



## Save, Generate, Test, and Activate the View

At this point you have done all the basic things needed to create a view. You can proceed as follows at the top of the Edit View page.

Home / Manage Views / Edit View

Start Over Undo Recent Close Page Save All Generate View Test View Inactivate View Void View Clone View

Status: In process

Click Save All. Get this confirmation.

Start Over Undo Recent Close Page Save All Generate View Test View Activate View Void View Clone View

Status: All saved

Your work so far has been saved!

Click Generate View. Get this confirmation.

Start Over Undo Recent Close Page Save All Generate View Test View Activate View Void View Clone View

Status: Generated

Generate View succeeded!

Click Test View (Optional). See the data that is generated. Export to Excel if you wish.

Print Export to file Close

| SalesOrderHeaderId | ShipToId | DateOrdered | SalesOrderHeaderNote | SalesOrderItemId | OurItemCode | StatusId | DateDeliveryRequested |
|--------------------|----------|-------------|----------------------|------------------|-------------|----------|-----------------------|
| 121004             | 19       | 02/02/2017  |                      | 121004-01        | MB-AZ       | 40       | 02/23/2017            |

Click Activate View. Get this confirmation.

Click Close Page. You're done.

Start Over Undo Recent Close Page Save All Generate View Test View Inactivate View Void View Clone View

Status: Active

Activate view succeeded!