




# Save Your Favorite Filtered Grid Views


Save time and effort each time you open a grid page to view your data! After you have applied filters or clicked on a data visual, set the grid column widths, and you can save the filtered data as a Favorite.

Saved favorites can be set as a default view and shared with other Jackrabbit Users in your organization. There is no limit to the number of filtered grid views you can save.

<b>Save a Favorite</b>	<p>Once filters are selected, it's simple to save your favorite views:</p> <ol style="list-style-type: none"><li>1. Filter the grid for the information you are looking for.<ul style="list-style-type: none"><li>○ Use the <i>filter (icon)</i>  or click on a data visual.</li><li>○ Adjust column widths as needed.</li></ul></li><li>2. Click the <b>Save as favorite</b> (icon)  .<ul style="list-style-type: none"><li>○ Enter a favorite name.</li><li>○ Select if you want to set the favorite as the default view. This view will automatically load when you return to the page.</li><li>○ Select if you want to share with your team.</li></ul></li><li>3. Click <b>Save</b>. Your filtered data, column width, and column-locked positions are all saved.</li></ol>
<b>Open a Favorite</b>	<p>Load or open a saved favorite:</p> <ol style="list-style-type: none"><li>1. Click the <b>Favorites</b> (icon)  .</li><li>2. Select your saved favorite from the drop-down list or start typing in the search field.</li><li>3. Choose one of the saved views and click <b>Load</b>. The grid populates the data, and the breadcrumbs indicate the selected filters.</li></ol> <p>If you opened a saved favorite grid view and would like to make it your default view, resave it as a favorite and toggle the <i>Make this your default view?</i> to the right. Click <b>Save</b>.</p>

## Delete a Favorite

If you created a Favorite, you will be able to delete it:

1. Click the **Favorites** (icon)  .
2. Select the favorite you would like to delete.
3. Click **Delete**.



[Contact Jackrabbit Support](#) if you want to delete a Favorite filtered view created by another User.

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