

Changing View Settings

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

The screenshot shows the 'View Details' page for a view named 'Hyperdrive Project Estimates'. The page has a header 'View Details' and a sub-header 'View: Hyperdrive Project Estimates'. Below this, it says 'Access: Manage - you can change all properties of this view'. There are five tabs: 'Properties' (selected), 'Sharing', 'Associations', 'Advanced', and 'Delete'. The 'Properties' tab contains a 'Name' field with the value 'Hyperdrive Project Estimates', a 'Description' field with the value 'A terrific view for tracking hyperdrive development.', and an 'Options' section with a checked checkbox for 'Horizontal scrolling'. The 'Owner' is listed as 'admin'. At the bottom, there are three buttons: '< Back to View List', 'Save Changes', and 'Cancel'.

The View Details page shows a number of tabs:

- **Properties** - lets you change the name and the description of the view, as well as select whether [Horizontal Scrolling](#) is enabled by default.
- **Sharing** - lets you view and modify sharing permissions for the view – see [View Sharing and Permissions](#).
- **Associations** - shows the structures which are associated with the view (have this view in their Views drop-down). See [Associating Views with Structures](#).
- **Advanced** - shows additional technical information about the view.
- **Delete** - 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 a view's name, description, sharing permissions or anything on the Advanced tab, the changes are not saved until you click the **Save Changes** button. After you have saved the changes, they take effect for you and anyone else who has access to the view.

The 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.