

Improved Entries Management



HOW TO USE CUSTOM VIEWS AND SEARCH TO
IMPROVE YOUR CONTENT EDITING WORKFLOWS



Improve your editing workflows with custom views

Big data requires big solutions. At Contentful we strive to provide you with the best, most flexible cross-platform content management tool out there. With lots of Entries that belong to different Content Types, it's easy to get lost quite fast in the middle of so much data. This guide is going to show you how to use custom views and search parameters to get you up and running as fast as possible.

Find a needle in a haystack with advanced search

Our brand new advanced search lets you create specific, granular queries that support operators. Fitted with a nice interface, you'll never have to play Where's Waldo with your content again.

Have eagle eyes over your content with custom views

Not only finding your content is now easier but also getting an overview of the content inside your Entries is a breeze. Customize your list's content



by adding or removing more columns that give you insight into the content added to the fields of your Entries.

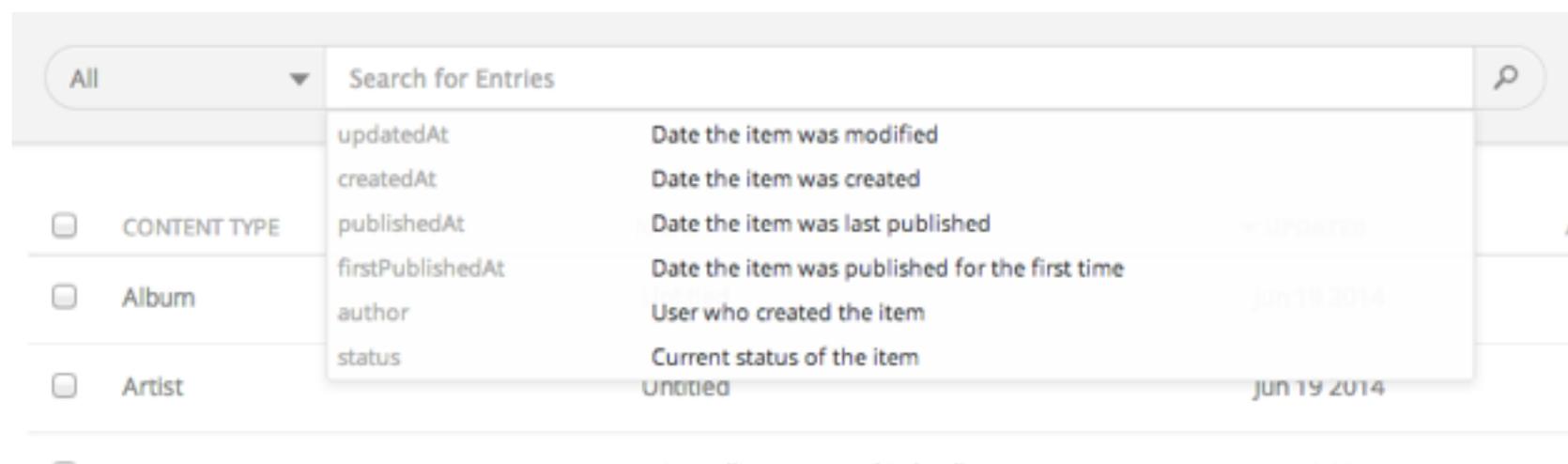
Validations

If used well, validations can be your best friends. Adding symbol fields to your content, grouping them together and using the values of these fields to filter your content will be of great help when improving your workflow. By combining them with *Predefined Values* validations, you grant that only a specific set of values can be assigned to these fields.

This short, hands-on document will help you make the most out of these new features to improve your and your editors' workflows.

Advanced Search

Contentful's search is extremely powerful and allows you to add logical operators. To see all queries available, select the search input field and press down.





Once you select one of the options, the following screen shows what parameters or operators that specific query can take.

The screenshot shows a search interface with a dropdown menu set to 'All' and a search query 'publishedAt < 2014-07-02'. A date picker for July 2014 is open, with the 2nd of July highlighted. Below the date picker is a table of content items:

CONTENT TYPE	UPDATED
<input type="checkbox"/> Album	Jun 19 2014
<input type="checkbox"/> Artist	Jun 19 2014
<input type="checkbox"/> Event	ott (error) akjsdasdhas Jun 19 2014
<input type="checkbox"/> Album	Hyperactive Jun 11 2014

When filtering by a specific Content Type, the available query options automatically update according to the fields in the Entries of that Content Type. For instance, if we filter by event you'll see that options that were not available before (website and attendance) suddenly appear in our list.

