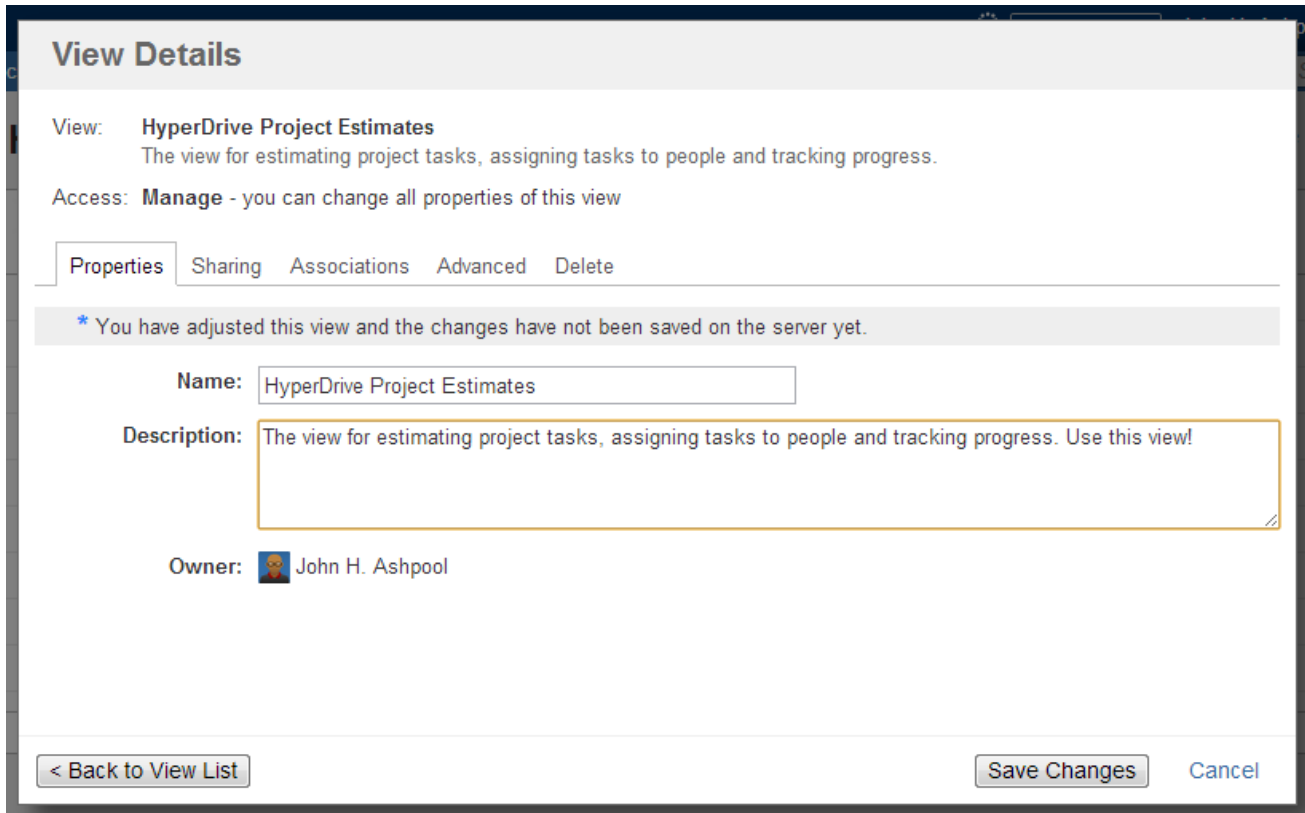


# Changing View Settings

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



The screenshot shows a 'View Details' dialog box. At the top, it says 'View: HyperDrive Project Estimates' with a description: 'The view for estimating project tasks, assigning tasks to people and tracking progress.' Below this, it says 'Access: Manage - you can change all properties of this view'. There are five tabs: 'Properties', 'Sharing', 'Associations', 'Advanced', and 'Delete'. The 'Properties' tab is selected. A message bar says: '\* You have adjusted this view and the changes have not been saved on the server yet.' Below this, there is a 'Name' field with the text 'HyperDrive Project Estimates' and a 'Description' field with the text 'The view for estimating project tasks, assigning tasks to people and tracking progress. Use this view!'. Below the description field, it says 'Owner: John H. Ashpool' with a user icon. At the bottom, there are three buttons: '< Back to View List', 'Save Changes', and 'Cancel'.

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.