

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.