

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' (selected), 'Sharing', 'Associations', 'Advanced', and 'Delete'. A message bar says: '* You have adjusted this view and the changes have not been saved on the server yet.' The 'Name' field contains 'HyperDrive Project Estimates'. The 'Description' field contains 'The view for estimating project tasks, assigning tasks to people and tracking progress. Use this view!'. The 'Owner' is listed as '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.