

List View Configuration (2026-03 Release)

With this release, we're introducing a new way to manage candidates. List Views allow you to manage candidates in an actionable way through configurable lists in MSR — think "Hot Candidates This Week" or "Available Candidates." Take action directly from the list by emailing, calling or WhatsApping, or instantly link candidates to the right vacancy, match list, or any other workflow.

With the column filter, you can quickly search within columns. Fields can also be edited directly inline. In addition, a fade-in panel has been added, with, for example, a Maia summary, so that you can view the most important information without fully opening the candidate.

Users can create their own personal view based on a Managed View by adding additional criteria. In this document, you'll learn how to set up managed list views and how users can interact with them.

Setup

Permissions

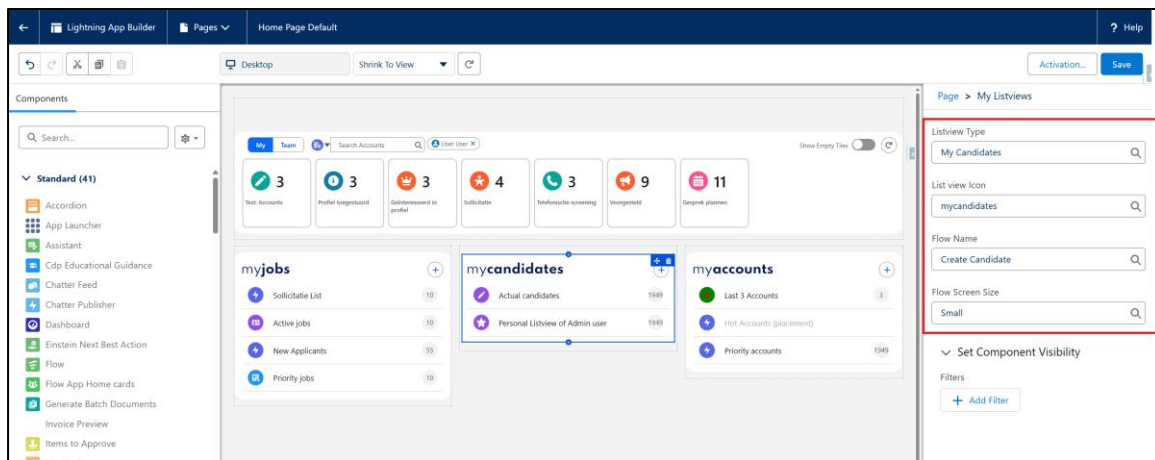
List views are stored in the existing List View, List View Column, and List View Constraints objects. Administrators and users must have read and write permissions on all fields of these objects. For administrators, the "List View Configuration" tab must also be visible.

Managed list views can only be maintained if the user has a custom permission. Assign the "Managed List View Configuration" permission set to users who will be setting up and maintaining lists, or add the custom "msf. Modify Corporate Listviews" to an existing permission set.

In the Workflow Action Settings object, a new "List View Type" (msf__Flexi_View_Type__c) field has been added to set action buttons for list views. Action buttons associated with a list view type are not shown in the workflow tiles. Administrators and users must have read and write permissions on this field. Also add this field to the page layout of the object.

Pagelay-out Homepage

Users can access the list views via a component on the Homepage.



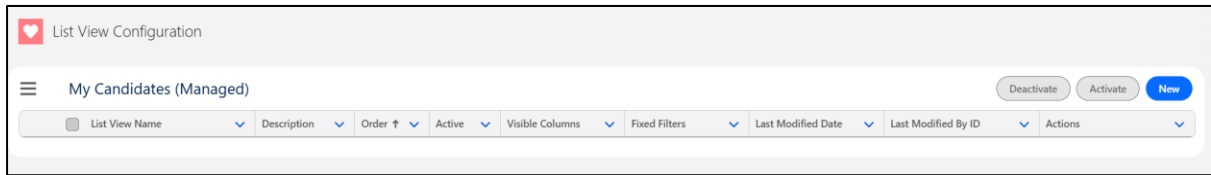
Customize the Homepage and place the “My listviews” component in the desired location. In the properties of the component, set the following:

- **List View Type:** set this to ‘My Candidates’.
- **List View Icon:** set this to ‘mycandidates’.
- **Flow Name:** optional — to be used to create a candidate via a screen flow.
- **Flow Screen Size:** Choose the screen size you want if you're using a screen flow.

Note: At this time, only candidate lists (myCandidates) are supported. In future releases, the list views will be expanded to include other entities.

Setting up a managed list view

Via the app launcher at the top left, choose “List View Configuration”:

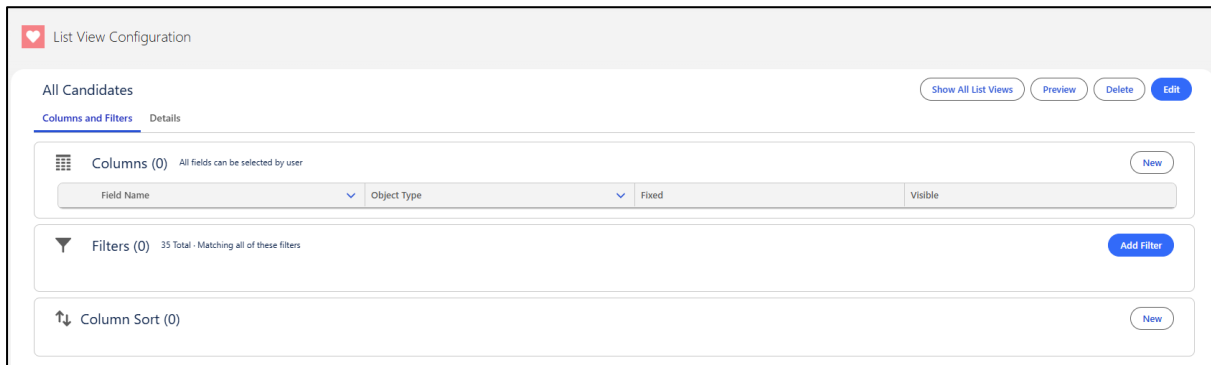


Click “New” to create a curated list view.

Set the following properties:

- **Name:** Give the list view a recognizable name.
- **Order:** Determine the order in which the list views will be displayed on the Homepage.
- **Description:** Auxiliary field to distinguish the list from other list views.
- **Screen flow as Fade-in:** Enter the API name of the flow in question. See the 'Fade-in' section below for more information.
- **Communication options:** select the desired actions: Call (connection with softphone), E-mail, SMS (requires SMS subscription) and/or WhatsApp (requires WhatsApp integration).

After saving, the list view detail page opens:

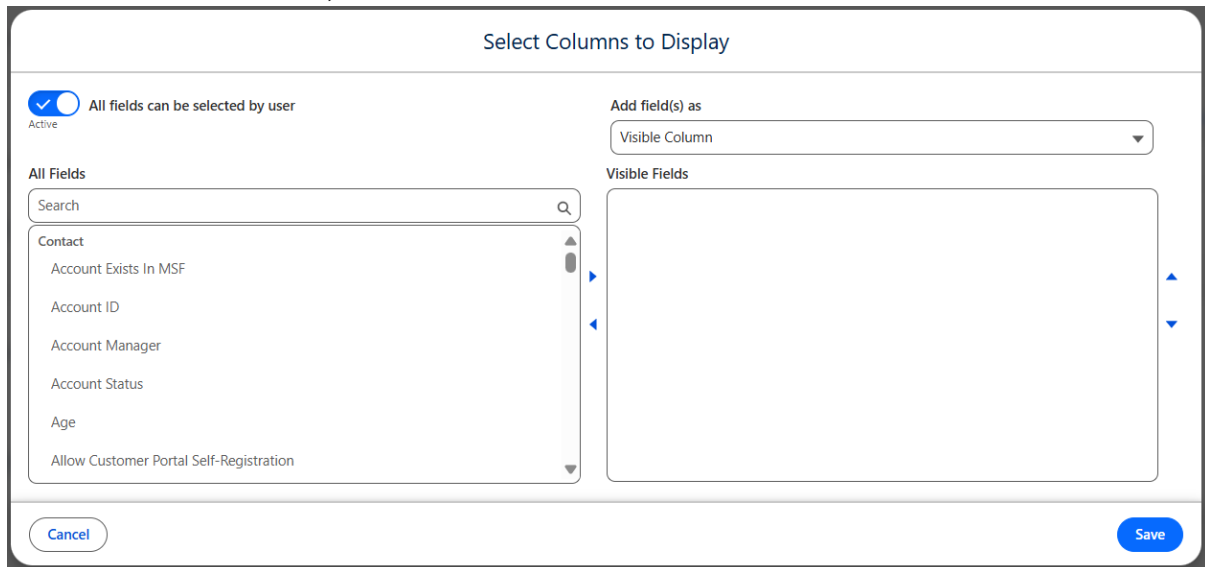


This page is made up of the sections Columns, Filters and Column sorting. The action buttons at the top allow you to:

- **Show all list views :** Back to the overview of all list views.
- **View:** Show the list view as the user sees it — even for inactive lists. Inactive list views aren't visible to users.
- **Delete:** Delete the list view
- **Edit:** Customize the properties defined in the previous step.

