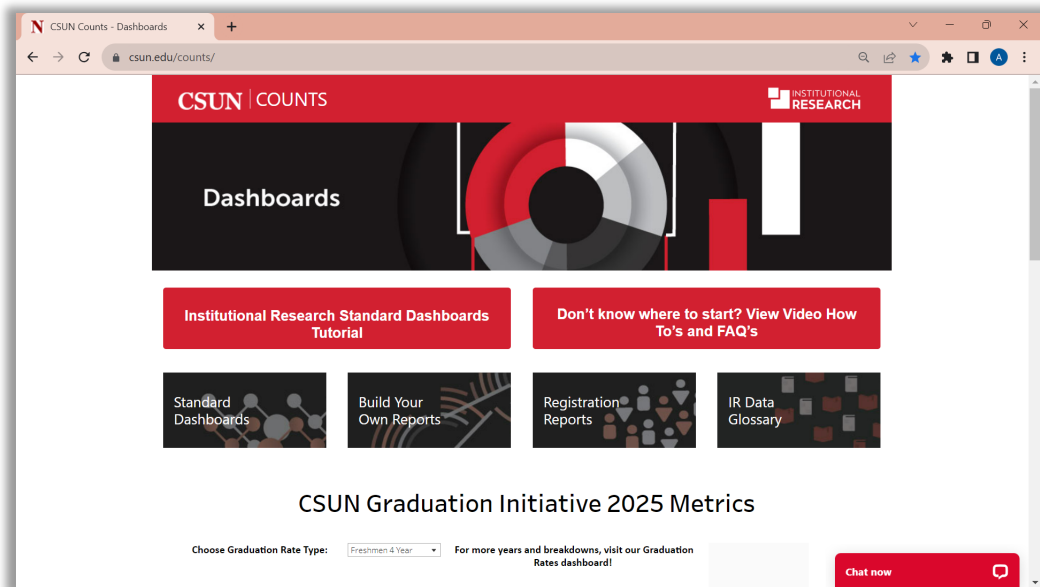


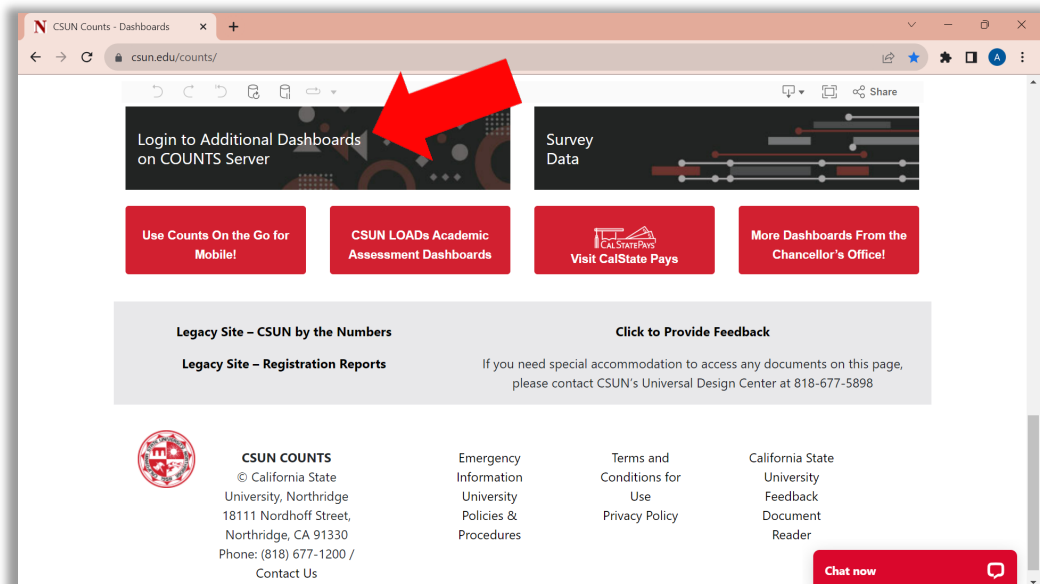
## Creating a Custom View for IR Dashboards

A custom view allows you to save a specific view along with filter selections and sorting on a published dashboard. This can be helpful if you find yourself repeatedly applying the same filters on a dashboard to fit your specific data needs.

