Go to **Processes** and click on **Add View**
CUSTOM VIEW OF COMMITMENTS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Project Number</td>
<td>Process</td>
<td>Project Manager</td>
<td>Subject</td>
<td>Current Step</td>
<td>Process Age</td>
</tr>
</tbody>
</table>

Sort View

Sort Column: Current Step  ▼  Ascending □ Descending
**CUSTOM VIEW OF COMMITMENT CHANGES**

**Edit View**

**View Name**

- **Name:** CO in Process

**Search Criteria**

- **Search in:** Processes Initiated By Me, Processes In My Court, All Processes
- **Process Type:** Change Order (CO)
- **Search Rule #1:** Open, equals, Yes

**Columns Displayed (numbered left to right)**

- Column 1: Project Name
- Column 3: Process
- Column 5: Subject
- Column 7: Step Age
- Column 2: Project Number
- Column 4: Project Manager
- Column 6: Current Step
- Column 8: Process Age

**Sort View**

- **Sort Column:** Current Step
CUSTOM VIEW OF INVOICE APPROVALS