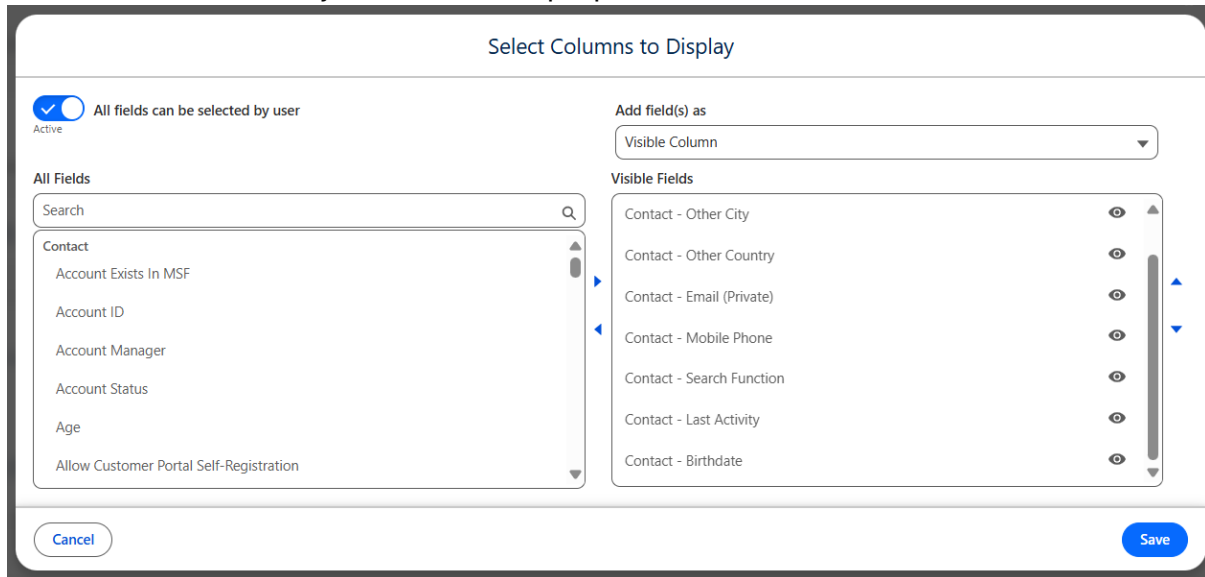
Add columns

In the Columns section, click "New" to define columns:

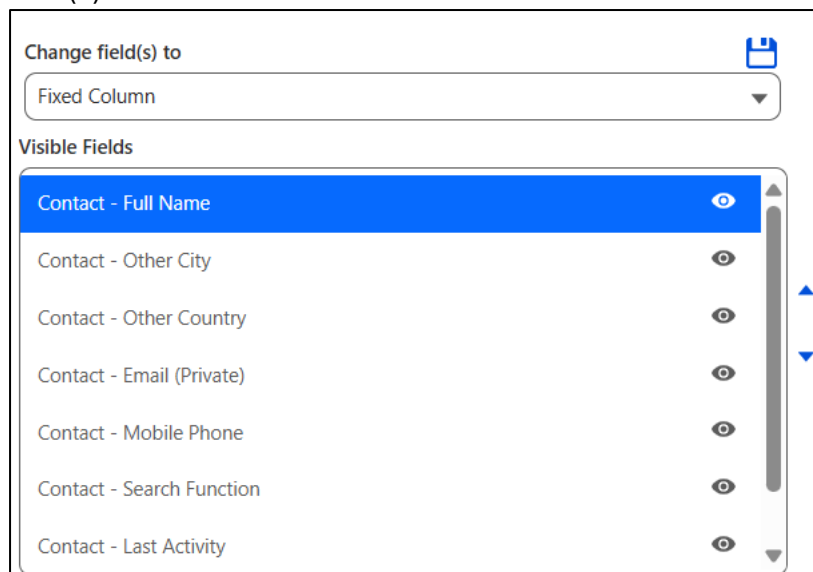


By default, the option “All fields can be selected by the user” is active. This means that you only have to define the columns you want; Users can add additional columns in their personal list view from any available fields on the Contact object.

If you don't want this, disable the option 'All fields can be selected by the user'. On the left, you will see all the available fields of the object Contact. Add the desired fields with the arrows and then adjust the order or properties:



By selecting one or more fields in the right window, you can pin a column via “Change field(s) to”.



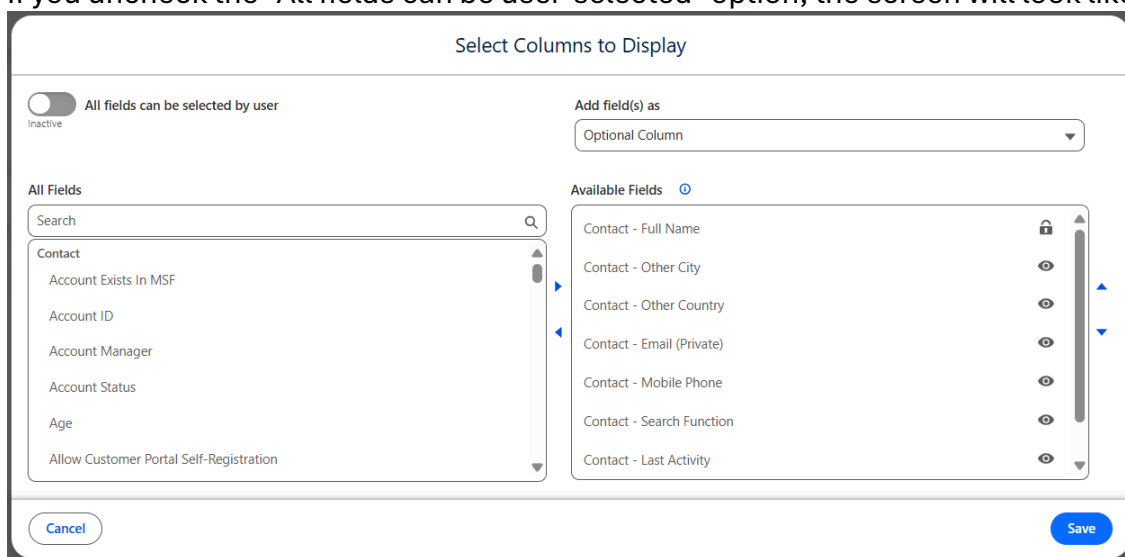
Pinned columns are at the top of the list and appear in the list view on the left. Users in Personal List Views can't reposition pinned columns. You can apply this change with the save icon.