1. Start on the CSUN Counts page: <https://www.csun.edu/counts/>



2. Scroll to the bottom of the page, select “Login to Additional Dashboards...”



### 3. Sign in to the Tableau server by using your CSUN user ID and password.

CSUN Central Authentication

shibboleth.csun.edu/idp/profile/SAML2/POST/SSO?execution=e1s2

CSUN

Skip Nav | Accessibility | Calendar | Directory | A to Z | Webmail | Submit

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**Navigation**

[Forgot My Password](#)  
[Forgot My User ID](#)

**Login**

Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.

For increased security, your connection will expire after 27 minutes of inactivity.

User ID:

Password:

**Need Help?**

CSUN Users  
[IT Help Center](#)

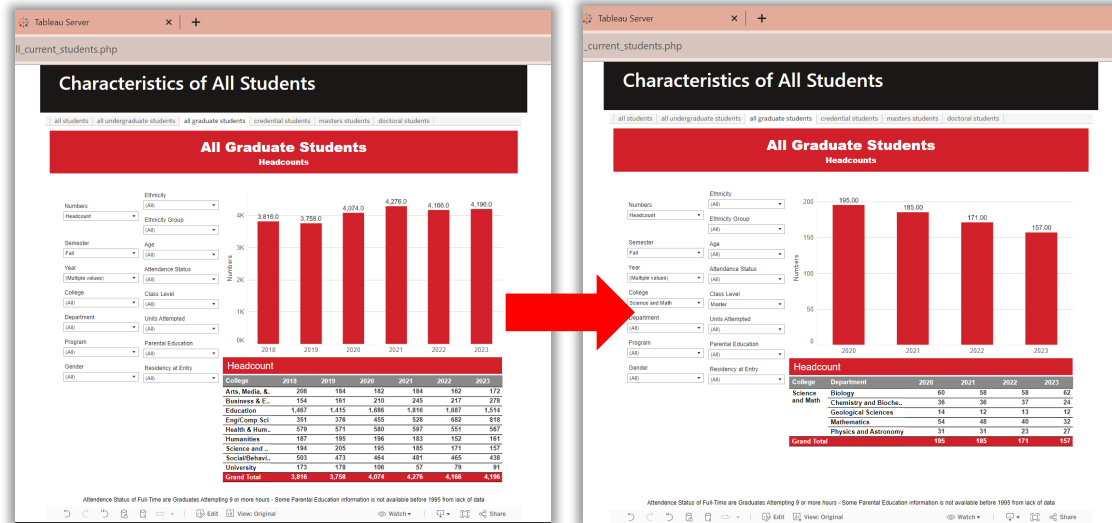
Chancellor's Office Users  
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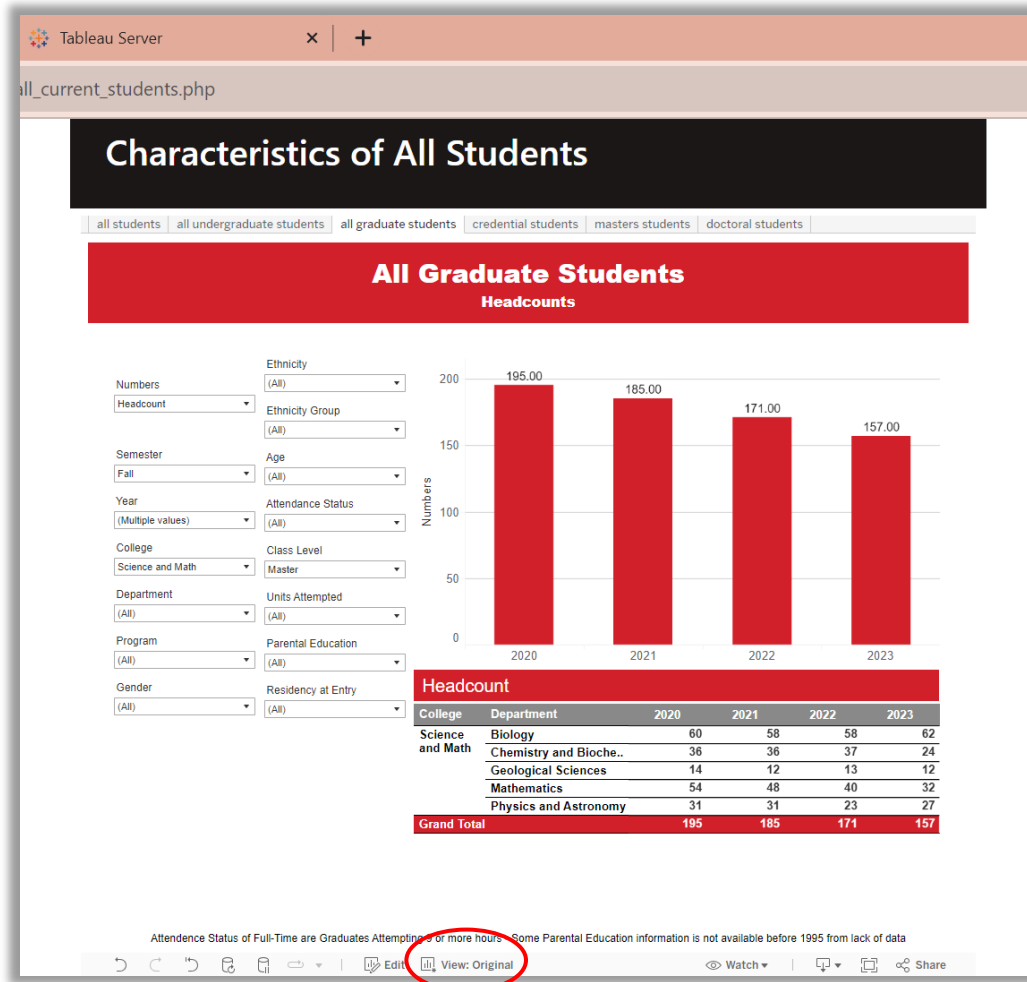
### 4. Select the dashboard you are interested in viewing.

