# Ytria

[Lotus Notes Tools]

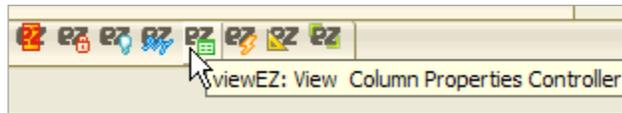## QUICK ST▶RT GUIDE

view**EZ**

Take complete control of your Notes views and folders. Ytria viewEZ lets you mass-edit view properties, preview any changes and undo what you've done.

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**1** Ytria viewEZ gives you total control over view columns. **Here's how:**

viewEZ: View Column Properties Controller

**1.1** **View columns laid out right before your eyes:** If you make a selection in the main viewEZ screen (all your database's views and columns will be listed in the **Selection Tree**) and click the **Columns button** you'll arrive at the **Columns window**.

There are three tabs in the **Columns window,** and each offers a different way of looking at a view's columns:

**1.1.1** **Columns by Position in View:** Each header in this tab represents a design element (ie views or folders). Each cell represents a view column or folder column. The order in which the cells appear corresponds to their position in the view. You can drag-and-drop or copy/paste view or folder columns between design elements on this screen.

**1.1.2** **Columns by Links to Shared Columns:** This tab looks very similar to the **Columns by Position in View tab** except it's designed to give a quick overview of where shared columns are being used.
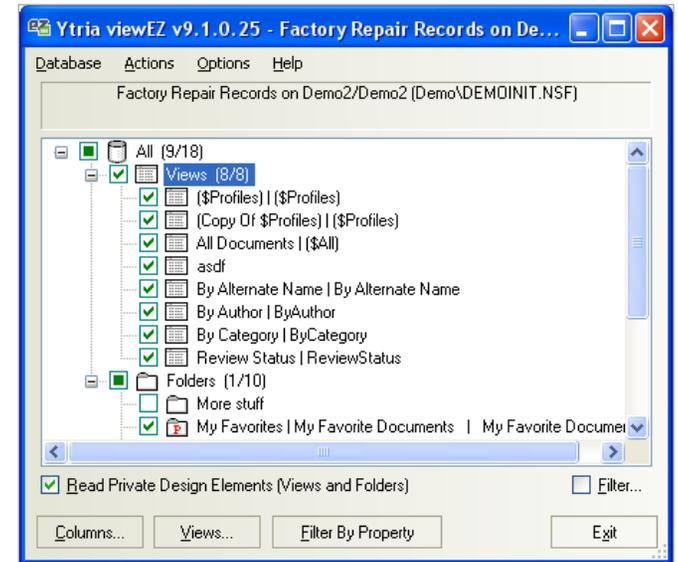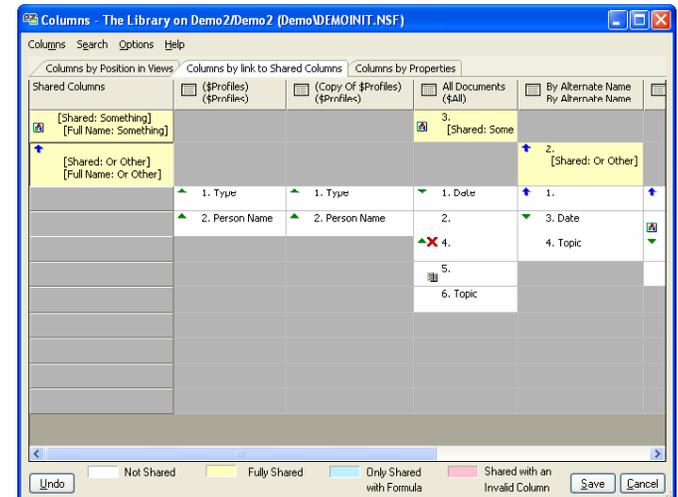
The main viewEZ window features the Selection Tree (for selecting designs) plus a Filter by Property button (lets you narrow down design selections using view and/or folder properties).