The icon behind the field name indicates whether this is a fixed column or a visible column:



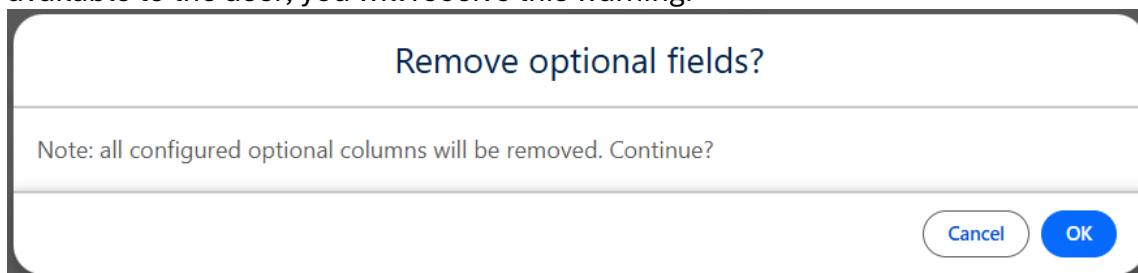
With the arrow keys on the right, you move a column.

If you uncheck the "All fields can be user-selected" option, the screen will look like this:



The "Add field(s) as" setting will automatically switch to "Optional column". These fields are then placed in the list below the last visible column, without a symbol.

If you have added optional columns and you switch back to the option that all fields are available to the user, you will receive this warning:



If you break this off, you return to the previous screen. If you continue, all optional columns will be hidden. If you save the column definition, the optional columns are removed from the list view definition.

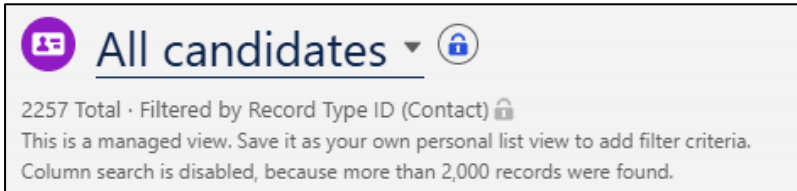
Once you've saved the column definition, you'll be taken back to the list view.

Add filters

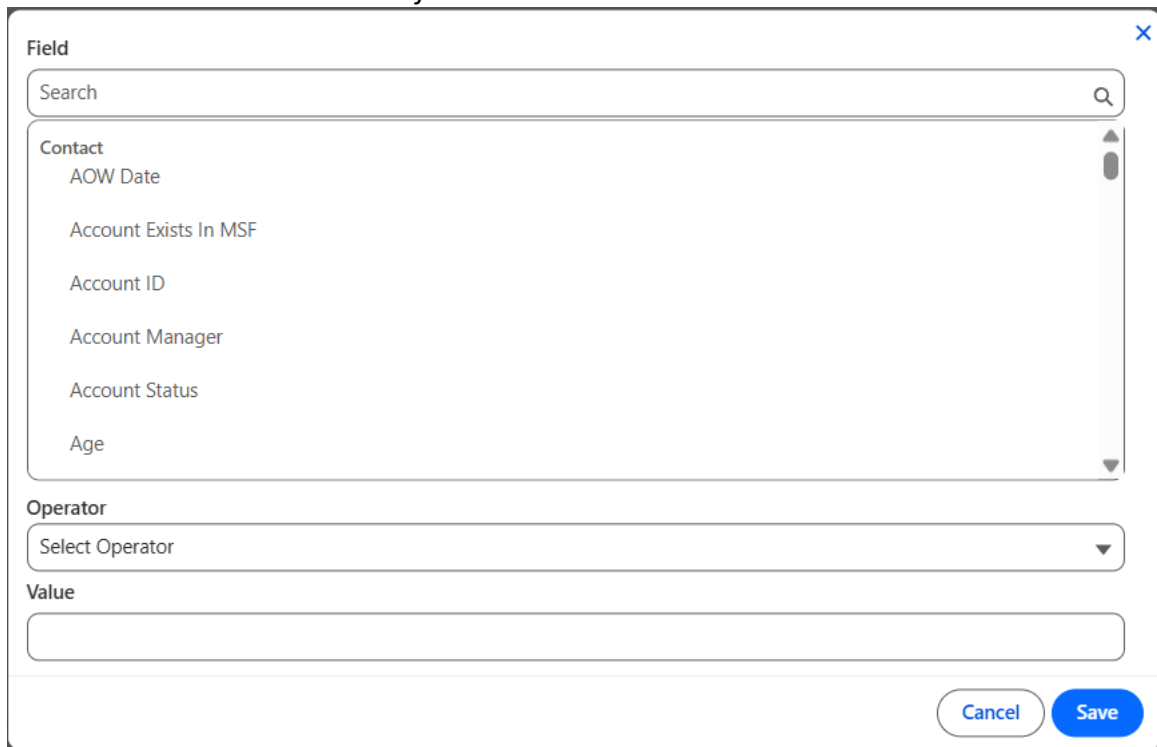
In the filter section, add the selection criteria for the list view. The number behind the filter shows how many records match the specified criteria:



Note: If more than 2,000 candidates meet the filter criteria, searching within columns is not possible. Therefore, make sure that the filters do not select more than 2,000 records. Users will see a notification if this limit is exceeded.



The "Add filter" button allows you to set these search criteria:

A dialog box with a white background and a thin border. At the top left is the label "Field" and at the top right is a close button (X). Below the label is a search input field with the placeholder text "Search" and a magnifying glass icon. Underneath is a scrollable list of fields under the heading "Contact": "AOW Date", "Account Exists In MSF", "Account ID", "Account Manager", "Account Status", and "Age". Below the list is a dropdown menu labeled "Operator" with the placeholder text "Select Operator". Underneath is an empty input field labeled "Value". At the bottom right are two buttons: "Cancel" and "Save".

Field

You can set criteria from the following items:

- Contact
- Employment Contract
- Job Application
- Match
- Placement
- Absence

If you enter a field name, all corresponding fields will be displayed, including the object name. If there are no fields in the object in question, you will only see the object names.

Special Fields

In addition to the database fields, a number of special fields are also available.

Person: Choose "Employment Contract Present", "Placement Present", or "Application Present" to quickly filter for candidates with at least one record of that type.

Application: Filter by "Status at any time." This will check whether a candidate's application has ever reached a certain status, regardless the current status.

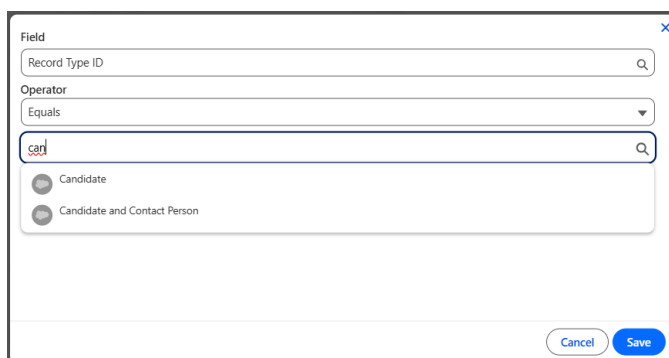
Operators and values

The available operators depend on the chosen field type. For example, text fields have "Contains", "Does not contain", "Equals", "Does not equal", "Is blank" and "Is not empty." For reference fields, only "Equals" and "Does not equal" are available.

Several field types have specific value possibilities:

Reference fields (ID fields): Type a search value and select one or more values.

Examples: Record Type, Team, Account:



The screenshot shows a dialog box titled "Field" with a close button (X) in the top right corner. It contains the following elements:

- A search field labeled "Record Type ID" with a magnifying glass icon on the right.
- An "Operator" dropdown menu currently showing "Equals".
- A search field containing the text "can" with a magnifying glass icon on the right.
- Two radio button options: "Candidate" (which is selected) and "Candidate and Contact Person".
- At the bottom right, there are two buttons: "Cancel" and "Save".

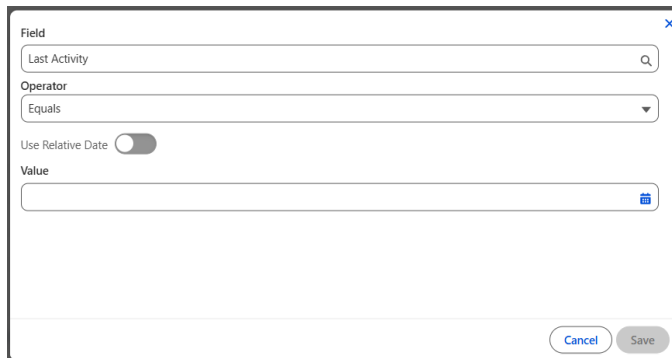
In the search field, enter the value and select one or more available values.

