How to Create and Use Views in Collibra

Note: The UNCG EDG Team has customized default views to create ease in usability of the catalog. If you have a view you would like added for all users, or a suggestion to a current view that would benefit all users, please email our team.

1. Please go to the UNCG Collibra in your browser (https://uncg.collibra.com/).

2. Navigate to the Domain (Glossary, Logical Data Dictionary, etc.) you wish to work and toggle views in.

3. Use the Display Option icon to edit fields in your view by rearranging those already visible or

4. Click in Select fields to add new fields

5. Once you have added necessary fields and they are in order, click Save.

6. Use the Display Option icon to further customize your view with:

   a. change rows per page

   b. wrap text, or

   c. change the display mode

7. If your view is to your liking, click Save As View to Name and Describe your view.

8. Sharing Options include (Screenshot of correct Save As criteria shown below):

   a. Public- everyone on the catalog can see and use your view.

   b. **Private- only you can see and use your view** (your recommendation per UNCG EDG Team).

   c. Share with specific roles, groups, & users.

9. Promote Item options include:

   a. Default- View will default for all users who navigate to this domain.

b. **Pin- View will stay in your drop-down Views List** (your recommendation per UNCG EDG Team).

10. Click Save
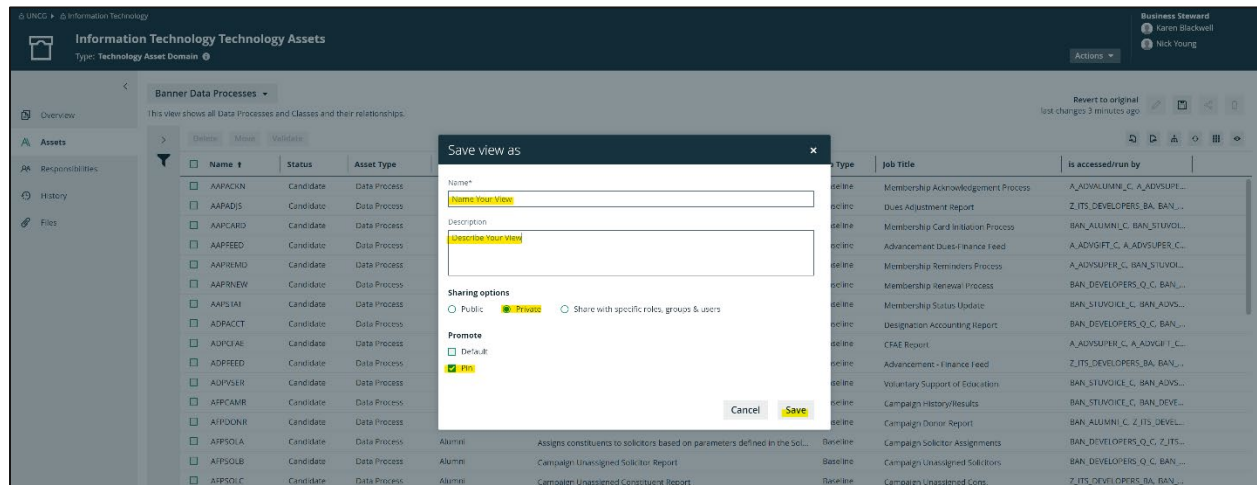
For more information on Creating or Using Views in Collibra, visit [Collibra Documentation](#).