**Note:** If you have more than one instance of viewEZ open, you can drag-and-drop view columns between databases.
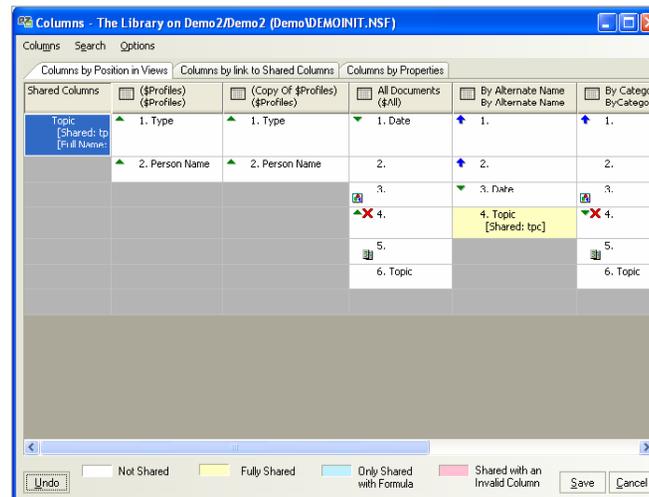
1.1.1 The viewEZ Columns by Position in View tab

1.1.2 The viewEZ Columns by Link to Shared Columns tab

**1.1.3** **Columns by Properties:** From here you can see all your columns and folders sorted by their properties (eg design element type, font size, column width, etc). You can customize this tab to display only the properties you wish to see (just select or de-select items under **Grid Columns** in the right-click menu). This tab offers grouping functionality (drag the column headers to sort). Additionally, you can export the displayed information to a text or HTML file with the **Export to File command** which you'll find in viewEZ's **Columns menu**.
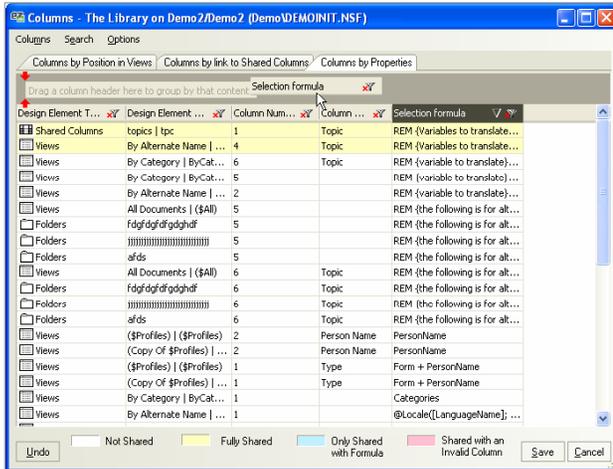


1.1.3  The viewEZ Columns by Properties tab

> ⚠ **Note:** you can make non-contiguous selections by holding down the **Ctrl key**).

**1.2** **With viewEZ you can see and edit several view columns all at once:**

**1.2.1** **Edit or mass-edit view column properties:** Just right-click your selection and choose **Column Properties** from the resulting contextual menu.

**1.2.2** **Compare column formulas:** Again, just right-click your selection and pick the **Column Formula** option in the contextual menu and a window will appear where you can compare and contrast the formulas.
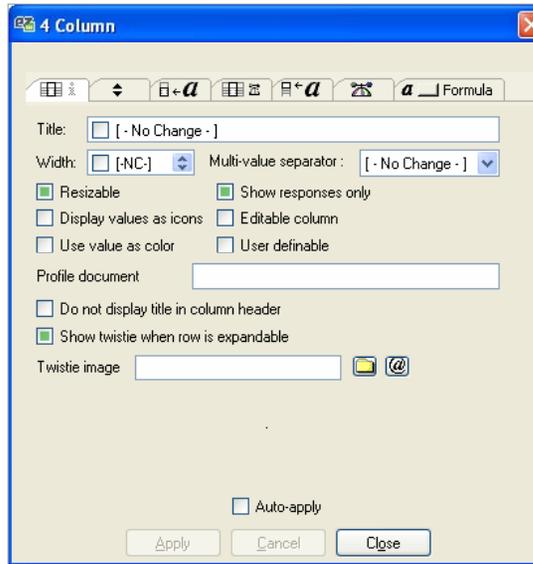