- a. **Note:** To follow the example below, please go to <https://www.csun.edu/counts/> -> Standard Dashboards -> Characteristics of All Students -> All Graduate Students

### 5. Select the filters you want to save.



6. Click the “View: Original” icon in the center of the bottom gray banner.



## 7. Name this custom view.

- Optional:** Select the box “Make it my default” if you would like the view to display every time you are logged in and visit the dashboard.
- Note:** Do not select “Make visible to others.”

The screenshot shows the Tableau Server interface with a 'Custom Views' dialog box open. The dialog box has a 'Name this view' field with the text 'CSM, Master Level, 2020-2023'. Below this field are two checkboxes: 'Make it my default' (checked) and 'Make visible to others' (unchecked). A red arrow points to the 'Save' button. The background shows a bar chart of headcounts by year (2020-2023) and a table of headcounts by department.

Year	2020	2021	2022	2023
Grand Total	195	185	171	157

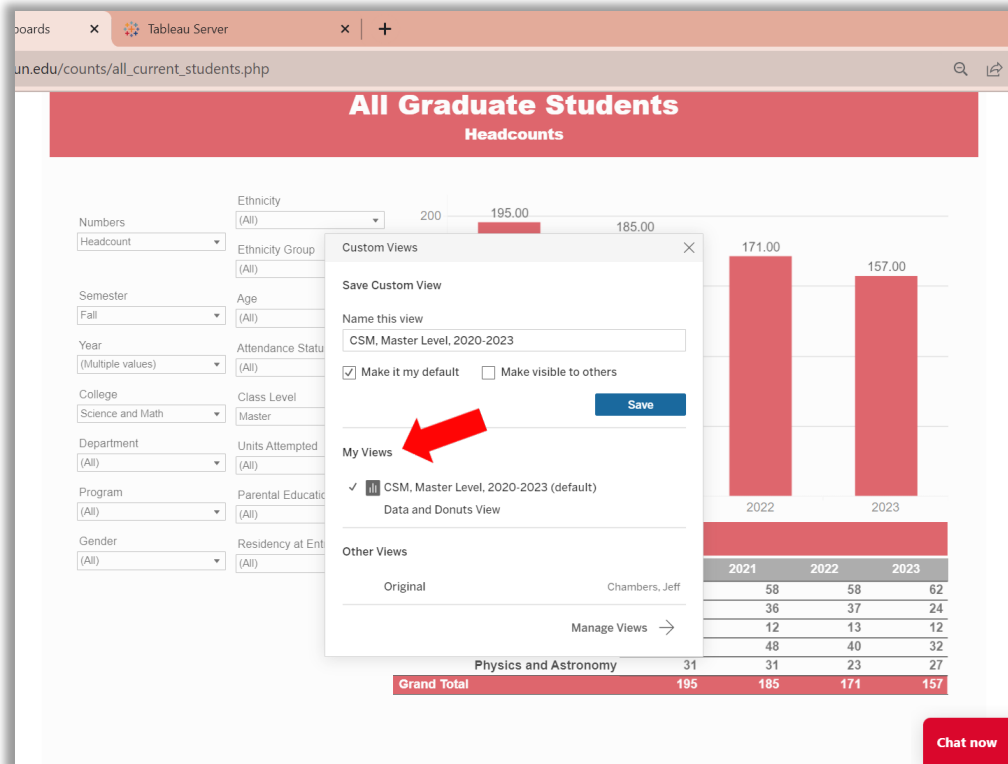
## 8. Make sure you save your custom view!

