

Lists and Filters

A list displays a set of records from a table. You can filter those lists by running a set of conditions to display the data you would like to see in the Platform. Use the List controls menu to see whichever view is appropriate for the order of columns you would like to see. If there's a list view you would like to create or customize on your own, you can always personalize the list. If you're interested in accessing certain records in a list more easily, use the Tag feature to categorize, flag, and locate those records. Now you try! Go ahead and get started on filtering a list in the next activity.