

# Customizing Views

Many views within the FileWave WebAdmin have tables in them that can be customized to match your needs.

We will customize views when we find there is a data element missing from a table we'd like to add, when we'd like to sort records in a different way, and even to rearrange column order.

Each of the customization options are detailed in the below articles, and apply generally to almost all web admin table views.

- [Column Searching Criteria](#)
- [Columns Adding and Removing \(Customizing\)](#)
- [Columns Pinning](#)
- [Columns Sorting & Moving](#)

# Column Searching Criteria

## What

Whenever we are in a particular table view, the data may be quite extensive and perhaps hard to find. The search tool allows us to temporarily enter search criteria for any table view to quickly find content.

## When/Why

Assume for a moment that we got a call from the field from a customer having an issue with their laptop. We ask for, and they give us, the asset tag number from the sticker on the physical device. Quickly finding this device in the Devices view is critical for us in this case, and as long as we have the Asset Tag field in the view then we can quickly search for it using the data filter.

## How

Below you'll see an example of filtering within the Licenses view. In this example, there are only a few dozen licenses, but in a production environment there are quite likely thousands so the filter becomes quite important. You'll also note in the below that the filters for any view are "sticky" and will remain as a filter in that view until you either change or remove the criteria.



# Columns Adding and Removing (Customizing)

## What

The Edit Fields tool allows you to choose to display/hide additional inventory fields beyond the standard fields that are included by default.

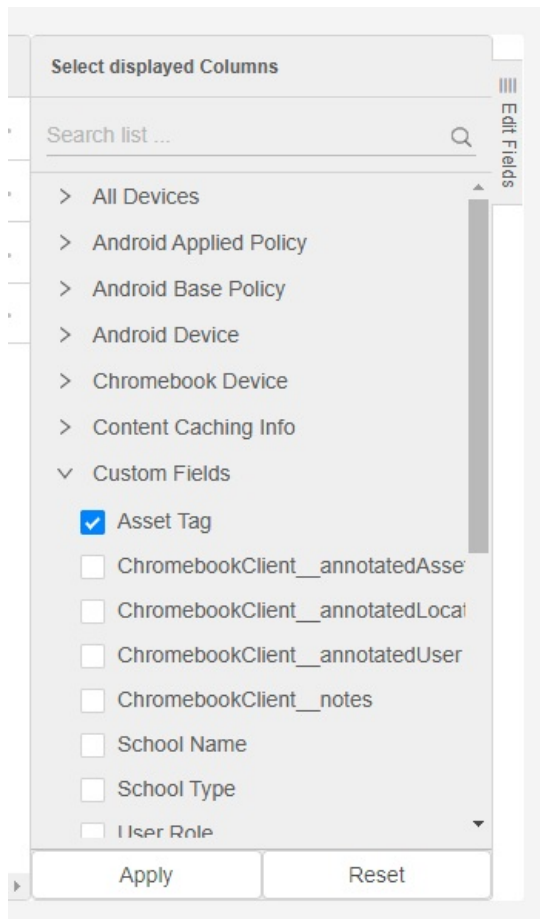
## When/Why

Typically, we'll want to use this tool when there are elements that are important to us beyond the default fields. Inclusion of the fields in the view then allows us to do things like quickly search and filter by those values.

## How

You can Edit the fields in a view wherever you see the (  Edit Fields ) icon on the right of the table (it is shown here horizontally, but is vertical in the web admin).

In the following example, you can see that we are adding the custom field "Asset Tag" to our devices view. This is important to us, because when a customer calls from the field to report an issue, the asset tag is the easiest way for them to identify their device. Including the field in this view allows us to then quickly filter for the troublesome device.



✓ Removing a field from a view is as easy as unchecking the checkbox.

# Columns Pinning


## What

Pinning columns allows you to make sure that a particular column is always where you want it.

## When/Why

Most of the time that we pin a column it is because that column is really important and we want to see it all of the time. For instance, if I constantly refer to Asset Tag, then I may want to pin that to the left side of the devices view along with device name. That way, if I scroll right within the window, those two fields will always be shown.

## How

Below you will see an example of pinning the Device Name column to the left, and then removing the pin. Note that you access the pinning menu by clicking on the hamburger icon (  ) in the column header:



# Columns Sorting & Moving

## What

Once we have customized a table view to contain the columns we want, it makes sense for us to want to order the data in the table and to order the columns themselves. Both of these are possible in the FileWave WebAdmin.

## When/Why

Generally we will want to re-order and sort columns to make data in tables more meaningful to us. As an example, if I am looking at a table with FileWave Client Version in it, then I am probably going to want to sort that table by FileWave Client Version ascending (the up arrow indicates ascending) because what I really care about are old clients and fixing them:

FileWave Admin

Model Number: 81

Search for Devices

TonyK

<

Go to Dashboard

Devices

Payloads

Software Updates

Deployments

Sources

Reports

Licenses

FileWave Client Version

Details

Devices (8)

Search list ...

All

Device Name	FileWave Client Version ↑	Device ID
ARKONE	13.2.2	586cd190a3dc0f1ac0bac928...
DESKTOP-T3SL66S	13.2.3	0ed3f0718bdc6a31eb908bca7...
macos 10.14	13.2.3	6d66ecc45cf025469432ed9cf...
Tony Keller MBPro	14.0.0	9645a43f5d45dfbe2be974e8c...
FOUNDRY1	14.0.0	2816241e4fe310501731aa0e6...
Matteo's MacBook Pro	14.0.0	895b739fa2096c17d611488b...
balazs-macpro	14.0.0	adbe71b3dc20c8de27f937be8...
Super Duper Mac Redux	14.0.0	40412e86181489a66c753b64...

14.0.1-950a5682022

## How

As you will see in the below, sorting by columns is as easy as clicking on the column header, and order columns is as easy as drag and drop: