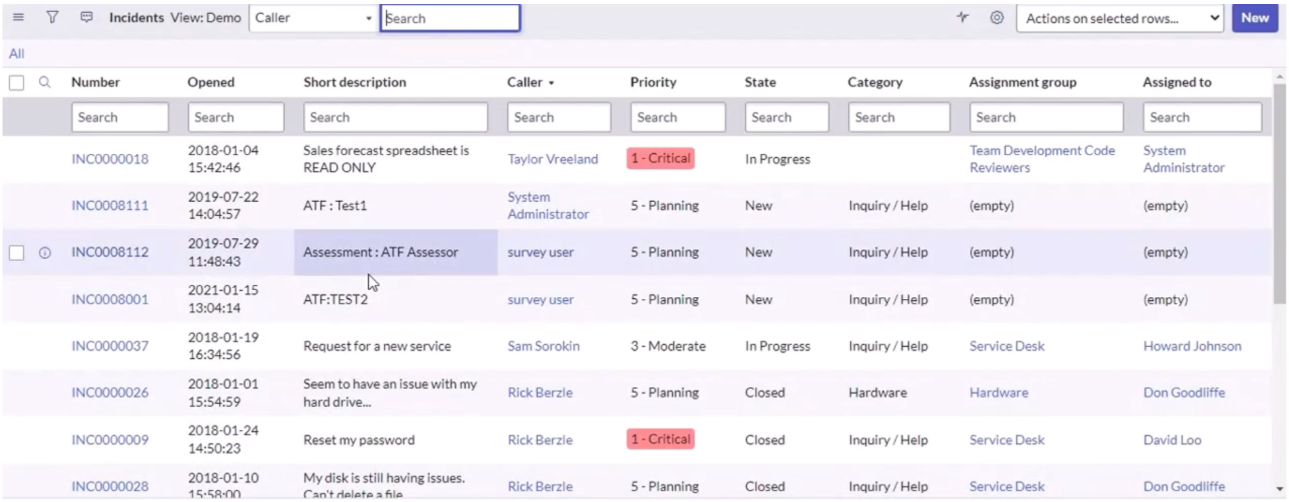
- The firs thing is to open a form example "incedent form " - using incedent.LIST in order to open it in a new tab - and then you would see the list view of the incedent table .

