Create Views from SharePoint list

Step 1

Create a list Name Project allocation

Create columns

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Add Sample records

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Then go to Wheel icon

* List settings
* Under views
* Create view
* Select Standard view
* Give view Name “Approved Items”
* Go to filter section “Status” = “Approved”
* Save it

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Second View as Grant view

Then go to Wheel icon

* List settings
* Under views
* Create view
* Select Grant view
* Give View name a Project report
* Go to Grant columns section
  + Add Tile as Tile
  + Start Date as Start date
  + Due date as End date
* Click save and it will create a view

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