For reference fields to a user, for example Recruiter, Account Manager or Owner, you have this option:



In this type of field, you can select the 'Current user' option to dynamically apply the filter to the logged-in user. This allows each recruiter to see his or her own candidates.

Date fields

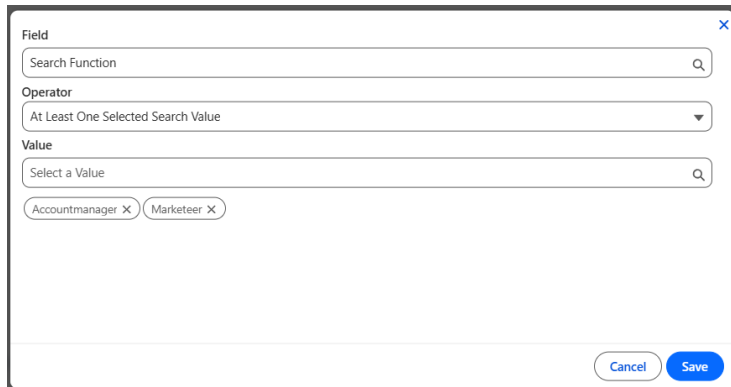


For date fields, you can choose to enter a date via the date picker, or use the 'Relative date' option with a date formula:

- When used with operators 'Equals', 'Does not equal': for example, NEXT_N_DAYS:14 (the next 14 days), LAST_N_DAYS:30 (the last 30 days), THIS_YEAR (current calendar year).
- In combination with operators 'Greater than', 'Greater or equal to', 'Less than', 'Less than or equal to': for example, YESTERDAY, TODAY, TOMORROW.

See the [Salesforce help page](#) for a full list of relative date filters.

Combo list values



For single or multiple combo lists, you can choose the relevant values from the list.

When changing the field, the operator and the entered value are always deleted again.

With “Save” you apply the filter. All filters are applied in combination with each other.

With the cross on the right, you remove the filter again. The “Remove All” option removes all filters.

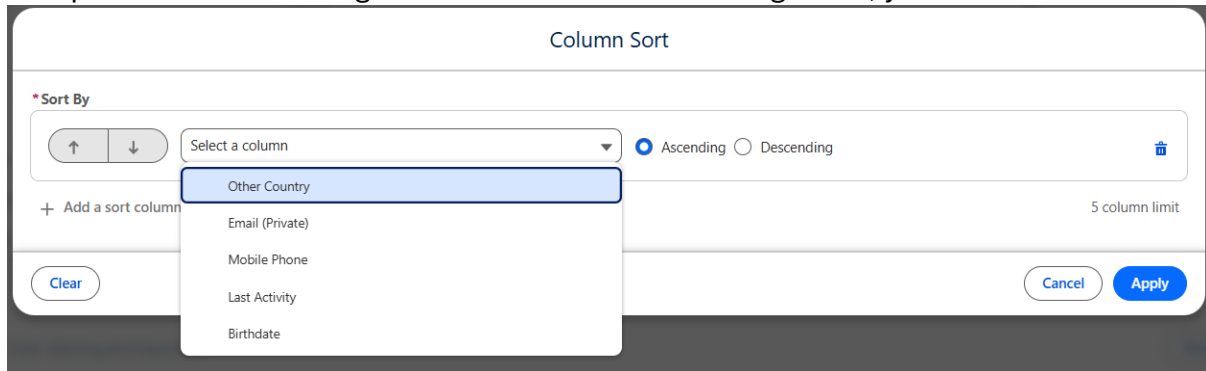
If you have applied filters that do not select any candidate, you will see that immediately:



Note: If you have set a relative filter to recruiter, for example, it is possible that no records are found for the user who sets up the list view.

Set up column sorting

In Personal List Views, users can always adjust the sorting by clicking the column title. If a specific default sorting order is relevant to the managed list, you can set it here:

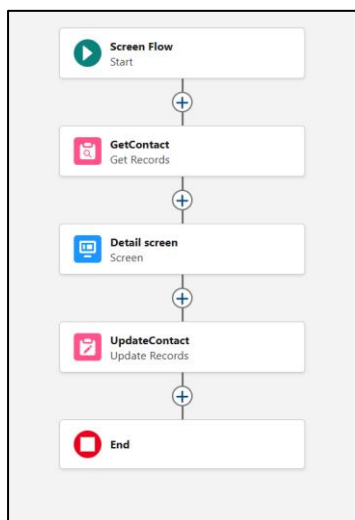


Choose the desired field, determine the sort order (ascending or descending), and add up to five columns for combined sorting if necessary. Sorting by encrypted fields is not possible.

Fade-in

From the list view, you can start a screen flow that opens as a Fade-in panel on the right side of the screen.

This flow could look like this:



The input variable is the default recordId. The Fade-in only works with a single selection.

In the flow, you can first retrieve the selected record, so that you show the candidate's Maia Insight summary, for example. If you also want to edit the candidate's fields, add the 'Update records' component to the flow. If you only want to show data with no action options, you can turn off the footer in the display component.

Enter the API name of the Fade-in screen flow in the list view properties.

Action buttons

In addition to the communication options (call, email, text, WhatsApp), you can also set flow actions as action buttons in the list view. To do this, go to “Workflow action settings” via the app launcher and add a new setting:

Legend: * = Required Information

*** Name**
Create Job Application

Owner
User User

Action
--None--

Active

*** Workflow Name**
Create Job Application

Order
1

Flexible List view type
My Candidates

Multiple Selection Allowed

*** Description**
Create Job Application

Flow

Flow
CreateJobApplicationFromListview

Flow Screen Size
Medium

Icon

Icon Pack
Utility

Icon Color
[Empty]

Icon
advertising

Created By: User User, 5/13/2026, 4:17 PM
Last Modified By: User User, 5/13/2026

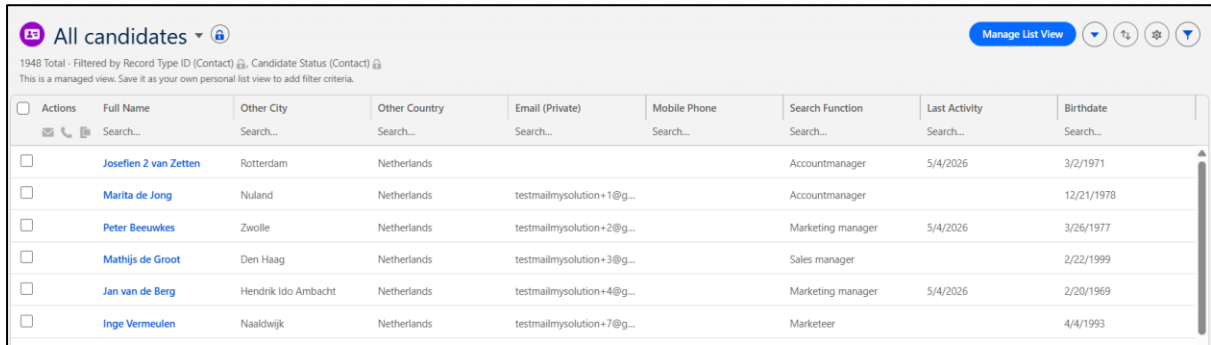
Buttons: Cancel, Save & New, Save

- **Workflow name:** Choose the name of the action. It doesn't have to match a workflow definition.
- **Flexible list display type:** choose “myCandidates”. Multi-selection is possible if the screen flow supports it.