The screenshot shows a search interface with a dropdown menu set to 'Event' and a search query 'Search for Event'. A list of query options is displayed:

NAME	Field	Description	UPDATED
<input type="checkbox"/>	title	Title	
<input type="checkbox"/>	description	Description	
<input type="checkbox"/>	website	Website	May 14 2014
<input type="checkbox"/>	attendance	Attendance	May 14 2014
<input type="checkbox"/>	startDate	Start Date	May 14 2014
<input type="checkbox"/>	updatedAt	Date the item was modified	May 14 2014
<input type="checkbox"/>	createdAt	Date the item was created	May 14 2014
<input type="checkbox"/>	publishedAt	Date the item was last published	May 14 2014
<input type="checkbox"/>	firstPublishedAt	Date the item was published for the first time	May 14 2014
<input type="checkbox"/>	author	User who created the item	
<input type="checkbox"/>	status	Current status of the item	May 14 2014

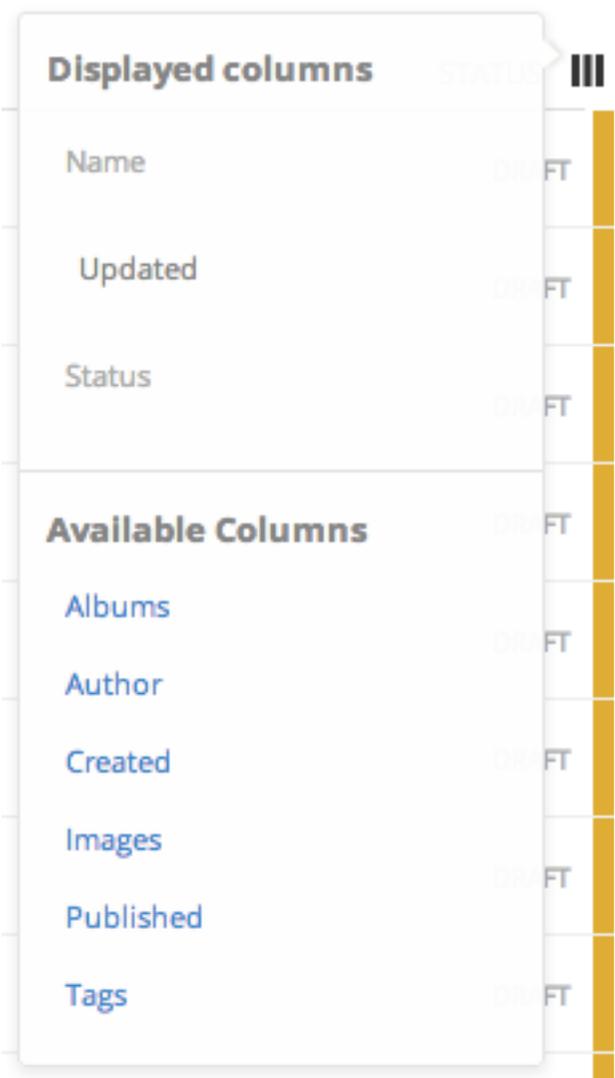


Customizing your view

ADDING RELEVANT FIELDS TO YOUR VIEW

When filtering by a specific Content Type, more options will be displayed under *Available Columns* in the Visible Columns menu (right next to Status). Enabling these options will give you an overview of the content inside the correspondent fields. The new Field will be displayed as a new column and can be sorted for an improved overview.

Once you start adding content to your list, new columns will appear to accommodate the content you just chose to visualize.

