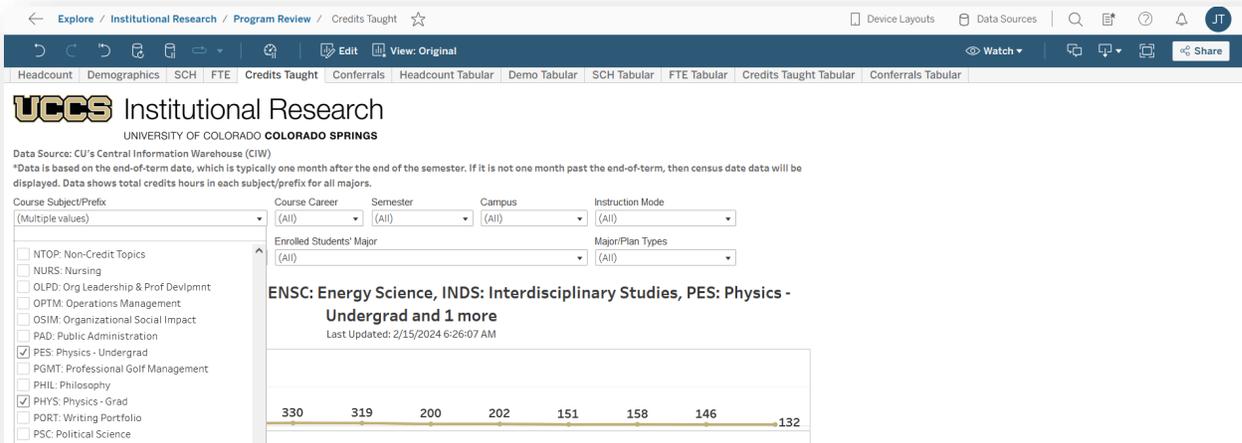
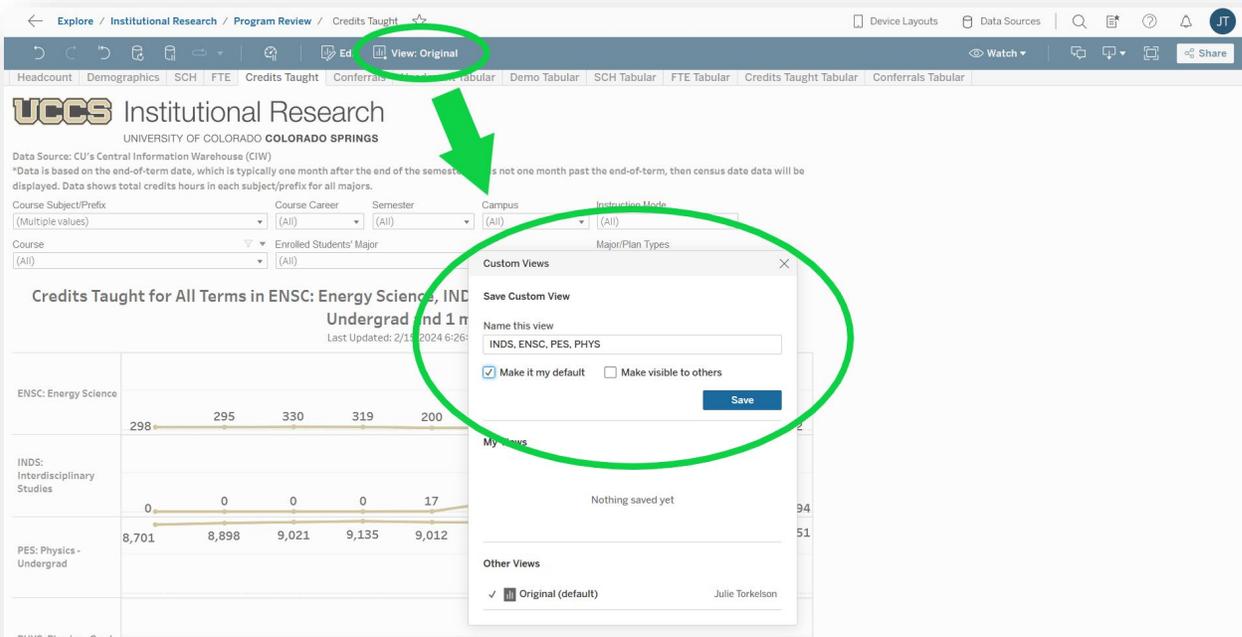


# Customizing a View in Tableau and Adding to Favorites

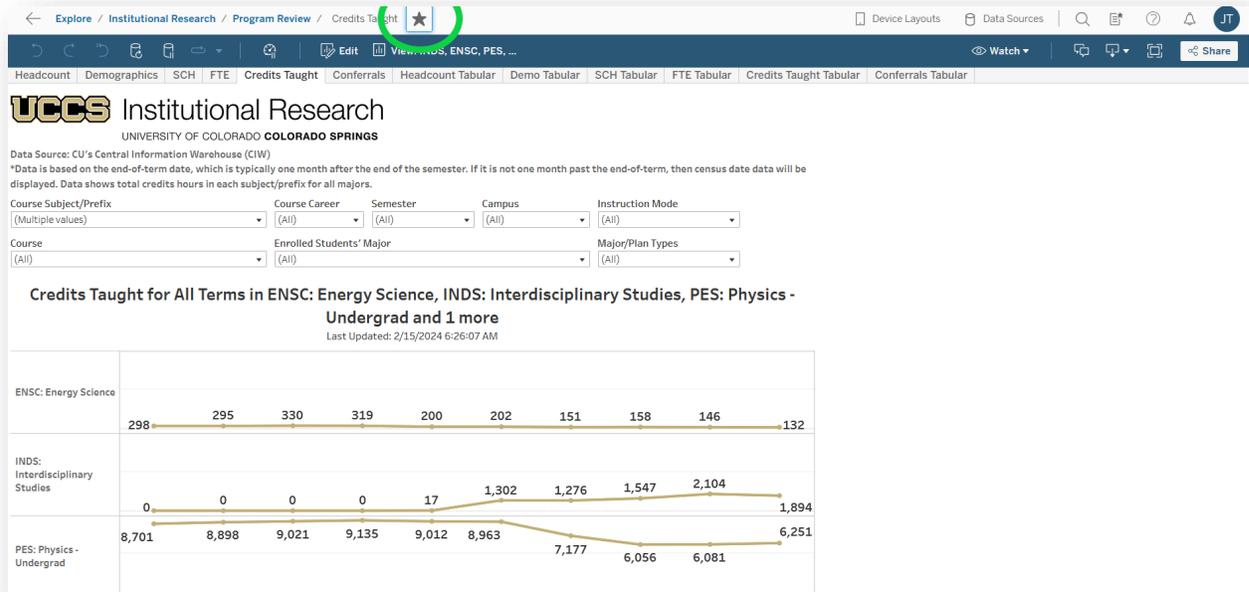
1) Select the appropriate filters for your College/Department/Area.



2) Click View Original and Name this view. Click the checkbox, “Make it my default” and click the Save button. Next time you visit this worksheet/tab, this view will now automatically show up.



3) Add the particular worksheet/tab to your list of favorites by clicking the star icon.



4) Next time visiting <https://viz.cu.edu>, click Favorites along the lefthand side. Now, you will see the particular worksheet/tab listed.

