

# How to Pin Grid Views

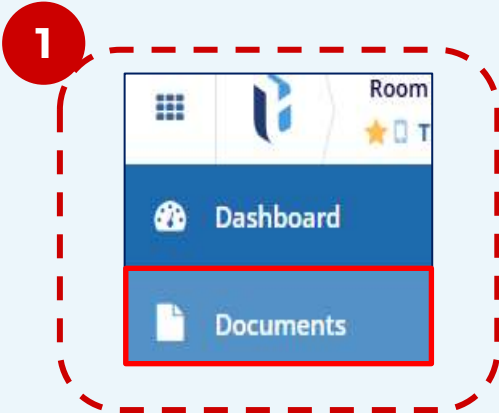
TI version 10.7

APPLICABLE TO:

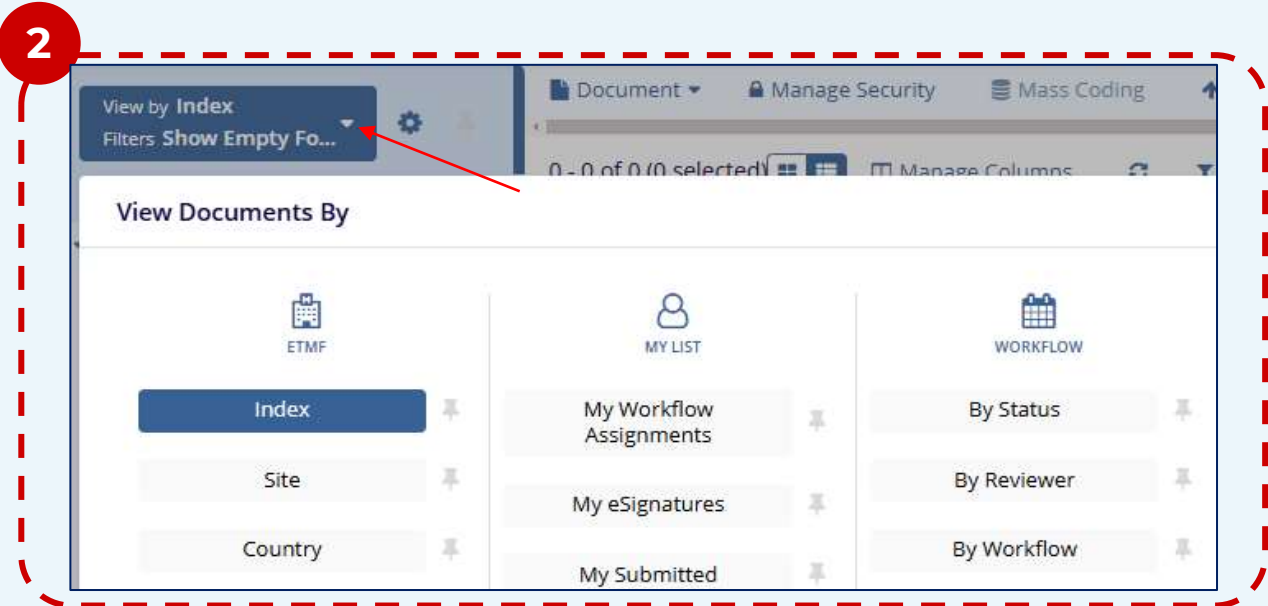
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Users can ‘pin’ their most-used grid views for faster access.  
This job aid guides users through the process of setting up multiple ‘pins.’

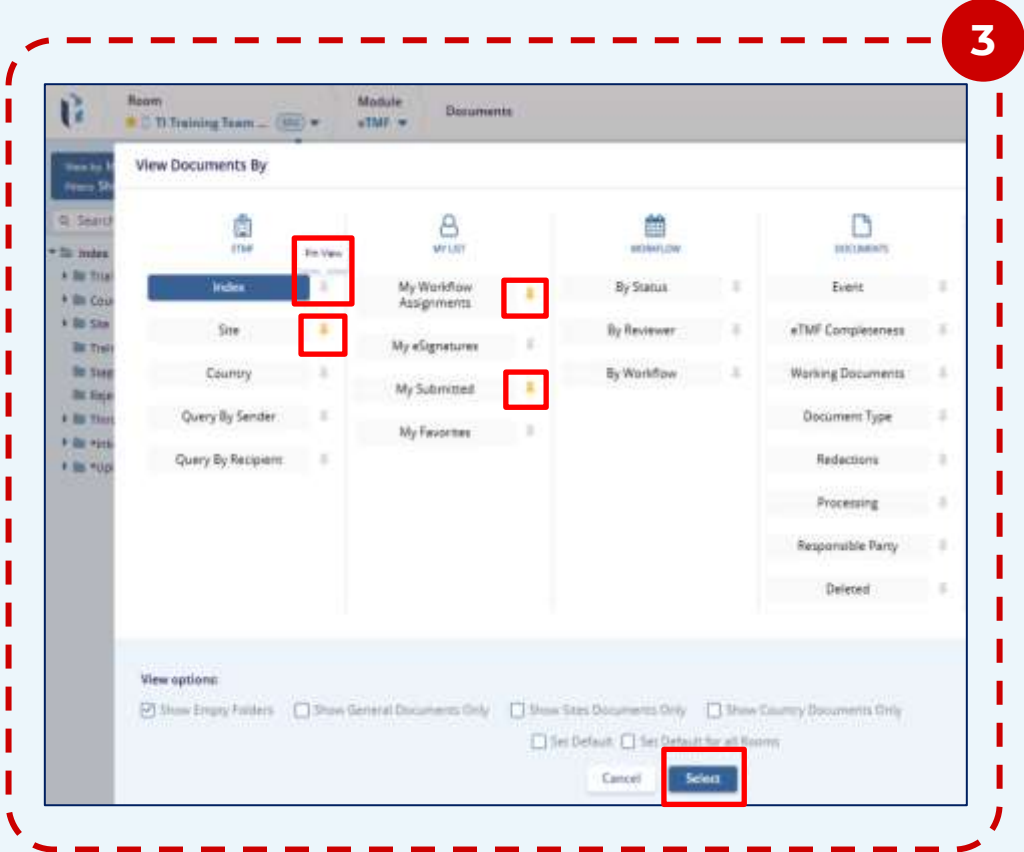
1 Enter a room and click the **Documents Module** using the Navigation Bar on the left.



2 Click the drop-down arrow in the **View By** pane to expand the full menu of available views



3 Click on the thumbtack icon next to each of the views you wish to pin then click **Select**



**4** From this point on, whenever you access the view selector, you will see your pinned views and your chosen default view only.

Click **All Views** to see the full selection menu



**5** You can quickly pin/unpin your currently selected view by clicking on the thumbtack icon next to the view selector.