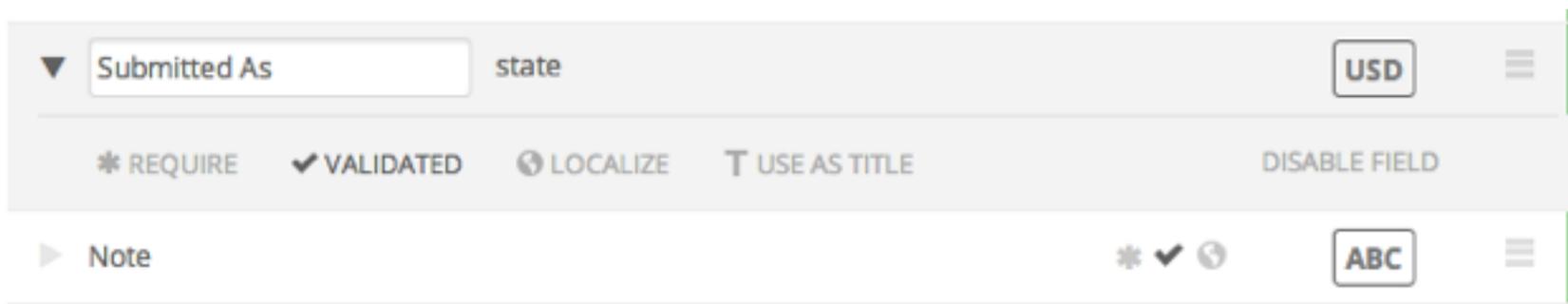


<input type="checkbox"/> NAME	▼ UPDATED	IMAGES	STATUS
<input type="checkbox"/> Boyz N Da Hood	May 16 2014	+2	DRAFT
<input type="checkbox"/> Pop It Off Boyz	May 16 2014	+2	DRAFT
<input type="checkbox"/> Jakewolf	May 16 2014	+2	DRAFT
<input type="checkbox"/> Spanky	May 16 2014	+2	DRAFT



Entries with a side of metadata

Using views enables you to add content that will serve as *metadata* to your Entries. It will still be available to the Content Delivery API, but you can choose not to display it when publishing. Let's say you want to add observations to your Entries as well as custom statuses. In that case, you'd have to start by adding a couple of new fields to your Content Type, in this case called *Submitted As* and *Note* that will hold observations about the Entry.



Validations

To keep consistency the content inserted in one specific field consistent, we use the Predefined Values validation. If the content inserted doesn't match the previously defined values, a validation error is immediately triggered and the Entry can't be published. Another extremely useful feature of this type of validation is that it transforms the field into a drop down menu.

In our case we want to create a customized status field. It should hold the statuses Needs Changes, Needs Approval and Under Review. We need a validated symbol field and another field that contains text called Observations that will hold short notes about the Entry.



To the *Submitted As* field we want to add a Predefined Values Validation.

Predefined Values ▼

- Final
- Needs_Changes
- Review

To the *Note* field we want to add a Length Validation.

Length ▼ 0 - 150

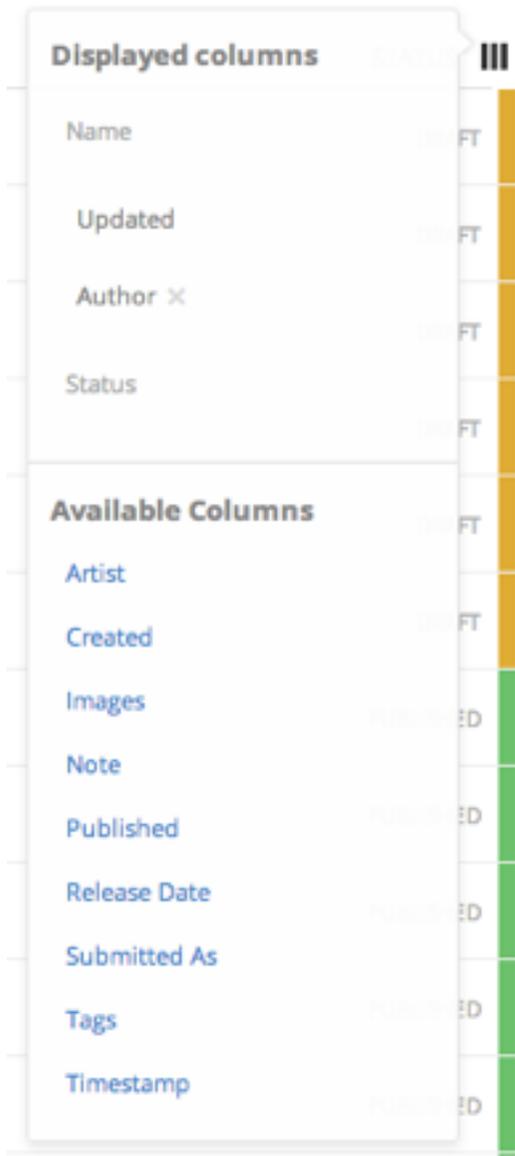
Now that we have added the fields we want to display, let's customize our view until it displays the new content.

