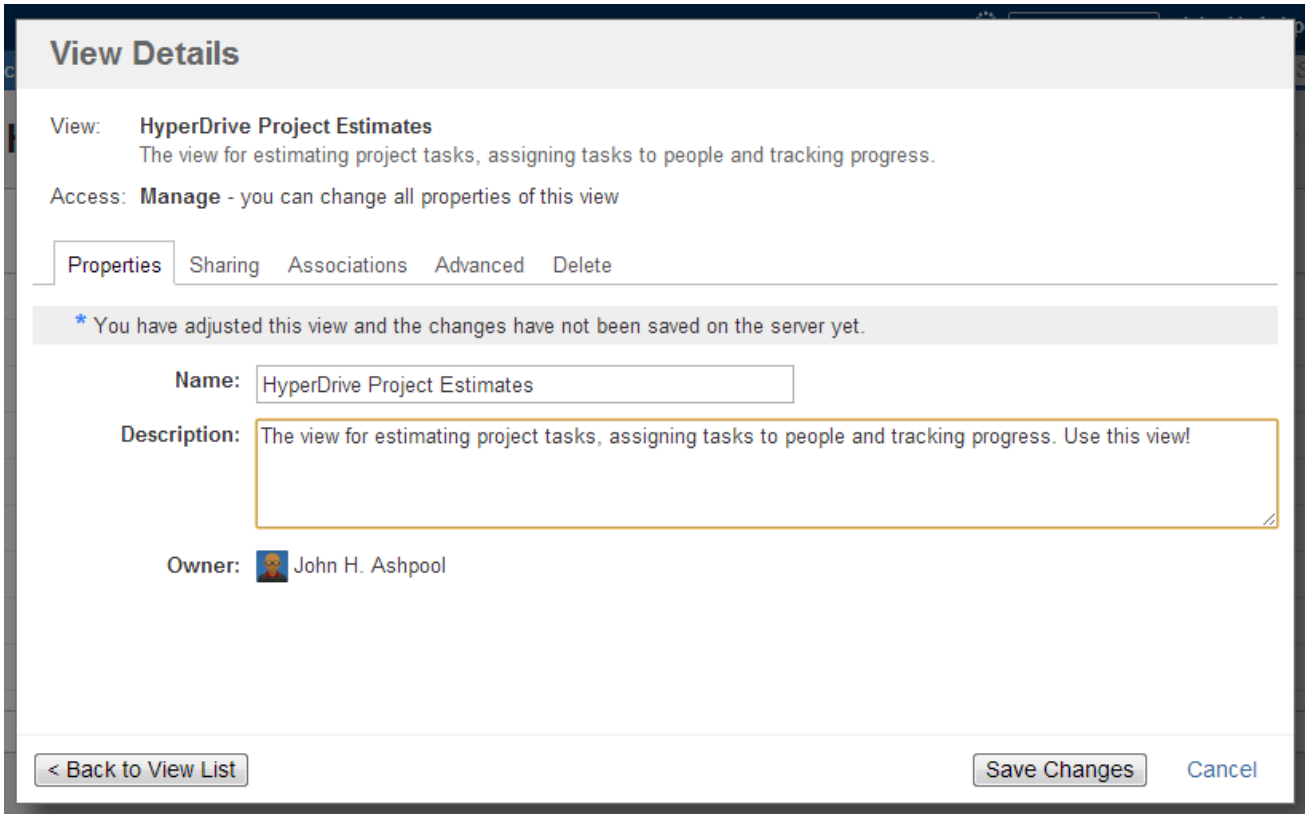
Changing View Settings

When you have located a view in the Manage Views dialog, click **Details** button to open View Details page in the same dialog:



View Details page shows a number of tabs:

- **Properties** tab lets you change the name and the description of the view.
- **Sharing** tab lets you view and modify sharing permissions for the view – see View Sharing and Permissions.
- **Associations** tab shows structures, which are associated with the view (have this view in their Views drop-down). See Associating Views with Structures.
- **Advanced** tab shows some technical information about the view.
- **Delete** tab lets you delete this view.

> ⚠ The tabs and the scope of functionality available may be limited, depending on your access level to the view.

Renaming a View and Changing Other Properties

When you change view name, description, sharing permissions, or anything on Advanced tab, the changes are not save until you hit **Save Changes** button. After you have saved the changes, they take effect for you and anyone else who has access to the view.

Associations tab is different – it contains only links to structures. The associations between structures and views are managed by the structure administrator on the Manage Structure page.