

# Keep a useful register view while inspecting records

Combine search, filters, sorting, columns, pagination and explicit selection without losing return context.

Current · Revision 2 · Reviewed Oct 25, 2026

## ► Applicability

---

## Procedure

### 1. **Build the working view**

Choose the register's search and task-specific filters. Set sorting and visible columns; choose compact or comfortable density for the task.

Inspect the result count and page. A filtered-empty state does not mean records were deleted.

### 2. **Save the appropriate view**

Use a personal view for your own working preference, or the permitted project-view action for a reviewed shared definition.

Give the view a useful name. Project-view changes retain their revision/history; they do not change record permissions.

### 3. **Inspect and return**

Select a record or open its full page. Return through the register control to retain the filter and sort context.

For bulk work, explicitly select the intended records and review the selected count. Selection on visited pages is not every matching record.

---

## Verify the result

The register presents the intended working set and returns to it after record inspection.

---

## What happens next

A saved view is a presentation definition, not an access grant. Bulk operations recheck each record and can stop with a truthful partial result.

---

## Troubleshooting

### **A saved view hides expected rows**

Inspect its search, lifecycle/review filters and page. Clear the filters or return to a built-in view before changing the underlying records.

### **A bulk operation stops**

Read which records changed and which conflict or permission check stopped processing. Refresh the remaining records and review their current revisions before a new authorized operation; do not assume all selected rows changed.