View (in)active List View



Once you've set up columns, filters, and sorting, click "View" to see the result as users will see the list view:



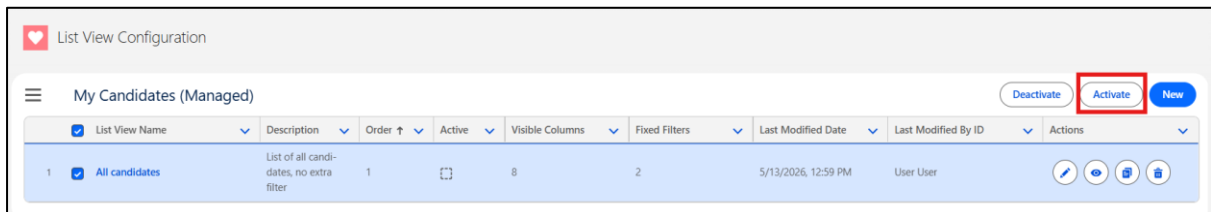
The screenshot shows the 'All candidates' list view. At the top, there is a 'Manage List View' button and a search bar. Below the search bar, there is a table with columns: Actions, Full Name, Other City, Other Country, Email (Private), Mobile Phone, Search Function, Last Activity, and Birthdate. The table contains six rows of candidate data.

Actions	Full Name	Other City	Other Country	Email (Private)	Mobile Phone	Search Function	Last Activity	Birthdate
<input type="checkbox"/>	Josefien 2 van Zetten	Rotterdam	Netherlands			Accountmanager	5/4/2026	3/2/1971
<input type="checkbox"/>	Marita de Jong	Nuland	Netherlands	testmailmysolution+1@g...		Accountmanager		12/21/1978
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands	testmailmysolution+2@g...		Marketing manager	5/4/2026	3/26/1977
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3@g...		Sales manager		2/22/1999
<input type="checkbox"/>	Jan van de Berg	Hendrik Ido Ambacht	Netherlands	testmailmysolution+4@g...		Marketing manager	5/4/2026	2/20/1969
<input type="checkbox"/>	Inge Vermeulen	Naaldwijk	Netherlands	testmailmysolution+7@g...		Marketeer		4/4/1993

The "Manage List View" button returns to the previous screen to make adjustments.

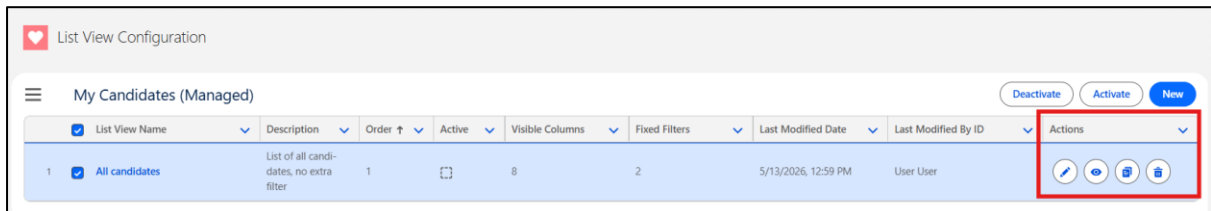
Activate List View

Don't forget to activate the list view. Go to the List View overview and click on "Activate":



From this screen, you can also make an existing managed list inactive again. Users who have saved this list view as a personal list are not affected. However, you won't be able to delete the list view.

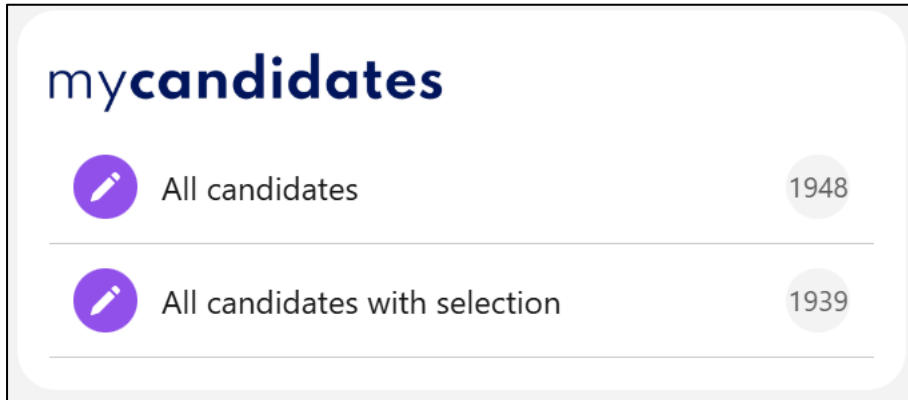
You can also take additional actions from this screen:



- **Modify:** Open the managed list view to edit columns, filters, and properties.
- **View:** Open the list view to check the definition.
- **Duplicate:** Make a copy of the list view including all columns, filters, and sort settings.

- **Delete:** Delete the list view. If the list was saved as a personal list by a user, you'll receive a notification.

Once the List View is active, it will be visible from the component on the Homepage:

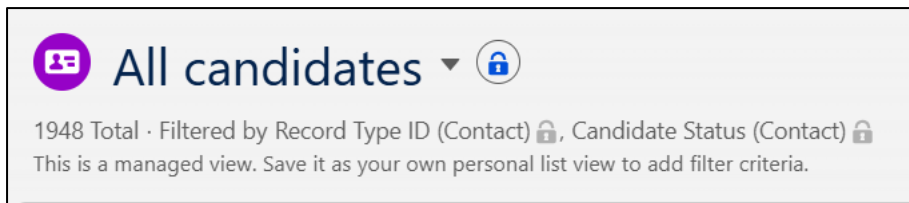


Using the List View

Users without administrator rights for list views see the next view when they click the name of a list view from the Homepage.

Actions	Full Name	Other City	Other Country	Email (Private)	Mobile Phone	Search Function	Last Activity	Birthdate
<input type="checkbox"/>	Josefien van Zetten	Rotterdam	Netherlands			Accountmanager	5/4/2026	3/2/1971
<input type="checkbox"/>	Marita de Jong	Nuland	Netherlands	testmailmysolution+1@g...		Accountmanager		12/21/1978
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands	testmailmysolution+2@g...		Marketing manager	5/4/2026	3/26/1977
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3@g...		Sales manager		2/22/1999
<input type="checkbox"/>	Jan van de Berg	Hendrik Ido Ambacht	Netherlands	testmailmysolution+4@g...		Marketing manager	5/4/2026	2/20/1969
<input type="checkbox"/>	Inge Vermeulen	Naaldwijk	Netherlands	testmailmysolution+7@g...		Marketeer		4/4/1993

At the top left, the total number of candidates is shown, along with the properties of the list.

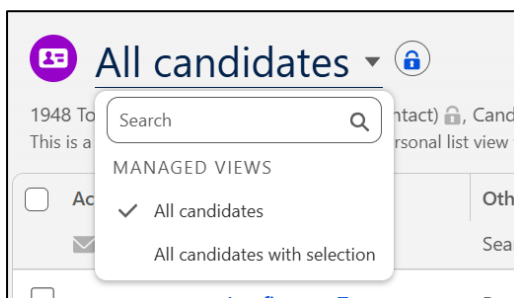


The lock icon indicates that this is a curated list whose filtering criteria cannot be changed by the user.

Actions available to users

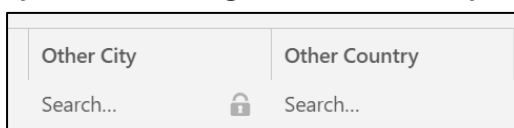
Switch list view

Click the arrow to open the list selector. Managed lists are shown at the top, personal lists below.



Search in columns

Place the mouse cursor in the column header to activate the search option. The lock symbol on the right indicates that you cannot adjust the filter of a managed list.



Type a search value to filter the result.

The screenshot shows a list view titled "All candidates" with 375 total records. It is filtered by "Record Type ID (Contact)" and "Candidate Status (Contact)". The search criteria are "amster" in the "Other City" column. The table lists candidates: Romy Andries, Cloe Anton, and Bastiaan Quirine, all from Amsterdam, Netherlands.

Actions	Full Name	Other City	Other Country
<input type="checkbox"/>	Romy Andries	Amsterdam	Netherlands
<input type="checkbox"/>	Cloe Anton	Amsterdam	Netherlands
<input type="checkbox"/>	Bastiaan Quirine	Amsterdam	Netherlands

You can search multiple columns at once. Remove a search term with the cross or by refreshing the page. Column filters are not saved. In some field types, such as long text fields, search isn't available.

Editing fields inline

Click the pencil icon in a cell to edit the value instantly.

