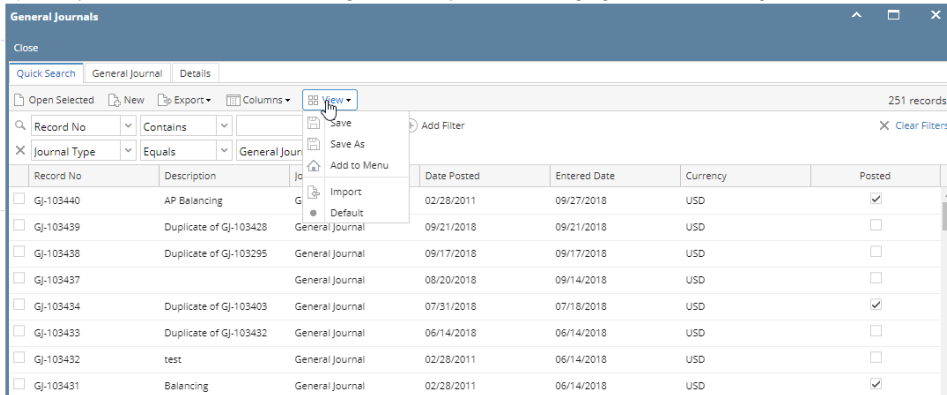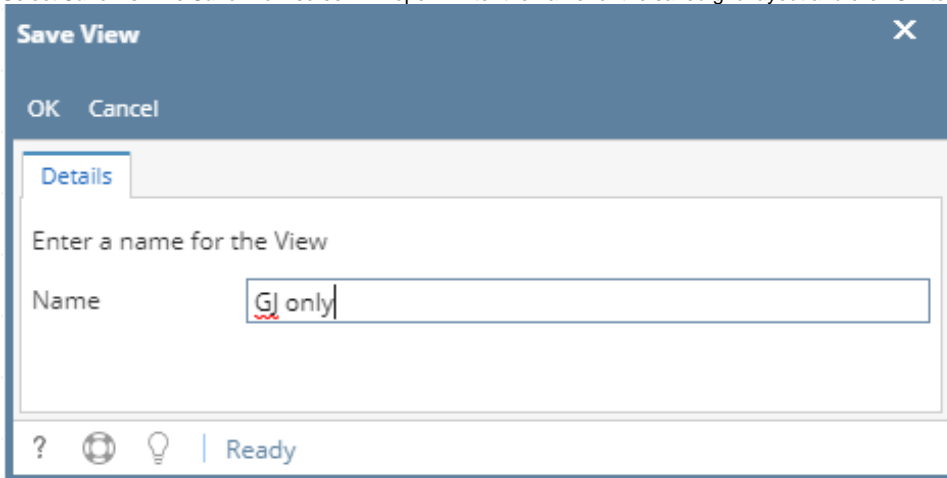# How to Create a Custom Tab on Search Screens

The View button is available on Search screens and some screens that have grid. The following will guide you on how to use the View button.
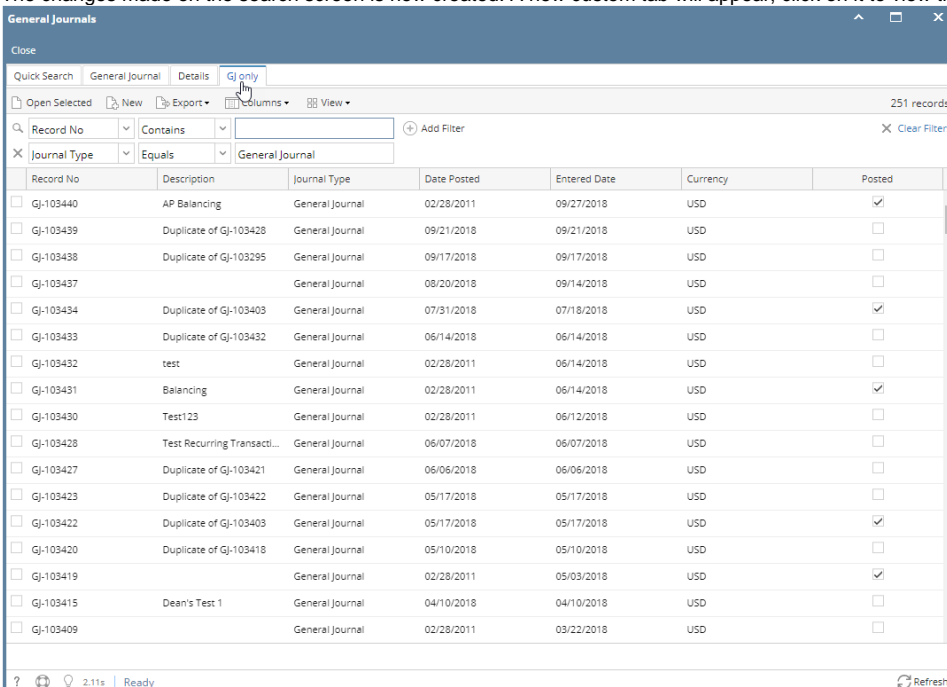
1. Open any search screen, make a change on the layout, ex: changing the size or hiding a column, and click or hover on **View button**.

2. Select **Save As**. The **Save View** screen will open. Enter the name for the saved grid layout and click **OK** toolbar button to save it.

3. The changes made on the search screen is now created. A new custom tab will appear, click on it to view the new layout.

4. Click on the Custom tab then the View button, the following can be done to the saved custom tab:
   a. **Save** - if there are more changes to the saved view
   b. **Save As** - to create a new custom tab based on the filter/layout

c. **Add to Menu** - Add the custom tab as a custom menu of the module
d. **Import** - Import a different layout for the view
e. **Export** - Export the layout of the view
f. **Delete** - delete the custom tab