

Table View

The table view displays a list of all records for the table and allows you to perform actions, such as editing and creating new records.

The screenshot shows a table view interface with several components highlighted by callouts:

- Table Label:** Points to the table name "Contracts".
- Main Search Block:** Points to the search input field containing "-TEXT-" and the search criteria "contains".
- Action Bar:** Points to the toolbar containing "New", "Copy", "Actions", "Views", "Search", and "Mark as Signed".
- Table Header:** Points to the table header row with columns: Edit, ID, Contract Title, Company Name, Status, and Contract End Date.
- Records:** Points to the list of records in the table.
- Saved Search:** Points to the search criteria "Renewal Notification Date Changed" in the search block.

Edit	ID	Contract Title	Company Name	Status	Contract End Date
<input type="checkbox"/>	265	Goods and Services Contract with OF Hampton Noir	OF Hampton Noir	Draft	Jun 16 2008
<input type="checkbox"/>	264	Goods and Services Contract with Petersmith Smog	Petersmith Smog	Draft	Jun 04 1999
<input type="checkbox"/>	263	Goods and Services Contract with Jackson Limo	Jackson Limo	Draft	Jun 11 1992
<input type="checkbox"/>	262	Goods and Services Contract with Lucky Sue	Lucky Sue	Draft	Aug 09 2008
<input type="checkbox"/>	261	Goods and Services Contract with Jolly Happy Friend Time	Jolly Happy Friend Time	Draft	May 29 1993
<input type="checkbox"/>	260	Goods and Services Contract with IceSCREAMs	IceSCREAMs	Draft	Jan 31 1987
<input type="checkbox"/>	259	Goods and Services Contract with ABC Locksmithing	ABC Locksmithing	Draft	May 22 1991
<input type="checkbox"/>	258	Non-Disclosure Agreement Contract with Fredricksberg Forestry Service	Fredricksberg Forestry Service	Draft	Nov 04 1986
<input type="checkbox"/>	257	Non-Disclosure Agreement Contract with Of Hampton Noir	Of Hampton Noir	Draft	Jul 13 2007
<input type="checkbox"/>	256	Non-Disclosure Agreement Contract with Petersmith Smog	Petersmith Smog	Draft	Sep 05 1997

- The list of visible records depends on the user's permission settings and whether a [saved search](#) is applied to the table.

Note: If a saved search has been applied, the name of the search appears next to the table name in the view. This is helpful to identify when a table view has been filtered.

- The Table Summary at the top of the table shows the number of records in the table view. If any search criteria is currently applied, you see the link "Click for details..."

Status: 16 record(s) found, 2 page(s) [Click for details....](#)

Click this link to see the search criteria.

Status: 16 record(s) found, 2 page(s) (Search: Company Roles~='Manufacturer').

- Below the Table Summary is a collapsible search block, followed by the Action Bar. To collapse or expand the search block, click Search on the Action Bar.
- The Action Bar is a toolbar containing icons and links for actions like Search, New Records, Delete Records, or Mass Edit Records. Action bars appear above the records in table views. Some actions require users to select checkboxes in the checkbox column to determine which records are affected by the action.

- The header row shows a field name above each column. You can sort the table according to the values in a field by clicking the field name in the header row. See [Sorting Records in Table Views](#) for more details.
- The checkbox column lets users select or deselect one or more records on which to perform actions in the Action Bar, such as Delete, Copy, Link, Mass Edit, and Email. To select all records, select the checkbox in the header row, and then choose whether to select the records on this page only or all records found by the current filter.

