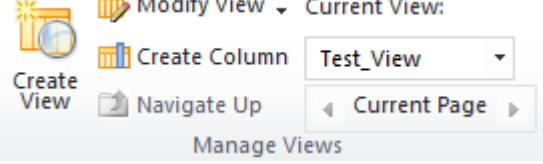
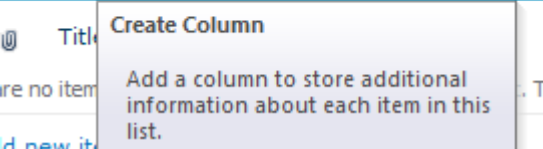
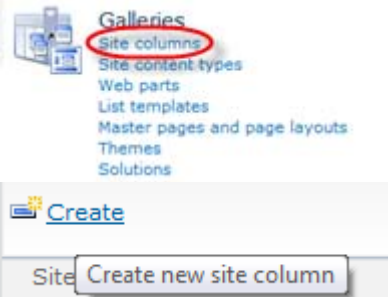
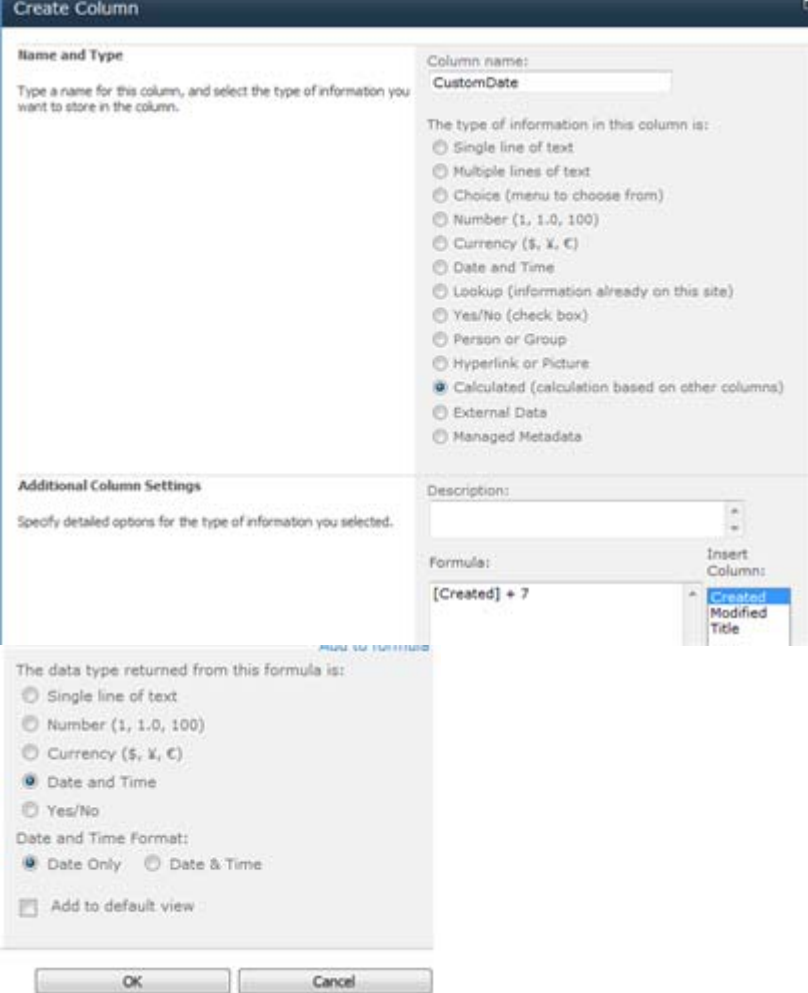


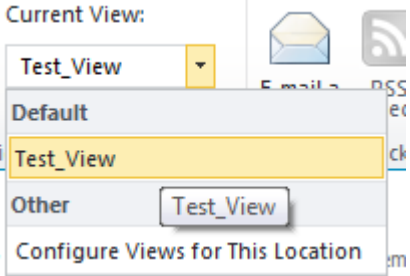
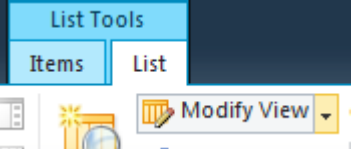
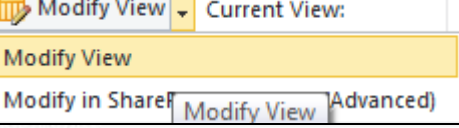


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<ul style="list-style-type: none"><li>SharePoint 2010 Custom Column View</li></ul>	<p>This view example shows how to add a column using a built-in variable. In this case, the view displays the item based on its age.</p>
<p>1. In the Manage Views toolbox under Current View: select the view previously created.</p>	
<p>2. Select Create Column. Note: Unless one is at the root of the full site (example <a href="http://yourwebserver.domain.com">http://yourwebserver.domain.com</a>) then this column will be ad-hoc meaning it will only be available at the actual site it was created in. If a column is to be used site-wide a user should go to the root of the full site and select Site Actions -&gt; Site Settings then</p>	 <p>For a column to be used across the entire site and subsites:</p> 