The screenshot shows the same list view with the "Other City" column in edit mode. A pencil icon is visible in the cell for "Rotterdam" next to "Josefien van Zetten".

Actions	Full Name	Other City	Other Country
<input type="checkbox"/>	Josefien van Zetten	Rotterdam	Netherlands
<input type="checkbox"/>	Marita de Jong	Nuland	Netherlands
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands

You can also select multiple candidates (up to 50) and change a value at a time.

The screenshot shows a list view with a bulk update dialog box open. The dialog box has "Update Selected Items (3)" selected and "Apply" button highlighted. The selected candidates are Josefien van Zetten, Marita de Jong, and Vivienne van der Voort.

Actions	Full Name	Other City	Other Country	Email (Private)	Mobile Phone	Search Function	Last Activity	Birthdate
<input checked="" type="checkbox"/>	Josefien van Zetten	Rotterdam	Netherlands			Accountmanager		12/2/1971
<input checked="" type="checkbox"/>	Marita de Jong	Nuland	Netherlands	testmailmysolution+1...		Update Selected Items (3)		12/21/1978
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands	testmailmysolution+2...				1/26/1977
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3...		Sales manager		2/22/1999
<input type="checkbox"/>	Jan van de Berg	Hendrik Ido Ambacht	Netherlands	testmailmysolution+4...		Marketing manager	5/4/2026	2/20/1969
<input type="checkbox"/>	Inge Vermeulen	Naaldwijk	Netherlands	testmailmysolution+7...		Marketeer		4/4/1993
<input checked="" type="checkbox"/>	Vivienne van der Voort	Utrecht	Netherlands	testmailmysolution+8...		Accountmanager		4/5/1989

After applying, you can visually see which fields have been modified and a notification will appear to save the changes.

The screenshot shows the list view after applying the bulk update. The "Other City" column for the three selected candidates is highlighted in yellow, indicating they have been modified. A "Save" button is visible at the bottom.

Actions	Full Name	Other City	Other Country	Email (Private)	Mobile Phone	Search Function	Last Activity	Birthdate
<input checked="" type="checkbox"/>	Josefien van Zetten	Rotterdam	Netherlands			Sales manager	5/4/2026	3/2/1971
<input checked="" type="checkbox"/>	Marita de Jong	Nuland	Netherlands	testmailmysolution+1...		Sales manager		12/21/1978
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands	testmailmysolution+2...		Marketing manager	5/4/2026	3/26/1977
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3...		Sales manager		2/22/1999
<input type="checkbox"/>	Jan van de Berg	Hendrik Ido Ambacht	Netherlands	testmailmysolution+4...		Marketing manager	5/4/2026	2/20/1969
<input type="checkbox"/>	Inge Vermeulen	Naaldwijk	Netherlands	testmailmysolution+7...		Marketeer		4/4/1993
<input checked="" type="checkbox"/>	Vivienne van der Voort	Utrecht	Netherlands	testmailmysolution+8...		Sales manager		4/5/1989
<input type="checkbox"/>	Jost Bergmans	Oud Bejerland	Netherlands	testmailmysolution+1...		Accountmanager		5/15/1976
<input type="checkbox"/>	Gerard Akkerman	Bleswijk	Netherlands	testmailmysolution+1...		Accountmanager		5/11/1985

If a candidate can't be updated due to a validation error, it's indicated by an icon on the affected record:

Actions	Full Name	Other City	Other Country	Email (Private)	Mobile Phone	Search Function
<input type="checkbox"/>		Rotterdam	Netherlands			Sales manager
<input checked="" type="checkbox"/>	Marita de Jong	Nuland	Netherlands	testmailmysolution+1...		Marketeer
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands	testmailmysolution+2...		Marketing manager
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3...		Sales manager
<input type="checkbox"/>	Jan van de Berg	Hendrik Ido Ambacht	Netherlands	testmailmysolution+4...		Marketing manager
<input type="checkbox"/>	Inge Vermeulen	Naaldwijk	Netherlands	testmailmysolution+7...		Marketeer
<input type="checkbox"/>	Vivienne van der Voort	Utrecht	Netherlands	testmailmysolution+8...		Sales manager
<input type="checkbox"/>	Joost Bergmans	Oud Beijerland	Netherlands	testmailmysolution+1...		Accountmanager
<input type="checkbox"/>	Gerard Akkerman	Bleiswijk	Netherlands	testmailmysolution+1...		Accountmanager

Cancel Save

Opening Fade-In

Actions	Full Name	Other City
<input type="checkbox"/>	Search...	Search...
<input checked="" type="checkbox"/>	Josefien van Zetten	Rotterdam
<input type="checkbox"/>	Marita de Jong	Nuland
<input type="checkbox"/>	Peter Beeuwkes	Zwolle

The Fade-in button is the rightmost button in the action button column. Click on it to open the Fade-in panel on the right.

1948 Total - Filtered by Record Type ID (Contact) Candidate Status (Contact)

This is a managed view. Save it as your own personal list view to add filter criteria.

Actions	Full Name	Other City	Other Country	Email (Private)
<input type="checkbox"/>	Josefien van Zetten	Rotterdam	Netherlands	
<input type="checkbox"/>	Marita de Jong	Nuland	Netherlands	testmailmysolution+1@...
<input type="checkbox"/>	Peter Beeuwkes	Zwolle	Netherlands	testmailmysolution+2@...
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3@...
<input type="checkbox"/>	Jan van de Berg	Hendrik Ido Ambacht	Netherlands	testmailmysolution+4@...
<input type="checkbox"/>	Inge Vermeulen	Naaldwijk	Netherlands	testmailmysolution+7@...
<input type="checkbox"/>	Vivienne van der Voort	Utrecht	Netherlands	testmailmysolution+8@...
<input type="checkbox"/>	Joost Bergmans	Oud Beijerland	Netherlands	testmailmysolution+11...
<input type="checkbox"/>	Gerard Akkerman	Bleiswijk	Netherlands	testmailmysolution+12...
<input type="checkbox"/>	Carole White	's Hertogenbosch	Netherlands	testmailmysolution+14...
<input type="checkbox"/>	Edward Stamos	Aalsmeer	Netherlands	testmailmysolution+16...
<input type="checkbox"/>	Howard Jones	's Hertogenbosch	Netherlands	testmailmysolution+17...
<input type="checkbox"/>	Leanne Tomlin	Oosterhout	Netherlands	testmailmysolution+18...
<input type="checkbox"/>	Marc Reusoff	Den Haag	Netherlands	testmailmysolution+19...

Details

Maia Insights

Profile

- ✓ Name: Josefien van Zetten
- ✓ City: Rotterdam
- ✓ Field: IT
- ✓ Desired role: Accountant/Sales assistant
- ✓ Dedicated and detail-driven Manual Tester with 6+ years of experience in software quality assurance, including manual and automation testing of client-server applications.

Strengths

- ✓ Exploratory Testing
- ✓ API Testing (Postman, REST Assured)
- ✓ Agile & BDD (Cucumber, Gherkin)
- ✓ Test Case Design & Execution

Preferences

- ✓ Max. travel distance: 75 km
- ✓ Willing to relocate: Yes
- ✓ Max. hours per week: 32







Availability & Rate

Available from: 3 April 2024

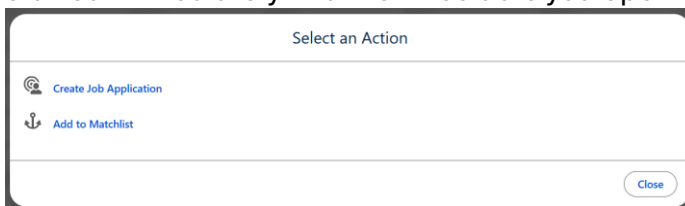
In this example, you can see Maia Insights. Close the panel by clicking the button again or via the cross at the top right. If you click on another candidate's Fade-in button, the panel will open directly for that candidate.

Perform actions













Based on the communication options and workflow action settings, action buttons are shown on a line-by-line basis.

