

Change the Default View

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Permissions

You will require the following permissions:

- The relevant item role that allows you to claim these expense types.

As an administrator, you can set the default view within Assure Expenses to display the same information to all users.

Note: These changes will not apply to users who have tailored their own views.

1. Navigate from the **Home** page to **Administrative Settings | Tailoring | Default View**.
2. In the **Set-Up View** page you will see two columns representing the **available fields** (left) and the **selected fields** (right).
3. Click on the  next to a field to drill down into that field. Once you have found the field that you want to display in the view, select the checkbox and then click  to move it to the 'selected' column on the right. Likewise, you can click on a field in the right column that you would like to remove and then click  to remove it from the view.

Set-Up View

Fields

<input checked="" type="checkbox"/> Access Roles	
<input checked="" type="checkbox"/> Additional Fields	
<input checked="" type="checkbox"/> Addresses	
<input checked="" type="checkbox"/> Addresses (From)	
<input checked="" type="checkbox"/> Addresses (To)	
<input checked="" type="checkbox"/> Advances	
<input type="checkbox"/> Advance Name	
<input type="checkbox"/> Exchange Rate	
<input type="checkbox"/> Foreign Currency Amount	
<input checked="" type="checkbox"/> Allowances	
<input checked="" type="checkbox"/> Budget Holders	
<input checked="" type="checkbox"/> Claim Details	
<input checked="" type="checkbox"/> Contract Details	
<input checked="" type="checkbox"/> Contract Products	
<input checked="" type="checkbox"/> Corporate Card Statement Details	
<input checked="" type="checkbox"/> Cost Codes	
<input checked="" type="checkbox"/> Credit Card Statement Details	
<input checked="" type="checkbox"/> Currencies	
<input checked="" type="checkbox"/> Departments	
<input checked="" type="checkbox"/> Document Merge Projects	
<input checked="" type="checkbox"/> Employee Details	
<input checked="" type="checkbox"/> ESR_Elements	
<input checked="" type="checkbox"/> Expense Categories	
<input checked="" type="checkbox"/> Expense Item Details	
<input checked="" type="checkbox"/> Expense Items	
<input checked="" type="checkbox"/> Expense validation criteria	
<input checked="" type="checkbox"/> Fields	
<input checked="" type="checkbox"/> Financial Years	

Number of Miles	
Date of Expense	
Expense Item	
Reason	
Other Details	
NET	
VAT	
Total	
Amount Payable	

4. Once you have defined all of the fields that you want on the view, click the **Save** button.

Note: Changes to views can also be done at a user level. To make changes individually, see [Change your View](#).