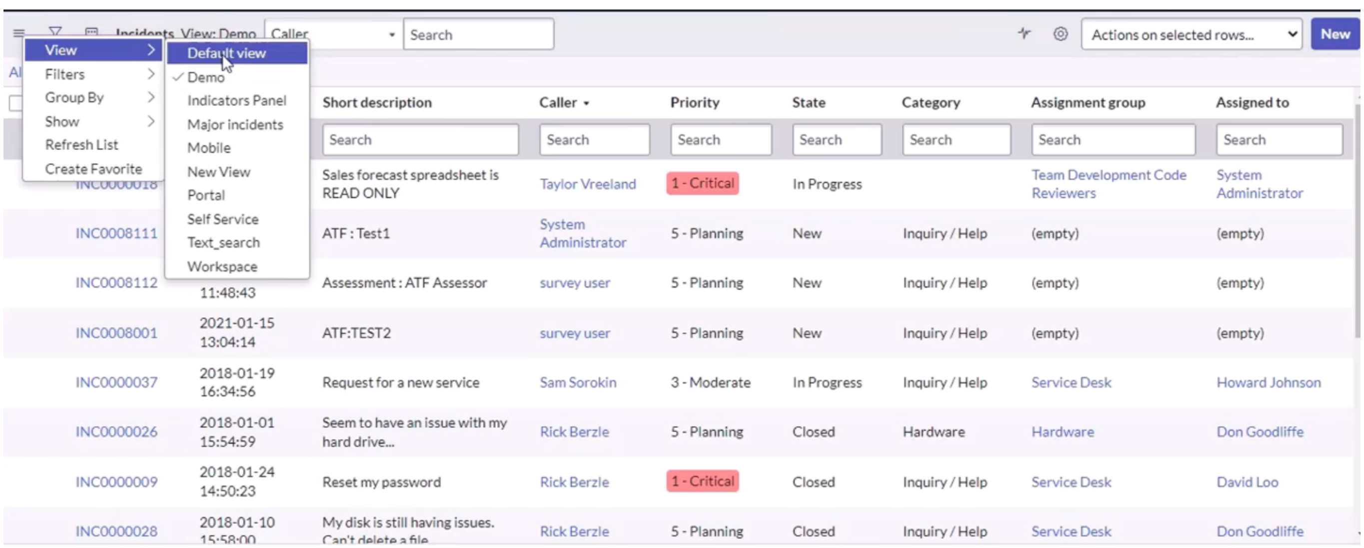


Incidents View: Demo Caller Search Actions on selected rows... New

All

Number	Opened	Short description	Caller	Priority	State	Category	Assignment group	Assigned to
Search	Search	Search	Search	Search	Search	Search	Search	Search
INC0000018	2018-01-04 15:42:46	Sales forecast spreadsheet is READ ONLY	Taylor Vreeland	1 - Critical	In Progress		Team Development Code Reviewers	System Administrator
INC0008111	2019-07-22 14:04:57	ATF : Test1	System Administrator	5 - Planning	New	Inquiry / Help	(empty)	(empty)
INC0008112	2019-07-29 11:48:43	Assessment : ATF Assessor	survey user	5 - Planning	New	Inquiry / Help	(empty)	(empty)
INC0008001	2021-01-15 13:04:14	ATF:TEST2	survey user	5 - Planning	New	Inquiry / Help	(empty)	(empty)
INC0000037	2018-01-19 16:34:56	Request for a new service	Sam Sorokin	3 - Moderate	In Progress	Inquiry / Help	Service Desk	Howard Johnson
INC0000026	2018-01-01 15:54:59	Seem to have an issue with my hard drive...	Rick Berzle	5 - Planning	Closed	Hardware	Hardware	Don Goodliffe
INC0000009	2018-01-24 14:50:23	Reset my password	Rick Berzle	1 - Critical	Closed	Inquiry / Help	Service Desk	David Loo
INC0000028	2018-01-10 15:58:00	My disk is still having issues. Can't delete a file	Rick Berzle	5 - Planning	Closed	Inquiry / Help	Service Desk	Don Goodliffe

- the first step would be to go the humberger icon and go to view section, the default list view is already applied when we open the table ,



Number	Opened	Short description	Caller	Priority	State	Category	Assignment group	Assigned to
		Search	Search	Search	Search	Search	Search	Search
INC0000018		Sales forecast spreadsheet is READ ONLY	Taylor Vreeland	1 - Critical	In Progress		Team Development Code Reviewers	System Administrator
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INC0008112	11:48:43	Assessment : ATF Assessor	survey user	5 - Planning	New	Inquiry / Help	(empty)	(empty)
INC0008001	2021-01-15 13:04:14	ATF:TEST2	survey user	5 - Planning	New	Inquiry / Help	(empty)	(empty)
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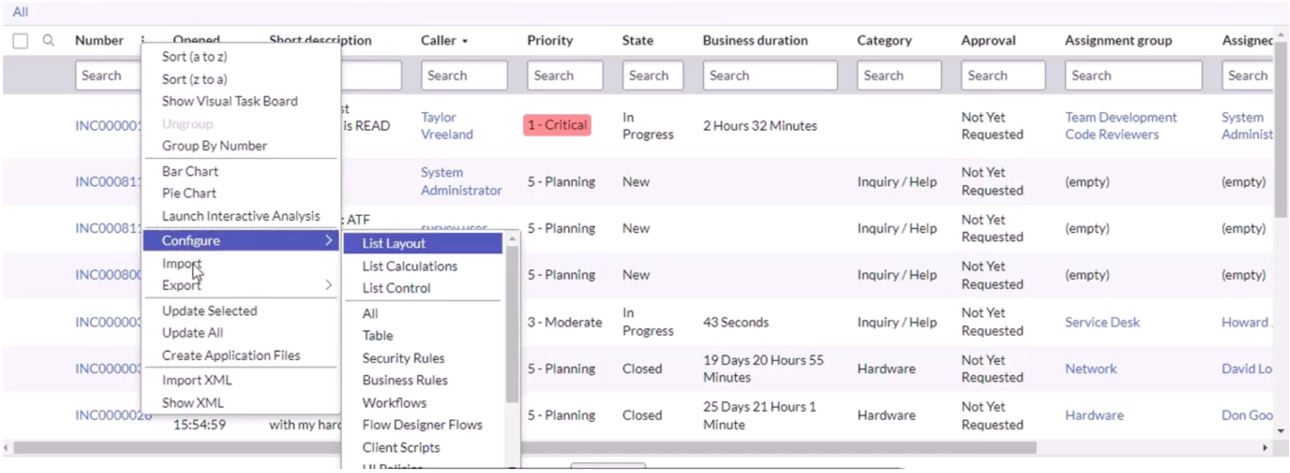
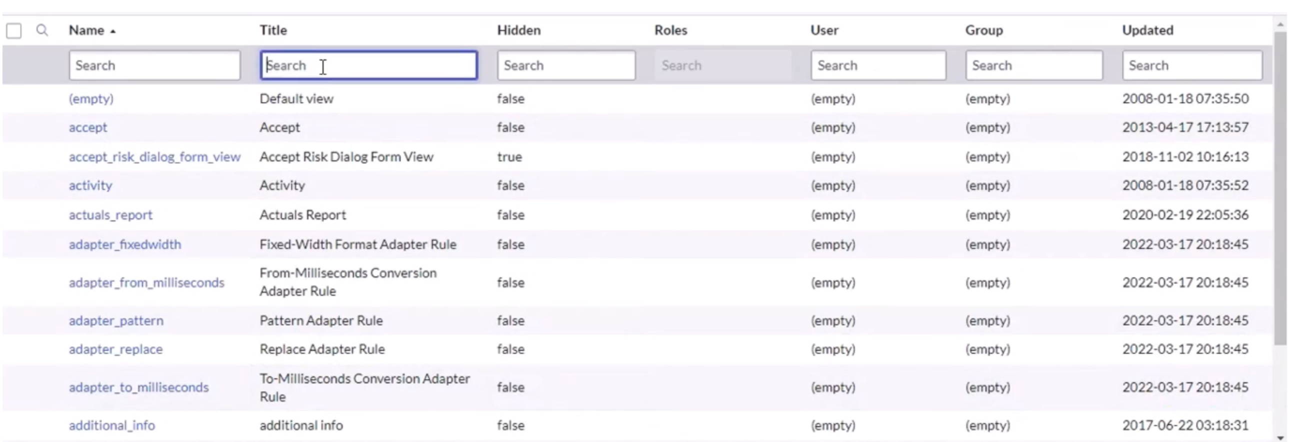
INC0000009	2018-01-24 14:50:23	Reset my password	Rick Berzle	1 - Critical	Closed	Inquiry / Help	Service Desk	David Loo
INC0000028	2018-01-10 15:58:00	My disk is still having issues. Can't delete a file	Rick Berzle	5 - Planning	Closed	Inquiry / Help	Service Desk	Don Goodliffe

