## WFA – DTD - Set up Default Views for Users

Have the user Logon

Drill into required Metric



Click on “Create New View” button

Select the required Columns



Then click on “Save As” button, Type in default view name, then the “Return” button.

New view will appear. Click on the “Set Default” button.

This will now be the default view for this user.

Click on Close to leave DTD windows.