<input type="checkbox"/>	Actions	Full Name	Other City
<input type="checkbox"/>	  	Search...	Search...
<input type="checkbox"/>	  	Josefien van Zetten	Rotterdam
<input type="checkbox"/>		Marita de Jong	Nuland
<input type="checkbox"/>		Peter Beeuwkes	Zwolle

The Email button opens the email screen. Via the phone icon, you can call directly to the candidate's mobile number. If SMS or WhatsApp is configured, they can also be started immediately. Via the three dots you open the workflow actions:



In this example, 2 actions are for a single selection action.

<input type="checkbox"/>	Actions	Full Name	Other City
<input type="checkbox"/>	  	Search...	Search...
<input checked="" type="checkbox"/>	  	Josefien van Zetten	Rotterdam
<input checked="" type="checkbox"/>	  	Marita de Jong	Nuland
<input checked="" type="checkbox"/>	  	Peter Beeuwkes	Zwolle

If you select multiple candidates and you click on the dots in one of the lines, you will see all the actions that are available:

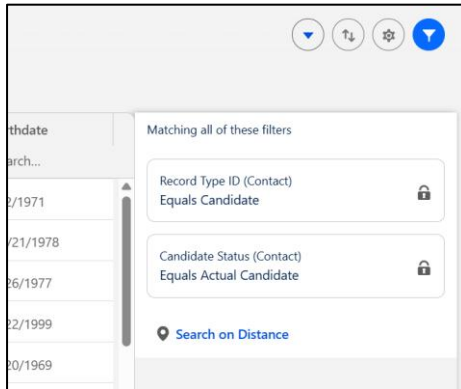


Search on distance

Via the filter button at the top right you can search by distance:

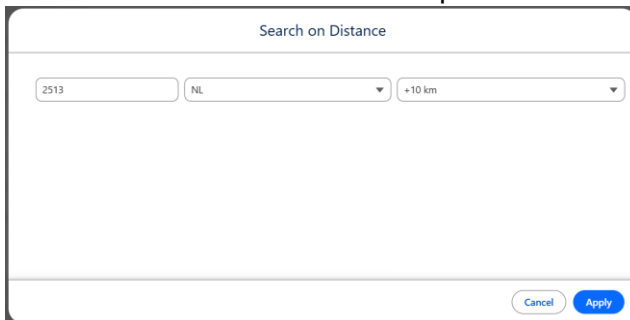


The filter panel is opened.

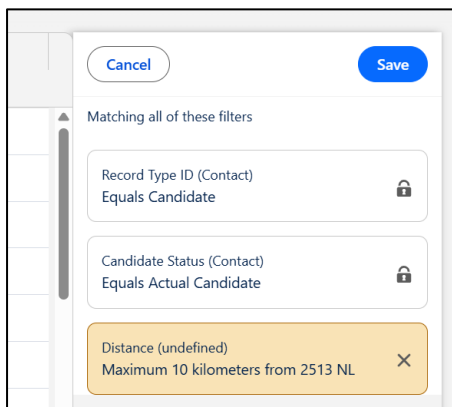


As a user, you cannot adjust the set filters.

Click “Search on Distance” to open the search screen:



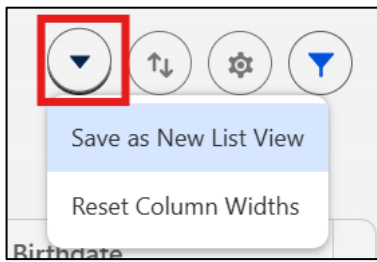
By default, the country code is determined based on the country set on the logged-in user's profile.



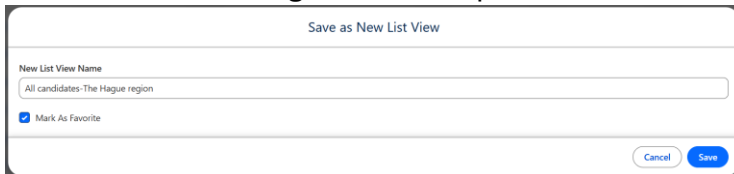
If you apply the filter, you will return to the filter panel. You then save this, after which you immediately see the results.

Note: Distance filters are not stored on managed lists.

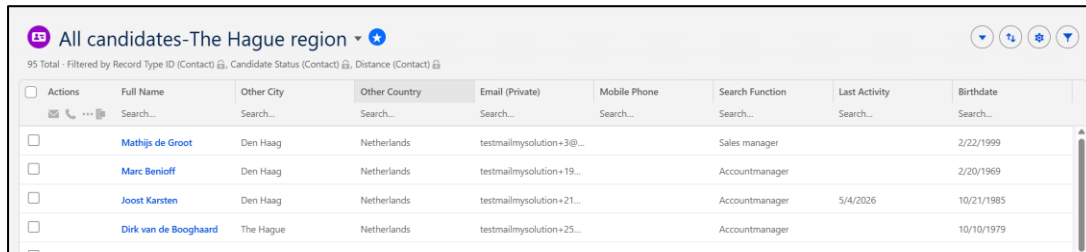
Create and manage personal list views



You can turn a managed list into a personal list view from the left submenu:

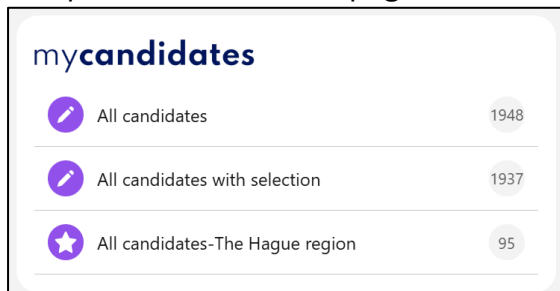
A screenshot of the "Save as New List View" dialog box. It has a title bar "Save as New List View". Below the title bar is a text input field labeled "New List View Name" containing the text "All candidates-The Hague region". There is a checkbox labeled "Mark As Favorite" which is checked. At the bottom right are "Cancel" and "Save" buttons.

Name your personal list and mark it as a favorite if necessary. Once saved, the icon next to the list display name will change to a star:

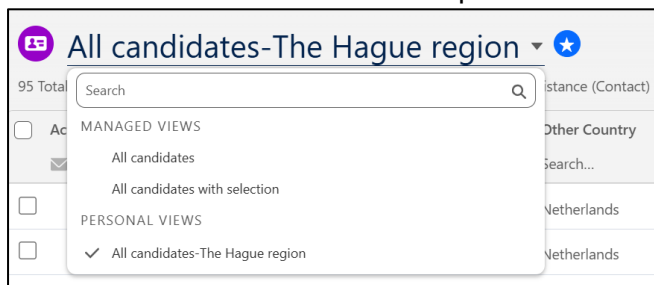
A screenshot of a list view titled "All candidates-The Hague region" with a star icon next to the title. Below the title is a table with columns: Actions, Full Name, Other City, Other Country, Email (Private), Mobile Phone, Search Function, Last Activity, and Birthdate. The table contains four rows of candidate data.

Actions	Full Name	Other City	Other Country	Email (Private)	Mobile Phone	Search Function	Last Activity	Birthdate
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	testmailmysolution+3@...		Sales manager		2/22/1999
<input type="checkbox"/>	Marc Benioff	Den Haag	Netherlands	testmailmysolution+19...		Accountmanager		2/20/1969
<input type="checkbox"/>	Joost Karsten	Den Haag	Netherlands	testmailmysolution+21...		Accountmanager	5/4/2026	10/21/1985
<input type="checkbox"/>	Dirk van de Booghaard	The Hague	Netherlands	testmailmysolution+25...		Accountmanager		10/10/1979

Only one personal list can be set as a favorite; a favorite is immediately visible in the component on the Homepage:



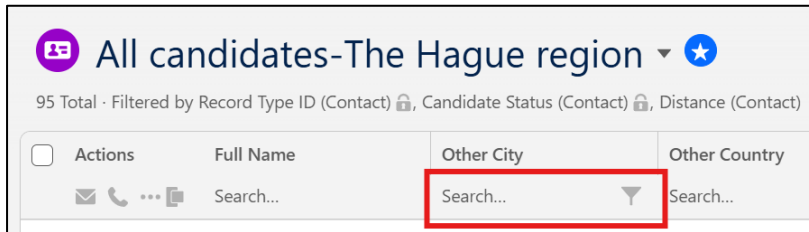
Personal lists are shown in the top left of the list view selector:



