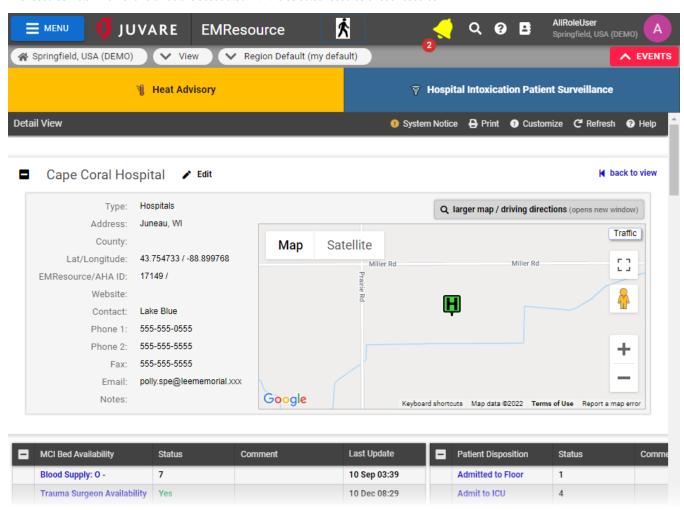
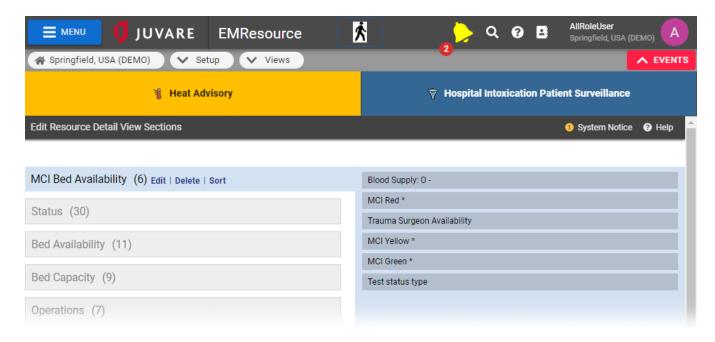
# **Customize the Detail View**



The resource Detail View shows all details associated with the selected resource or sub-resource.



With appropriate permissions, you are able to customize this view as needed. This configuration is applied to all resource detail views in the region.



#### To view sections and their detail

- 1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- 3. Click a section in the left pane to view the section's current statuses in the right pane.

#### To edit a section name

- 1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- 3. Click the section in the left pane.
- 4. Click the Edit link to the right of the name. The field is enabled.
- 5. Make your changes.
- 6. Click **Submit**.

#### To delete a section

Important: There is no confirmation or undo for this action.

- 1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- Click the section in the left pane.
- 4. Click the **Delete** link. The system removes the section. In addition, the system moves all status types that were in the deleted section to the *N* o *Section Assigned* area.

### To sort details in a section

- 1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- Click the section in the left pane.
- 4. To sort, do one or both of the following:
  - Click the **Sort** link to the right of the section name.
  - In the right pane, click a detail and drag it to the appropriate spot in the list.

## To add or move a detail to a section

- 1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- 3. Click the name of the section that contains the status type, or click **No Section Assigned**.
- 4. In the right pane, click the status type and then drag and drop it on the name of the section to which you want to add/move it.
- 5. Click the section name to see the newly added detail.

### To create a section

1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.

- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- 3. Scroll to the bottom of the Edit page.
- 4. Enter the name of the new section.
- 5. Click Create Section. The new section appears at the bottom of the sections (and above No Section Assigned).
- 6. Use the steps in the add or move procedure above to add details to this section.

#### To sort all sections

To sort the details for all sections in alphabetical order, scroll to the bottom of the page and click Sort All.

## To work with sub-resources

- 1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
- 2. Click Customize Resource Detail View. The Edit Resource Detail View Sections page opens.
- 3. Click **Sub-resources**. The *Edit Sub Resource Details View Sections* page opens.
- 4. Click a resource type's name (in the left pane) to view associated status types (in the right pane).
- 5. To include a sub-resource type, select its check box in the left pane.
- 6. In the right pane, select the check box for each status type you want to include, or clear the check box to exclude it.
- 7. To re-order the status types list (right pane), click and drag a status type to the appropriate spot in the list.
- 8. To re-order the sub-resource types (left pane), click and drag a type to the appropriate spot in the list.
- 9. To sort all sub-resources and status types in alphabetical order, click Sort All.
- 10. Click Save.