
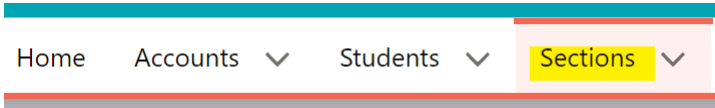
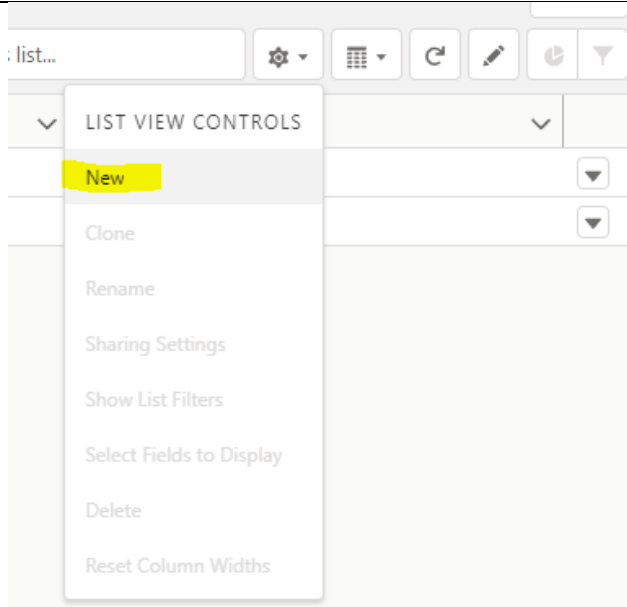




Accessing CYSH & Creating Custom Views

1. Find the CYSH tile on your Okta Homepage (cityyear.okta.com)	
2. Find Sections on the ribbon and then click	
3. Find the gear icon on the right-hand side and click on it to view the menu options. Then click on New	



4. Name your view and hit save

New List View

* List Name

New View

Who sees this list view?

☒ Only I can see this list view

☐ All users can see this list view ⓘ

☐ Share list view with groups of users ⓘ

Cancel Save

5. Update the current filter to filter al All Sections

Filters

Filter by Owner

My sections

Add Filter Remove All

Filter by Owner

☒ All sections

☐ My sections

☐ Queue owned sections ⓘ

Done

Filters

Filter by Owner

My sections

Add Filter Remove All



6. Add a Filter by clicking **Add Filter** on the right-hand pane. If you do not see it, click on the gear icon again and select **Edit Filter List**. Then click **Done**

Field: Section Name

Operator: does not contain

Value: GRADE

Intervention Primar... # of Ac

Field
Section Name

Operator
does not contain

Value
GRADE

Done

Cancel Save

Filter by Owner
All sections

Matching all of these filters

New Filter*

Add Filter Remove All

Add Filter Logic

7. Click on the gear icon again and select the **Select Fields to Display**

LIST VIEW CONTROLS

- New
- Clone
- Rename
- Sharing Settings
- Edit List Filters
- Select Fields to Display
- Delete
- Reset Column Widths

GRADE Remove



8. Select the following fields to display by clicking on them in the Available Fields Menu and using the right arrow to move them over. Then click Save.

**School, Section Name,
Intervention Primary Staff,
Program, # Active Students**

The image shows a "Select Fields to Display" dialog box. It is divided into two main sections: "Available Fields" on the left and "Visible Fields" on the right. The "Available Fields" list includes: "Number of Staff", "Period", "Present Attendance", "Recommended Time per Session (i...", "Recommended Weekly Frequency", "Record Attendance", and "Record ID". The "Visible Fields" list includes: "School", "Section Name", "Intervention Primary Staff", "Program", "# of Active Students", and "Last Modified By". A red circle highlights the right-pointing arrow between the two lists. Another red circle highlights the "Program" field in the "Visible Fields" list, which is currently highlighted with a red background. At the bottom right of the dialog are "Cancel" and "Save" buttons.

Available Fields	Visible Fields
Number of Staff	School
Period	Section Name
Present Attendance	Intervention Primary Staff
Recommended Time per Session (i...	Program
Recommended Weekly Frequency	# of Active Students
Record Attendance	Last Modified By
Record ID	