Let's start by filtering by the Content Type we recently edited.

✓ All
Content Types
Album
Artist
Event
Tag
Venue

Search for Entries

As soon as the content is filtered by a Content Type, the Fields we want to display on our Entries' list become available.



Note that now the Fields are displayed alphabetically on the list. To move an item from the *Available Columns* menu up to the *Displayed Columns*, simply click on that item.

After they belong to the list of *Displayed Columns*, the items in black (between Name and Status) can be sorted by dragging and dropping them in the right order.

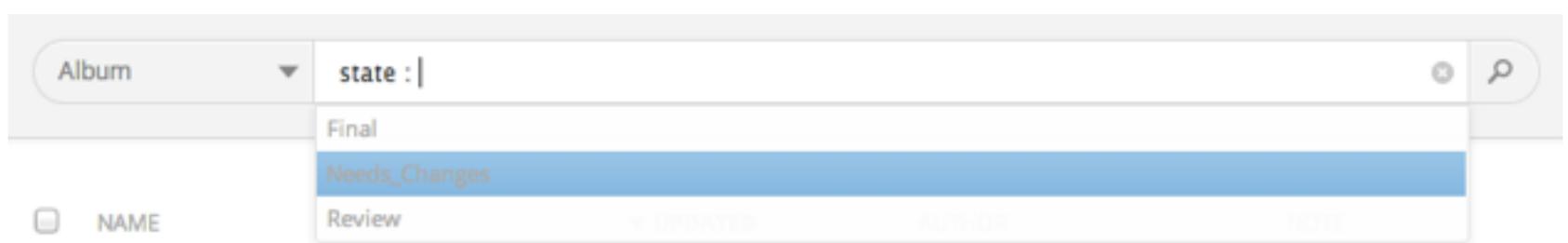
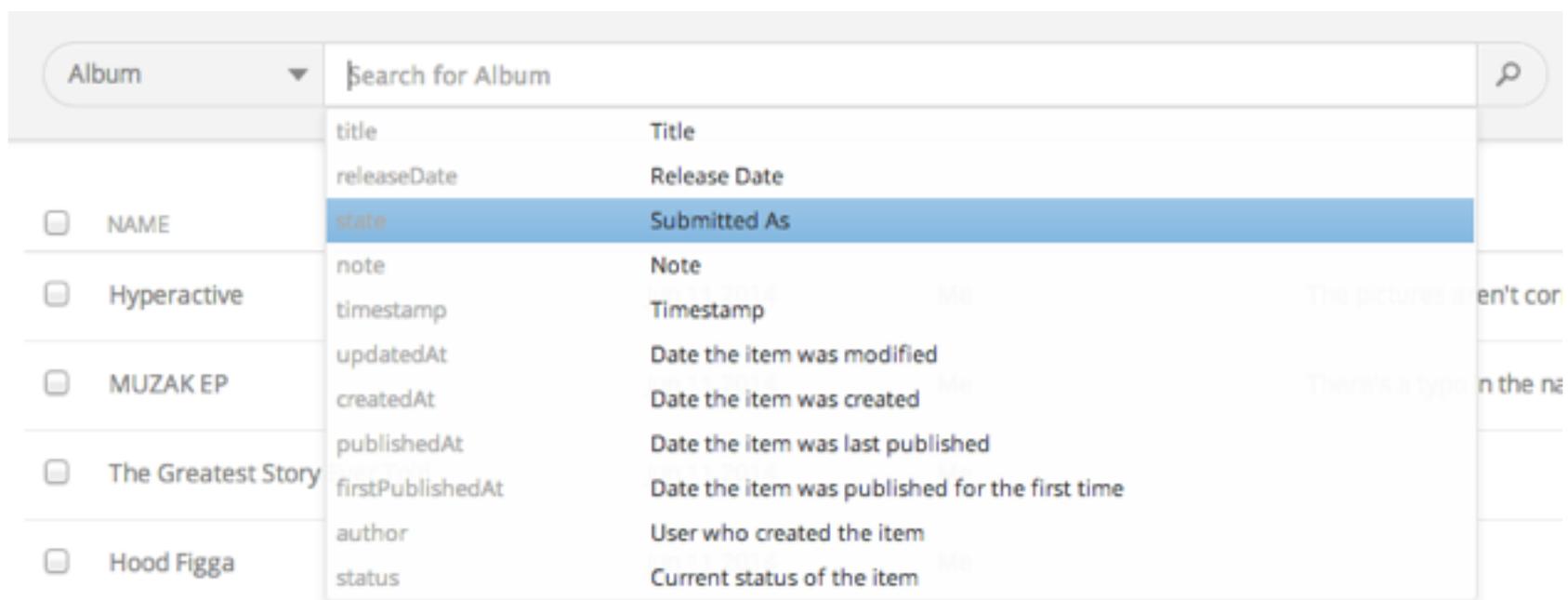
As you can see, now the list displays the content present in the Fields *Note* and *Submitted as*.

