

About Your Custom View

[Home](#) > [EMResource](#) > [Guide - Preferences](#) > [About Your Custom View](#)



As you build and maintain your customized view, note the following:

- In the *Search* page, click a column header to sort the search results by that data element.
- When you add a resource to your custom view, the system automatically adds that resource's **Resources Type** to your view as a section header. You can move the resources within that type to another section, delete the section, rename a section, and so forth.
- The **Sort All** button sorts all resources alphabetically within their section. A section's **Sort** link sorts the resources in that section alphabetically.

In your saved custom view:

- Click a status column header to view a short description of that status type.
- Column cells that contain an **N/A** (in gray font) indicate that resource is not currently reporting that status type.
- Click **show map** to show the map in your custom view. To return to the table view, click **view table**. See also [Map View](#).
- Click **print** to print the view.
- To return to editing your view, click the **customize** button in the upper right corner of the view.
- Click **refresh** to show the most up-to-date information in your view. Keep in mind that the system automatically refreshes the information every three minutes and whenever you perform any action in the system.