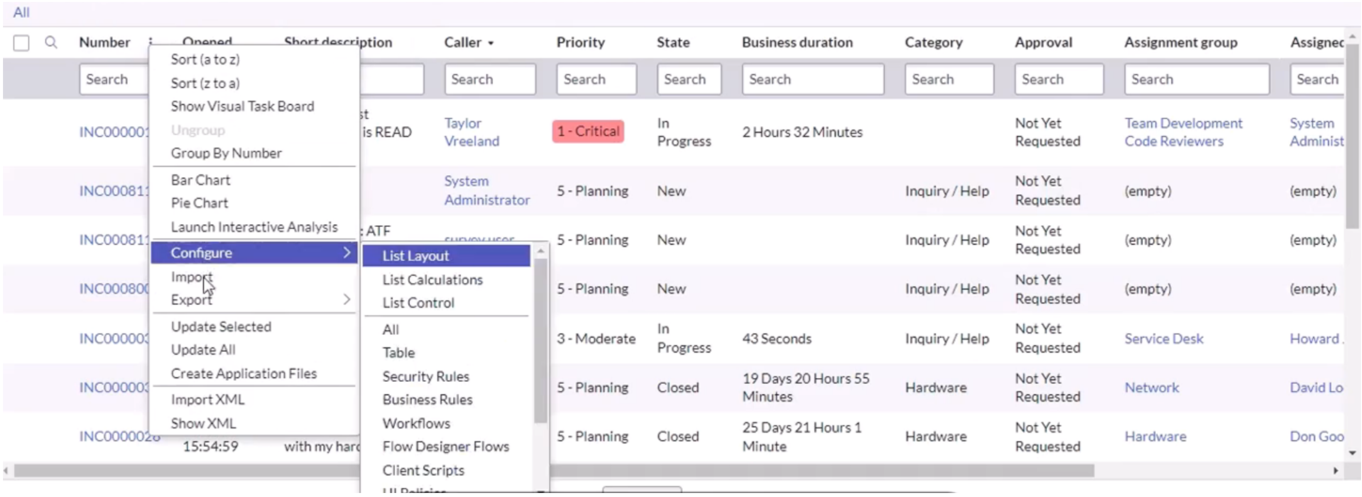
- to create our own view we would have to make the view to the default first, next we go to the column context menu and select configure , and then choose list layout .



- when we click on the list layout , the slash bucket view will be displayed to us, and on the view name we can choose the new option , and set a name for that view , the differecne between new and preexisting views is "that we can add the fields according to our requirements".
- we create custom views because sometimes we want to show different records to different clients according to the requirements, we can create a custom view of the same table as incedent table and give access to that custom view to a specific users .
- giving someone access to a particular view, would be by navigating to System UI>views , In this table we will be able to see all the views that we have created , then search for the table view you have created i.e "Demo1",after oppening choose the roles who who would have access to that table.
- another way to select which users can see the view is by navigating to System Security > Users and Groups > Users , and select the table we want to set the users who would have access to that table , no on aathat table security view we would see which user roles are applied to it , and we can edit the users and add or delete users from accessing that table .



NOTE:



- you can set and create the list view of any table form
- you can create a custom views and the list view can be different for different users
- the only role that can create the view is the "admin" , other roles can only access the view.