**Create a SharePoint list view**

Create a list called Project

Project Name

Desc

Start date

End Date

Status

Assigned To

A white rectangular object with text

Description automatically generated

Add sample records

A screenshot of a computer

Description automatically generated

Go to wheel icon🡪 list settings

Under views 🡪 Create View

A screenshot of a computer

Description automatically generated

Select Standard view

Add View Name

Add filter “Status” = “Approved”

A screenshot of a computer

Description automatically generated

Same above and create new View

Create view🡪 select Grant View

* Add View name
* Add Title as Title
* Select Start Date and End Date as columns.

A screenshot of a project

Description automatically generated