

 SharePoint 2010 Custom Column View 	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.
1. In the Manage Views toolbox under Current View: select the view previously created.	Modify View Create Create Navigate Up Manage Views
2. Select Create Column. Note: Unless one is at the root of the full site (example <u>http://yourweb</u> <u>server.domai</u> <u>n.com</u>) 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 - > Site Settings then	Modify View - Current View: Create Column Manage Views Manage Views Manage Views Titl re no item Add a column to store additional information about each item in this ist. For a column to be used across the entire site and subsites: Calleries Ste column Ste column Mater Page Jayouts Solutions Solutions Solutions Mater Page Jayouts Ste Create new site column

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under Galleries select Site columns then Create			
3. In the Column name: enter in CustomDate and select under 'The type of information in this column is:' the Calculated (calculation based on	Create Column Name and Type Type a name for this column, and select the type of information you want to store in the column.	Column name: CustomDate The type of information in this column is: Single line of text Multiple lines of text Multiple lines of text Choice (menu to choose from) Number (1, 1.0, 100) Currency (\$, \$, \$, \$) Date and Time Lookup (information already on this site) Yes/No (check box) Person or Group Hyperlink or Picture Calculated (calculation based on other columns) External Data Managed Metadata	
other columns) In the Formula field	Additional Column Settings Specify detailed options for the type of information you selected.	Description: Formula: [Created] + 7	* Insert Column: * Created Modified
enter in [Created] + 7 Under 'The data type returned from this formula is:' select Date and Time	The data type returned from this formula is: Single line of text Number (1, 1.0, 100) Currency (\$, ¥, €) Date and Time Yes/No Date and Time Format: Date Only Date & Time Add to default view Cancel		Title
Uncheck 'Add to default view' then select OK			



 4. Verify under the Current View that the desired view is selected. In this case here – I have selected the Test_View. 5. In the List 	Current View: Test_View Default /i Test_View Other Test_View V Configure Views for This Location M
Tools tab select List	Items List
6. Select Modify View ->	Modify View - Current View:
Modify View	Modify in Share Modify View Advanced)
7. Check the custom column previously created in this case it's called CustomDate. Also check the columns Created and Type.	View Name: Test_View Web address of this view: http://pi-w?-oneilen/Uists/KMO_Test/ Allterns .aspx This view appears by default when visitors follow a link to this list. If you want to delete this view, first make another view the default. Display Column Name Position from Left Image: Attachments Image: Attachments Image: Attachments Image: Attachments Image: Image: Attachments Image: Image: Image: Attachments Image: Attachments Image: I
 In the Sort option select the Created field and the descending order option. 	■ Sert Select up to two columns to determine the order in which the items in the view are displayed. Learn about sorting items. First apit by the column! Created Charlen (C, B, A, or 3, 2, 1)



In the Filter section select the CustomDate field and select 'is greater than' and enter in [Today] Click OK so	Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [TodAy] or [He] as the column value. Use indexed columns in the first cloues in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. Learn about filtering items.		•	Show all items in this view Show items only when the follow Show the items when column CustomDate is greater than [Today]
the view is saved.				
9. The active	🔲 🖉 Title	CustomDate		Created
view will then	Test 2 🕮 NEW	12/4/2011		11/27/2011 10:52 PM
be shown and	Test 1 🕮 NEW	12/4/2011		11/27/2011 10:51 PM
in this example it is the Custom Column View.	Add new item			