Copying a View

There's currently no way to directly copy a view, but you can use Save As function to create a new view based on the existing view configuration:

- 1. On the Structure Board, select a view you'd like to copy so it is your current view. You can use Views Menu or Manage Views dialog to find the view you need.
- 2. If you don't have local adjustments to the view, make some for example, add a column, or change column order. (Note that just resizing a column does not change view configuration.)
- 3. Open views drop-down menu and use Save As link to create a new view.
- 4. Use **Manage Views** dialog to review the new view's description and sharing permissions.