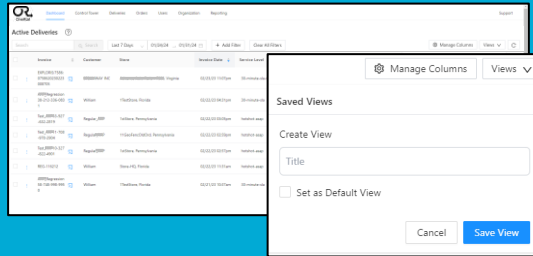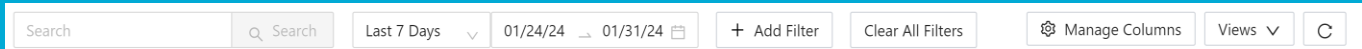# Default Filters
OneRail

The Default View allows the user to create a default view of filtered data that is saved regardless if the user logs out and back in.


Creating Default View

Default Views can be set on the Dashboard, Deliveries and Orders pages.
As different pages have different data focuses, one page's default view will not carry over to another. You will need to create a Default View for each available page.

To create your default view:
1. Apply all filters desired for the default view (*Dates, Order ID criteria, status, location(s), etc.*).
   Select **Clear All Filters** if needed to start over.
2. Select **Views** in the upper right-hand corner of the screen.
3. Under "Create View", create a title for the view.
4. Select the "Set as Default View" button.
5. Select **Save View**.
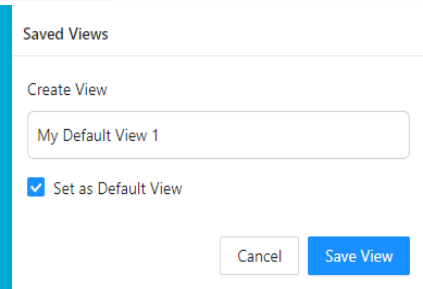
Additional Saved Views

Additional views can be created and saved using the steps above.

Change the page's view by selecting one of the additional Saved views under the Views dropdown.
   ✓ -Check mark indicates which view you are on.
   ★ -Blue star identifies the Default View.
      Change the default view by selecting the star.
   🗑 -Delete saved view.

To edit a saved view:
1. Apply all filters to reflect the edited view.
2. Select the Edit icon ✎ next to the view to be edited in the Views dropdown.
3. **Save View**.