

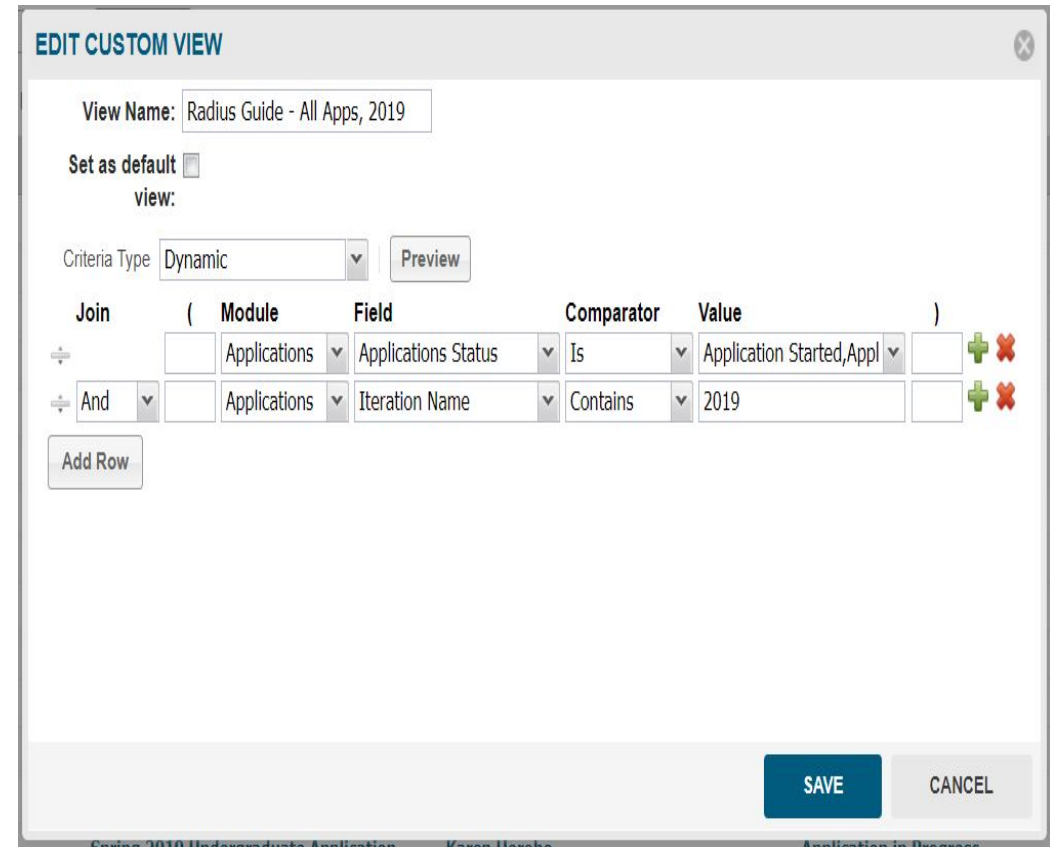
# List Views

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- List views give you the ability to quickly customize and arrange pieces of data collected in the CRM, for at-a-glance viewing.
- A view is a list of records based on criteria. It is used to organize data in Radius. There system views (out of the box) and custom views.
- Views are used for reporting.
- After you create your list view, you will be able to place this on your dashboard and you will be able to access that particular target to students quicker.
- Views are made in the module you want to yield results in.
- Example: A view made in the contact module will return contacts records. A view made in the applications module with return application records.

# Creating a List View: Applicants

1. Click on the Applications tab > Applications
2. The drop down box shows all of the list views that have been created
3. To create a new one, simply click the View button > Create
4. This is where you will enter your criteria for the target you are wanting to see
5. For example: If you want to see all types of applications before they are pushed to Banner for 2019 iterations see the image query
6. You can also set this as your default view if this is the list view you want to see first when you go to Applications > Applications. Just check the box!



The screenshot shows the 'EDIT CUSTOM VIEW' dialog box with the following details:

- View Name:** Radius Guide - All Apps, 2019
- Set as default view:**
- Criteria Type:** Dynamic (with a 'Preview' button)
- Criteria Table:**

Join	(	Module	Field	Comparator	Value	)
+		Applications	Applications Status	Is	Application Started, Appl	
+	And	Applications	Iteration Name	Contains	2019	
- Buttons:** Add Row, SAVE, CANCEL

At the bottom of the dialog, there is a footer with the text: "Spring 2010 Undergraduate Application Karen Horoho Application in Progress"

# Sorting Your List

1. Now that you've created your list view, you'll want to sort it so you can better understand the information given
2. I'm going to sort these applicants by **Application Status**
3. The first thing I'll do is hover over Applications Status on the menu bar, click the arrow on the side, then select the checkbox **Group by this Field**
4. Now your applications will be sorted by application type

The screenshot shows a table with 14 rows of application data. The first column is 'Applications Status' and the second is 'Action'. A context menu is open over the 'Applications Status' header, with the 'Group by this field' option selected. The table data is as follows:

Applications Status	Action
Application Started	
Application in Progress	
Application in Progress	
Application in Progress	
Application in Progress	
Application Submitted/Paid	Action
Application in Progress	Action
Application Submitted/Paid	Action
Application Submitted	Action
Application Submitted	Action
Application in Progress	Action
Application in Progress	Action
Application Submitted/Paid	Action
Application in Progress	Action
Application in Progress	Action
Application Submitted/Paid	Action

At the bottom of the interface, there is a 'Refresh' button and a status indicator: 'Displaying records 1 - 17 of 140'.