

# Views Menu

You can switch to another view by pulling down Views menu and selecting one of the views it offers, or searching for a different view.

To open Views menu on the Structure Board, click current view name; on an issue page and project page click the Views icon.

Apart from the list of views the Views drop-down shows important information about the current view.

The screenshot shows a software interface with a top toolbar containing various icons for adding, editing, and deleting items. Below the toolbar, there is a section titled 'Manually Built Structure' with a table of items. The table has columns 'Key' and 'Summary'. The first row is a folder named 'Theme Park Construction'. The second row is a document icon labeled 'Regulations and Standards'. The third row is a document icon labeled 'TP-124' with a sub-item 'Site preparations'. The fourth row is a document icon labeled 'The Proposed Park Plan'. The fifth row is a document icon labeled 'Location Map'. The sixth row is a document icon labeled 'Structure Gadget'. The seventh row is a document icon labeled 'SP-5' with a sub-item 'Relocate trees - Trees are totally getting in the way'. The eighth row is a document icon labeled 'SP-13' with a sub-item 'Find the transport company'. The ninth row is a document icon labeled 'SP-1' with a sub-item 'Relocate Elves - The Mountain Elves that dwell in the mountains'. The tenth row is a document icon labeled 'SP-3' with a sub-item 'Remove waste rock and soil - After bulldozing the site'. The eleventh row is a document icon labeled 'SP-2' with a sub-item 'Bulldoze French Alps - Someone put a great big pile of rocks in the way'. The twelfth row is a document icon labeled 'SP-16' with a sub-item 'Rent the excavation equipment'. The table is showing 47 items. On the right side, the 'Basic view' menu is open, showing the current view name, a 'Modified' status, and links to 'Save', 'Save As', and 'Revert'. It also shows 'Shared with everyone' and a 'Change' link. Below this is a search bar labeled 'Search View'. The menu is divided into two sections: 'ASSOCIATED VIEWS' and 'OTHER RECENT VIEWS'. The 'ASSOCIATED VIEWS' section lists 'Basic view' (selected), 'Planning', 'Tracking', 'Triage', and 'Entry'. The 'OTHER RECENT VIEWS' section lists 'Compact' and 'Manage Views...'. The menu is also showing a 'Manage Views...' link at the bottom.

In the menu you can see the following:

1. Current view name. Hover mouse over the name to see the tooltip with the view description.
2. If the view was modified, you'll see the corresponding message and links, which allow you to save or revert the changes.
3. Permissions settings and a link to change them.
4. View search. Start typing the view name and results will be filtered as you type.

✓ Search looks for any views that match the entered name, not only those in this list.

5. Associated views list. This list can be customized for each structure by the structure owner or anyone who has Control access level on the structure – see [Customizing View Settings](#).
6. List of views you have recently used (excluding the views shown in the section above).
7. Manage Views link opens [View Management](#) dialog.

## Switching View with Keyboard

You can switch current view only using keyboard:

1. Use **vv** shortcut to open Views menu (hit "v" twice);
2. Use arrows to select a view, or enter text to search for matching views;
3. Hit **Enter** to switch to selected view or **Escape** to close the menu.