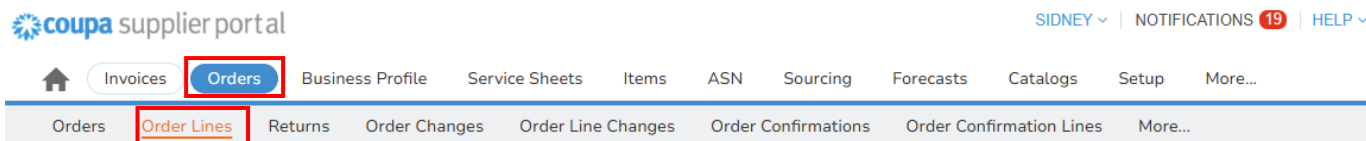


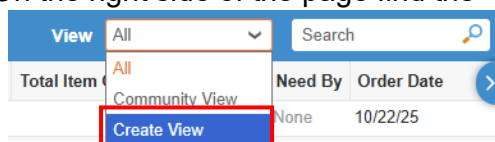
Quick Reference Guide – Adding Community name to PO View

This guide shows how to create a View in the CSP to see the Community name on the Orders Screen.
 *Note this is done on the Order Lines subtab

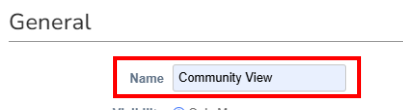
1. From the home page open the 'Orders' tab and then the 'Order Lines' subtab



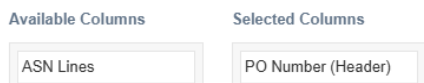
2. On the right side of the page find the 'View' dropdown menu and select 'Create View'



3. Name your view



4. In the Columns section, the Selected Columns are what you will see in your view. You can add objects to your view by clicking and dragging from the left (Available Columns) to the right (Selected Columns) and remove objects from your view by moving from the right to the left. You can also re-order the view by moving objects up and down in the right column



5. Find "Shipping Address (Header)" in the left column, click and drag it to the right column



6. Move "Shipping Address (Header)" to the top to make it the first column in your view
7. Click 'Save' at the bottom. Your view is now available in the Order Lines subtab