1.2.1  Mass-edit view columns in viewEZ
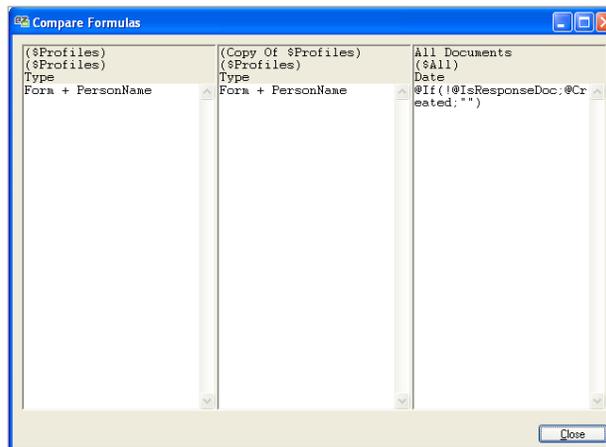


1.2.2  Ytria viewEZ lets you see selected column formulas side-by-side

**1.3** **Ytria viewEZ gives you lots of view column information in a single glance:**

**1.3.1** **Column formula search options:** In both the **Columns by Position in View** or **Columns by Link to Shared Column tabs** you have access to powerful column

formula search options (found in the **Search menu** and the right-click menu). There are options which allow you to perform regular expression searches for strings or fields in column formulas plus there's a very handy **Analyze Column Formulas option**.

**Analyze Column Formulas** gives a quick overview of which view columns share the same formula. When this feature is engaged, viewEZ will tag cells with a number; cells with numbers that are alike share the same column formulas. You can then click **Ctrl+T** for the **Quick Tag Select feature** which selects all columns with a given column formula.
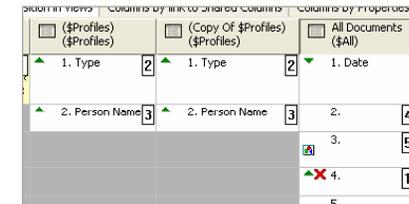


1.3.1  Analyze column formulas in viewEZ

**1.3.2** **Color coded information:** In all three tabs in the **Columns window**, you have a choice of color coding schemes for view columns. To cycle between color schemes, just click the **F-keys** below:

> **F5:** Shared/Not Shared

| Not Shared | Fully Shared | Only Shared with Formula | Shared with an Invalid Column |

