



A **view**, such as the default “All Monitoring Events” view on the Monitoring Events Tab, is a way of looking at the data displayed within each tab. Views use **filters** to limit the records displayed and **columns** to change the information displayed about those records. Views can be developed or shared by others, and you can also develop and save your own views per the [job aid](#) and the dedicated views training & slides posted to the [AHEC Webinars page](#).

## Use these options to help you access and adjust your views:

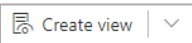

The screenshot displays the CCTO interface for Monitoring Events. The left sidebar shows a list of views under 'My Views' and 'System Views'. The main area shows a table of monitoring events with columns for contact information, phone numbers, and event details. A search bar is visible in the top right corner.

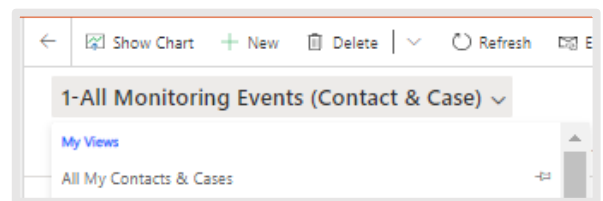
- Views Dropdown:** Displays a list of all views available to you. Each view may add or remove filters on data (such as a filter for owner or county) or change the type or order of columns displayed.
- My Views:** A list of views created by you and views created by other users and shared with you. Also called “personal” or “custom” views.
- System Views:** A list of default views automatically available to all users of CCTO. See *reverse for a list of commonly used system views*.
- Columns:** Categories of information about each record that can be **sorted** or **filtered** by clicking each caret (down arrow). The columns shown in a view can be changed and customized by creating a custom view [per the job aid](#).
- Create View Button:** Opens a system dialogue that allows you to create and share personal views with custom filters and columns [per the job aid](#).
- Filter Icon:** Opens the Advanced Filters screen, which displays all the filters applied to the current view and allows you to add or remove filters quickly.
- Search:** Used to search within the current view by contact name, C#, address, etc.



### Saving Your Adjustments as a New Personal View:

After you have adjusted a view's sorting or filtering options as described on the first page, you can save these updates as a new personal view that you can access at any time:

1. Begin in your edited view with filters/sorts applied. In order to save this as a personal view, click the arrow next to  in the upper right corner (you may need to click  to see this) and select "Save Filters as New View." Name your view and click "Save."
2. Your edited view has been saved as a personal view and can be found under the "My Views" header in the views dropdown.



### Commonly Used Contact System Views for Your Reference

- **All Monitoring Events (Contact & Case):** A system view that displays a list of *all* monitoring events for all contacts and cases owned by all users.
- **All Inactive Monitoring Events (Contact & Case):** A system view that displays a list of all contact and case monitoring events that have been deactivated.
- **My Active Monitoring Events (Contact & Case):** A system view that displays a list of all active contact and case monitoring events owned by you.

### ADVANCED TOPICS:

For more information on **understanding views, using advanced filters, and adding columns to views**, review this micro-training video or the Views Training on the [AHEC Webinars Page](#), the [Views Job Aid](#) on the CD Manual, or the 3/16 [live training recording](#) and [slides](#).