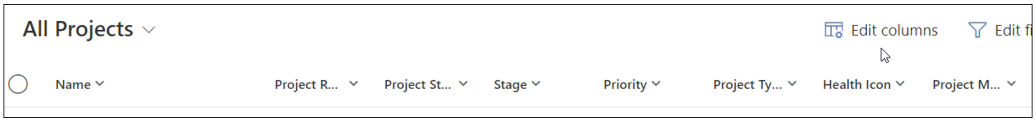
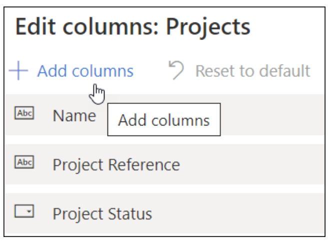
Configure a Personal View

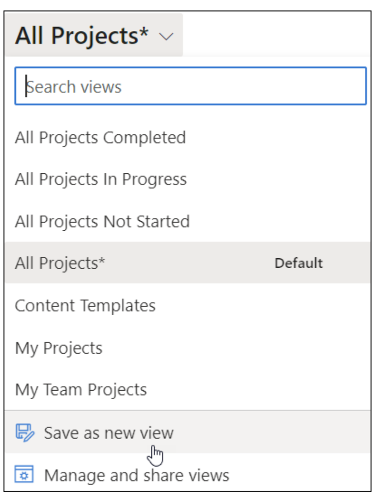
1. Within a view in the section of interest (e.g., Requests, Projects, Portfolios), click **Edit columns**.



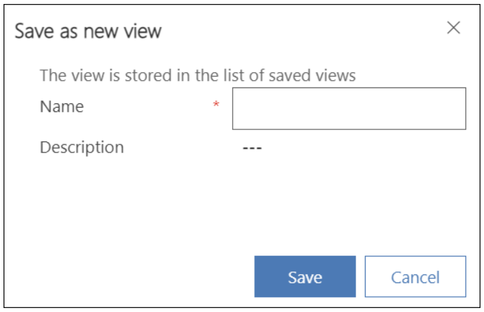
2. Edit the columns:
   1. Reorder or remove columns using the ellipses that appears when you hover over an existing column name and click **Apply**.
      Or,
   2. To add new columns to the view: **Click Add columns**, select the column to add, click **Close**, reorder the column as necessary, and click **Apply**.



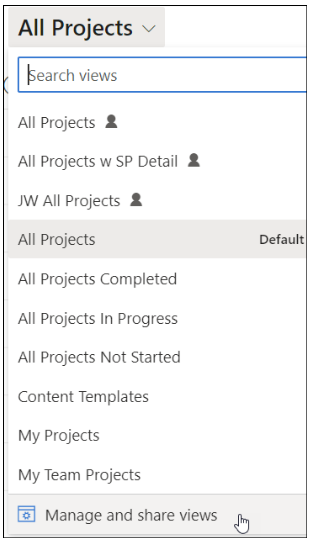
3. If the view is only meant to be temporary, the process is complete. If you would like to permanently save the view as a personal view:
   1. In the view selector drop-down click **Save as new view**.



   2. Fill in the fields and click **Save** to save the view as a personal view.



3. To share a personal view:
    1. In the view drop-down click **Manage and share views**.



    2. Click on the ellipses next to the view you want to share and click **Share**.
    3. Search for and select the user or team you would like to share the personal view with.
    4. Assign permissions and click **Share**.