> **F6:** Sort Type

| Categorized Asc. | Sort Asc. |
| Categorized Desc. | Sort Desc. |

> **F7:** Family

| Colors | Icons | Responses |
| Colors Responses | Icons Responses | |

> **F8:** Hidden/Not Hidden

| Not Hidden | Hidden Upon a Formula | Always Hidden |

> **F9:** Modified/Not Modified

| Not Modified |
| Modified |

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**1.4** **Preview your changes in Lotus Notes in no time:** If you select some cells in either the **Columns by Position in View** or **Columns by Link to Shared Column** tabs you have access to the **Generate Preview of Selected Views** function. You can find this command in the **Columns menu**.
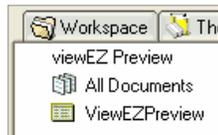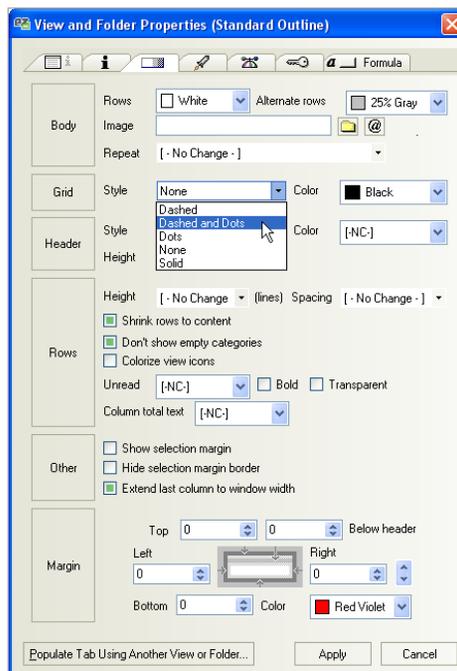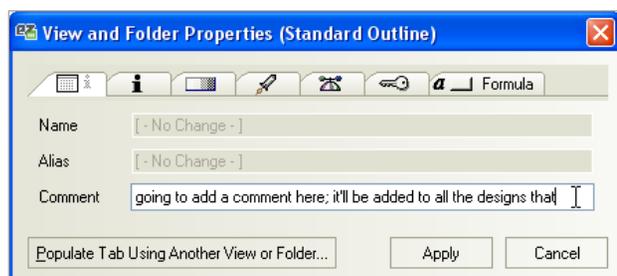
1.4   Ytria viewEZ lets you preview your changes in Lotus Notes
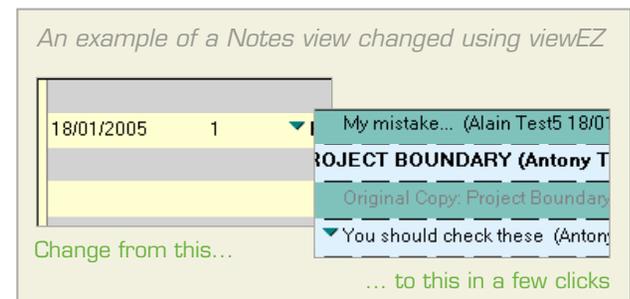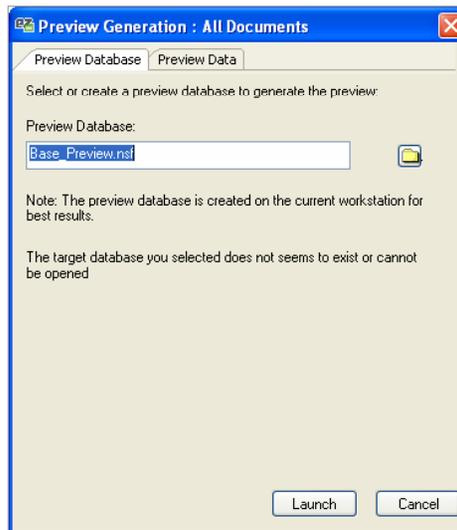
**2**

Ytria viewEZ gives you the power to mass-edit view formulas and properties. **Here's how:**

**2.1** **Access to view Properties and the Programmer's pane options in a single window—with mass-editing capabilities:** If you make a selection in the main viewEZ window and click **Views** it will take you to the **View Properties window**. This window offers all the options you would find in the Domino Designer **View Properties windows** plus the formula options found in the **Programmer's pane**. But unlike Domino Designer, viewEZ lets you modify as many views as you want at the same time.

2.1   Mass-edit view properties and formulas in viewEZ

*An example of a Notes view changed using viewEZ*

Change from this…

… to this in a few clicks

**2.2** **Use existing views as templates:** You can use any existing view or folder as a template for updating view/folder properties. To do so, click the **Populate Tab Using Another View or Folder button** highlighted in figure 2.2; the resulting **Select a Design dialog** will list all the views and folders in your current database (you can also click the **Open Database button** to load another database for more choices of design elements). Once you've found a view or folder you'd like to use, just click the **Select button** and the 'template' design's settings will be applied to the active **View Properties tab**.
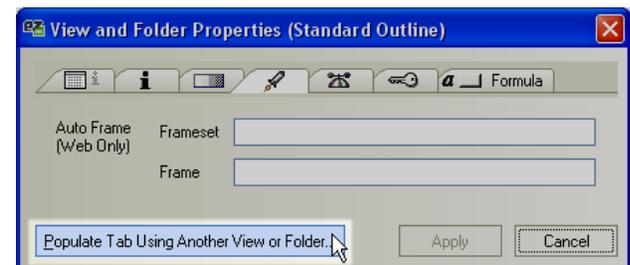
2.2   Select any design and use it as a template for view/folder properties