## 9. You can now see which display you are viewing in the center of the bottom gray banner.

The screenshot shows the Tableau Server interface with the 'All Graduate Students Headcounts' dashboard. The dashboard includes a bar chart of headcounts by year (2020-2023) and a table of headcounts by department. The bottom gray banner shows the current view: 'View: CSM, Master Level...'.

College	Department	2020	2021	2022	2023
Science and Math	Biology	60	58	58	62
	Chemistry and Bioche...	36	36	37	24
	Geological Sciences	14	12	13	12
	Mathematics	54	48	40	32
	Physics and Astronomy	31	31	23	27
Grand Total		195	185	171	157

10. Whenever you are signed in to the Tableau server, you can see your saved custom views under the “My Views” header.

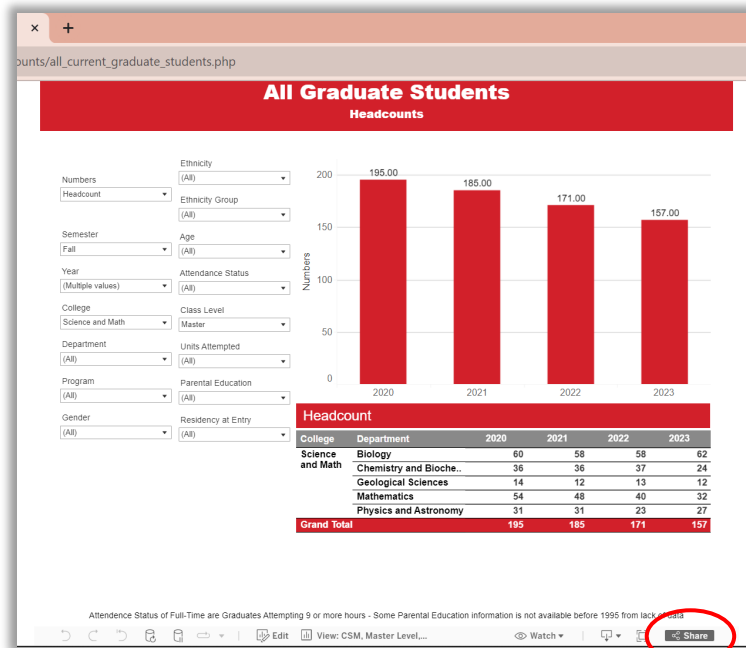


Need extra help? Contact us at [ir@csun.edu](mailto:ir@csun.edu) or visit our contact page to find the Data Consultant assigned to your department! <https://www.csun.edu/institutional-research/contact-us>

## Sharing a Custom View with Other Users

You can also share your custom view with other CSUN users. This allows the other user to see the same filtered view that you have saved as a custom view. Now, instead of sending screenshots, you can send a link with the selected filters displayed!

1. Select the share button on the bottom right side of the gray banner.



2. Select 'Copy Link' to add to your clipboard, share the link with others!