NAME	UPDATED	AUTHOR	NOTE	SUBMITTED AS	STATUS
Hyperactive	Jun 11 2014	Me	The pictures aren't correct	Needs_Changes	DRAFT
MUZAK EP	Jun 11 2014	Me	There's a typo in the name.	Needs_Changes	DRAFT
The Greatest Story Ever Told	Jun 11 2014	Me		Review	DRAFT
Hood Figga	Jun 11 2014	Me		Review	DRAFT
Mississippi: The Album	Jun 11 2014	Me		Review	DRAFT
Sons of Malice	Jun 11 2014	Me		Final	PUBLISHED
Socket2me	Jun 11 2014	Me		Final	PUBLISHED
Don't Cry Tonight	Jun 11 2014	Me		Final	PUBLISHED



Combining columns and search

By combining customized columns and search you can create even more meaningful views. If you have roles in your team that range from writing content all the way to reviewing and approving it, it might make sense to create several different views for each one of these roles. Let's add one for the person responsible for reviewing the content by querying our Entries until we get the ones submitted as *Needs_Changes*.



Our list now displays only Entries submitted to *Needs_Changes*. Note how the observations are used to indicate **why** the Entry needs changes.

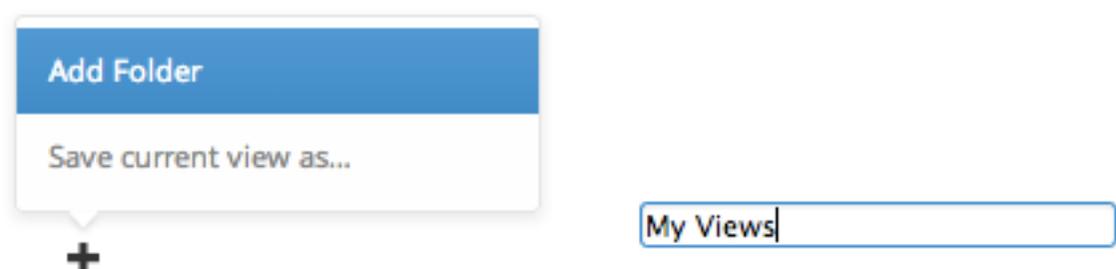
<input type="checkbox"/>	NAME	UPDATED	AUTHOR	NOTE	SUBMITTED AS
<input type="checkbox"/>	Hyperactive	Jun 11 2014	Me	The pictures aren't correct	Needs_Changes
<input type="checkbox"/>	MUZAK EP	Jun 11 2014	Me	There's a typo in the name.	Needs_Changes



Another fact worth stressing is that *Needs_Changes* uses underscore between the words rather than a regular old space. This is done by convention. Symbols normally do not contain spaces and, therefore, we chose not to use them.

SAVING VIEWS AND FOLDERS

Your views can be saved and grouped in folders. You can choose to group them by Role (e.g. Editor Views, Developer Views), by Content Type (e.g. Album Views, Artist Views) or even by workflows (e.g. Updated Before June, Created By John). Let's start by adding our first folder called *My Views*.



Now that we have a folder to save our views, we just have to select *Save current view as...* and it'll add the view to the first folder in the list. To put it in the right folder, simply drag and drop the view.

