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## SharePoint Document Library Views

### SharePoint Document Library Views

To create an initial Document Library View that other Views will be based on:

1. Click Settings>Document Library Settings>Create View>Standard View.
2. Give the View a name; do not use spaces, instead use an underscore.
3. Check or uncheck the Column boxes according to the lists below.
4. Once the first view is created, you can create the next View based on the first view you created. This will save a lot of time.

### Create Views Based on Existing Views

1. To create a View based on the first view, click Settings>Create View>Start From Existing View and select the view you want to use.
2. Give the view a unique name, do not use spaces, instead use an underscore.
3. Copy and paste the link into the Views Links document for use later on the Web Part Pages you will create.

### Facility View

1. Type - Linked to Document
2. Facility
3. Project
4. State
5. Program
6. District
7. Doc Type
8. Separate Drawing

Sort by Facility, then by Project. Filter by Facility, use Equal To if using the full name of the Facility or use Contains if using a partial Facility name.

### District Office View

1. Type - Linked to Document
2. District Office
3. Facility
4. Project
5. State
6. Program
7. Doc Type
8. Separate Drawing

Sort by District Office, then by Field Office. Filter by Facility, use Equal To if using the full name of the Facility or use Contains if using a partial Facility name.

### Doc Type View

1. Type - Linked to Document
2. Doc Type
3. Project
4. Facility
5. District Office
6. Program
7. Separate Drawing

Sort by Document Type, then by District Office. Filter by Facility, use Equal To if using the full name of the Facility or use Contains if using a partial Facility name.

Group by Document Type, Display 10 items per page

[Wiki Home Page](#)

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