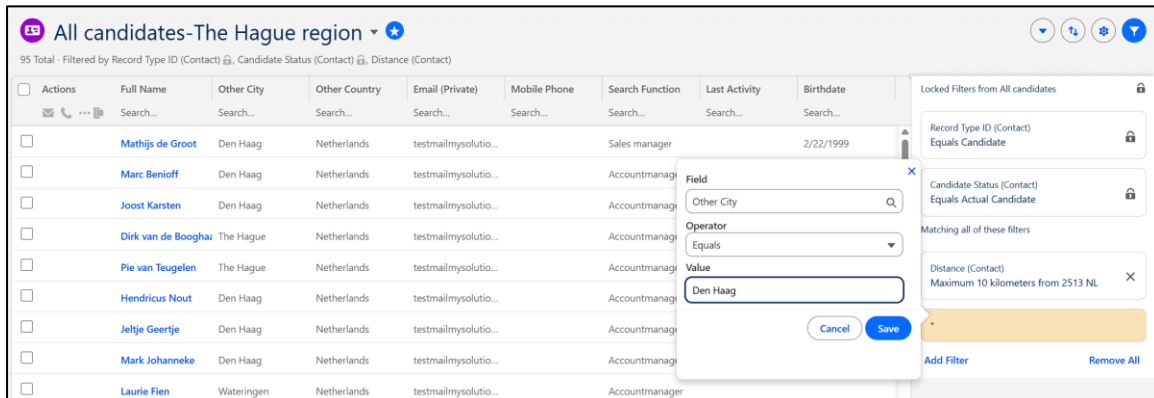
The last option in the managed list is to reset the column width of the managed list.

Add filters

In a personal list, click the filter icon in the column header to set a filter instantly.

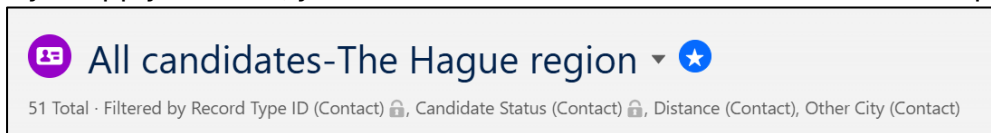


In the filter panel, you can also set filters on fields that aren't available as a column.

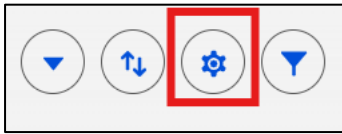


Filters captured in the curated list view have a key icon and are not customizable. You'll also see which managed list the personal list view was derived from.

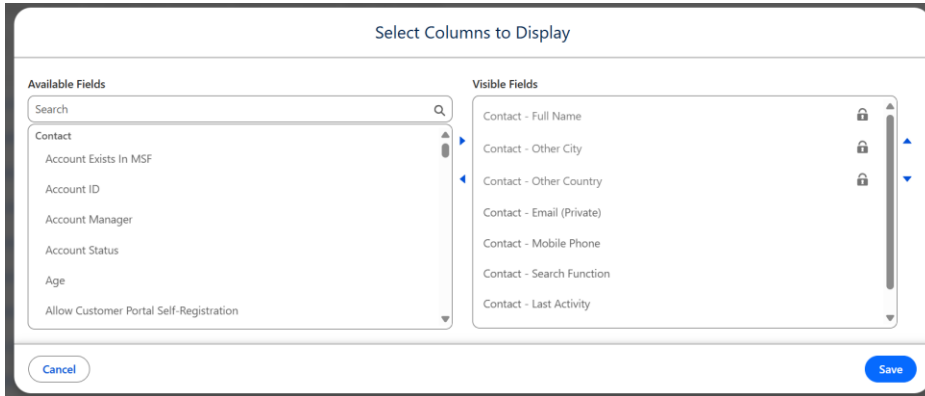
If you apply the filter, you will also see it in the information line at the top left:



Customize columns



The Gear-icon opens the column selector



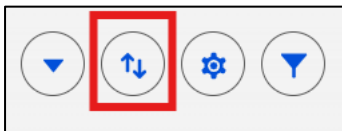
Depending on the setting on the managed list view, you'll see all fields of Person, Employment Contract, Job Application, Match, Placement and Absence.

Existing columns can be deleted, unless they have been pinned by the administrator.

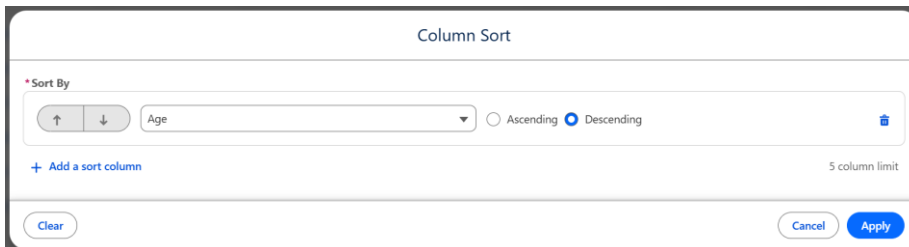
Adjust sorting

Click on a column title to activate the sorting. Clicking again alternates between ascending and descending.

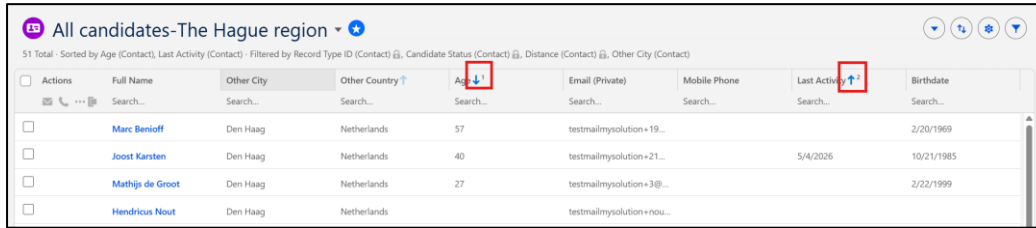
For sorting by multiple columns, choose the sort option and you can choose up to five columns



You will then be taken to this screen:



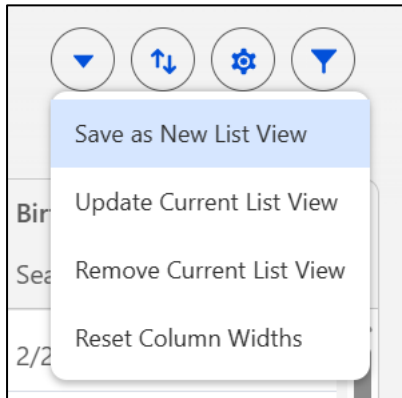
The sort order is visible in the column headers:



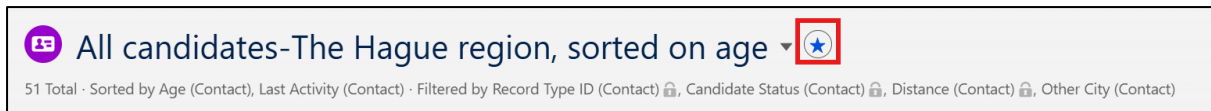
Actions	Full Name	Other City	Other Country	Age	Email (Private)	Mobile Phone	Last Activity	Birthdate
<input type="checkbox"/>	Marc Benioff	Den Haag	Netherlands	57	testmailmysolution+19...			2/20/1969
<input type="checkbox"/>	Joot Karsten	Den Haag	Netherlands	40	testmailmysolution+21...		5/4/2026	10/21/1985
<input type="checkbox"/>	Mathijs de Groot	Den Haag	Netherlands	27	testmailmysolution+3@...			2/22/1999
<input type="checkbox"/>	Hendricus Nout	Den Haag	Netherlands		testmailmysolution+nou...			

Manage personal lists

Via the submenu you can duplicate, edit (rename and set as favorite) or delete a personal list.



You can also click directly on the star icon behind the list display name to set a list as a favorite:



The icon will then turn blue and it is now set as a favorite.

When a personal list is deleted, a confirmation message follows.

