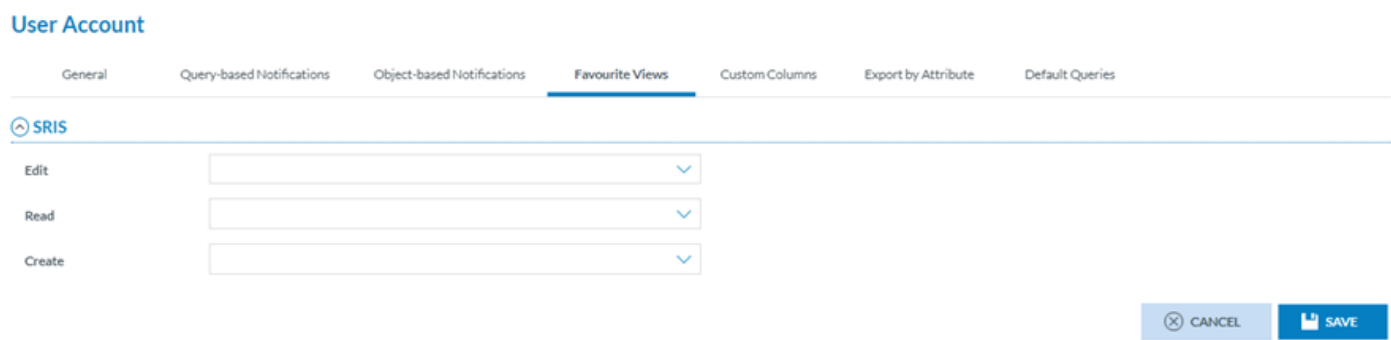


6.5. Favourite Views

Views display the information contained in a record, featuring varying numbers of attributes/entities, a specific design, and other custom elements. They enable certain users within organisations to concentrate on the elements relevant to their tasks. The fourth tab of the 'My Account' menu opens the 'Favourite Views':



The page displays the following drop-down menus with the available views:

- Edit: favourite view for editing reports
- Read: favourite view for reading reports
- Create: favourite view for creating reports

Thus, the Officer must select a view in the specific drop-down menu and click Save in the image above. The system will save the updates in the database. When the Officer in the SR list clicks on 'Edit' or, accesses the 'View' mode or clicks on 'New', the system will offer the view of the specific SR, the view selected in this menu.