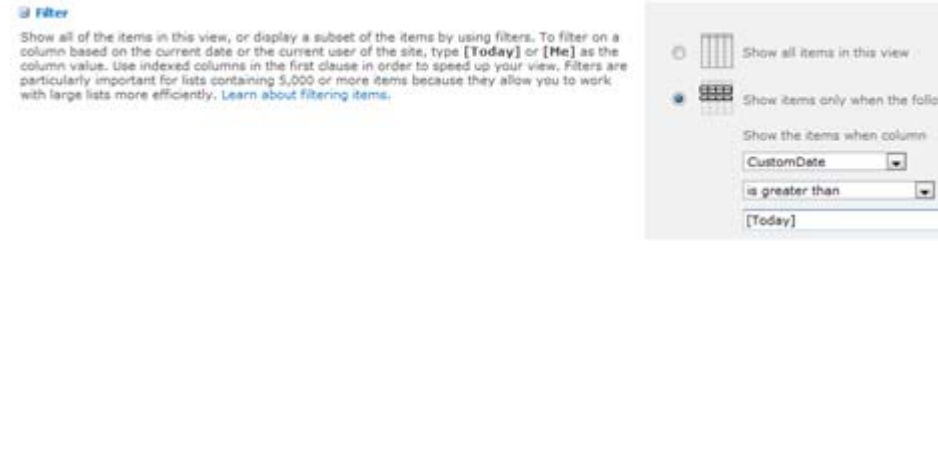
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<p>under Galleries select Site columns then Create</p>	
<p>3. In the Column name: enter in CustomDate and select under 'The type of information in this column is:' the Calculated (calculation based on other columns) In the Formula field enter in [Created] + 7</p> <p>Under 'The data type returned from this formula is:' select Date and Time</p> <p>Uncheck 'Add to default view' then select OK</p>	

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<p>4. Verify under the Current View that the desired view is selected. In this case here – I have selected the Test_View.</p>																																																	
<p>5. In the List Tools tab select List</p>																																																	
<p>6. Select Modify View -&gt; Modify View</p>																																																	
<p>7. Check the custom column previously created in this case it's called CustomDate. Also check the columns Created and Type.</p>	 <table border="1"> <thead> <tr> <th>Display</th> <th>Column Name</th> <th>Position from Left</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Attachments</td><td>1</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Title (linked to item with edit menu)</td><td>2</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CustomDate</td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td>Content Type</td><td>4</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Created</td><td>5</td></tr> <tr><td><input type="checkbox"/></td><td>Created By</td><td>6</td></tr> <tr><td><input type="checkbox"/></td><td>Edit (link to edit item)</td><td>7</td></tr> <tr><td><input type="checkbox"/></td><td>Folder Child Count</td><td>8</td></tr> <tr><td><input type="checkbox"/></td><td>ID</td><td>9</td></tr> <tr><td><input type="checkbox"/></td><td>Item Child Count</td><td>10</td></tr> <tr><td><input type="checkbox"/></td><td>Modified</td><td>11</td></tr> <tr><td><input type="checkbox"/></td><td>Modified By</td><td>12</td></tr> <tr><td><input type="checkbox"/></td><td>Title</td><td>13</td></tr> <tr><td><input type="checkbox"/></td><td>Title (linked to item)</td><td>14</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Type (icon linked to document)</td><td>15</td></tr> </tbody> </table>	Display	Column Name	Position from Left	<input checked="" type="checkbox"/>	Attachments	1	<input checked="" type="checkbox"/>	Title (linked to item with edit menu)	2	<input checked="" type="checkbox"/>	CustomDate	3	<input type="checkbox"/>	Content Type	4	<input checked="" type="checkbox"/>	Created	5	<input type="checkbox"/>	Created By	6	<input type="checkbox"/>	Edit (link to edit item)	7	<input type="checkbox"/>	Folder Child Count	8	<input type="checkbox"/>	ID	9	<input type="checkbox"/>	Item Child Count	10	<input type="checkbox"/>	Modified	11	<input type="checkbox"/>	Modified By	12	<input type="checkbox"/>	Title	13	<input type="checkbox"/>	Title (linked to item)	14	<input checked="" type="checkbox"/>	Type (icon linked to document)	15
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<p>8. In the Sort option select the Created field and the descending order option.</p>																																																	

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<p>In the Filter section select the CustomDate field and select 'is greater than' and enter in [Today]</p> <p>Click OK so the view is saved.</p>	
<p>9. The active view will then be shown and in this example it is the Custom Column View.</p>	