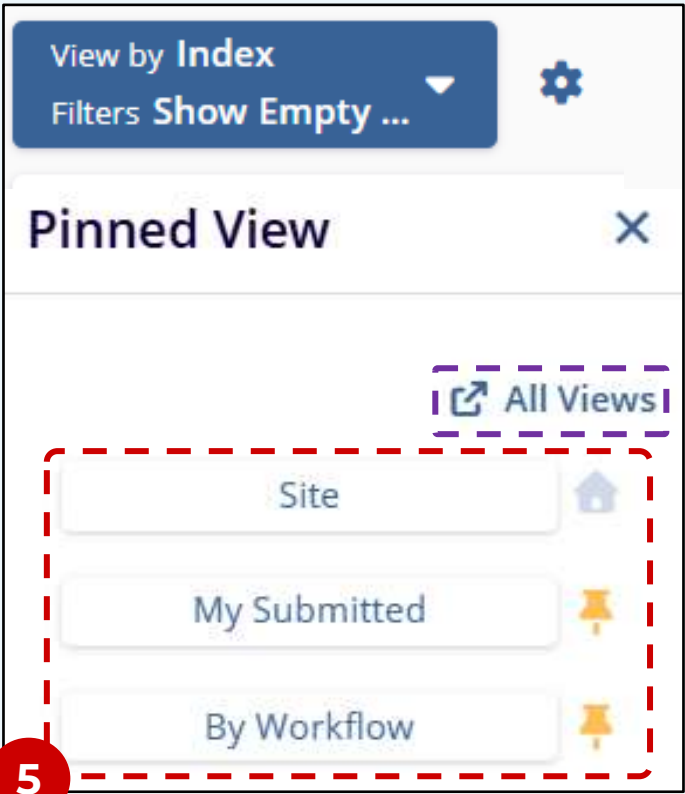


4 Click on the **Select** button to show the selected view. This also saves the pins configuration.



5 After selecting at least one pin, whenever you access the view selector again, you will see your pinned views and default view only.

You can click **All Views** to see the full selection menu.



6 You can quickly pin/unpin your currently selected view by clicking on the thumbtack icon next to the view selector.

