

# Managing Views

In Structure, a **view** defines which columns are displayed and in what configuration.

In Structure, the current view is displayed in the top right corner. Clicking the view's name opens the Views menu, where you can search for a view, save changes to a view or manage existing views.

Automated Structure ▾

	Key	Summary	Progress	Pr
	LS-9	▼ Epic 1	<div></div>	↑
✓	LS-2	▼ Story 1	<div></div>	↑
✓	LS-6	Sub-task 1.1	<div></div>	↑
	LS-12	sub-task 2	<div></div>	↓
	LS-3	▼ Story 2	<div></div>	↑
	LS-4	Sub-task 2.1	<div></div>	↑
	LS-5	Sub-task 2.2	<div></div>	↑

Basic view ▾

Basic view

\*Modified Save As Revert

☐ Make Default for this Structure

☒ Make Public

My Custom View Save

Search View

DEFAULT VIEW

• Basic view \*

## Configuring the View

To change the layout of a view, simply [add](#), [remove](#), or [rearrange columns](#) within the structure.

Once you have the information you need in the exact order you need it, you can save your changes or create a new view - see [Changing the View](#) below.

## Changing the View

When you manually change the column configuration, you create local adjustments to the currently-selected view. You can then save the changes (if you have permissions to change the view) or save and share your customization as a new view – see [Saving and Sharing Views](#).

Automated Structure ▾

	Key	Summary	Progress	Pr
	LS-9	▼ Epic 1	<div></div>	↑
✓	LS-2	▼ Story 1	<div></div>	↑
✓	LS-6	Sub-task 1.1	<div></div>	↑
	LS-12	sub-task 2	<div></div>	↓
	LS-3	▼ Story 2	<div></div>	↑
	LS-4	Sub-task 2.1	<div></div>	↑
	LS-5	Sub-task 2.2	<div></div>	↑

Basic view ▾

Basic view

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Search View

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## Setting the Default View

The Default view appears whenever a user opens a structure for the first time.

To make an existing view the Default view for the current structure:

1. Switch to the view you want as the Default view.
2. Open the Views menu.
3. Click the heart icon.

Automated Structure ▾

	Key	Summary	Due Date	Fix Version	Assign
	LS-9	▼ Epic 1		1.0	
✓	LS-2	▼ Story 1		0.5, 1.1	
✓	LS-6	Sub-task 1.1		0.5	
	LS-12	sub-task 2			
	LS-3	▼ Story 2		1.0	
	LS-4	Sub-task 2.1		1.0	

Planning ▾

Planning

Save As

Search View

DEFAULT VIEW

Basic view

RECENT VIEWS

• Planning

To make a new view the Default view for the current structure:

1. Modify an existing view so it includes the columns you want to appear in your Default view.
2. Create a new view by clicking the Save As link in the Views menu.
3. Check the "Make Default for this Structure" box.
4. Save the new view.

Automated Structure ▾

	Key	Summary	Progress	Status
	LS-9	▼ Epic 1		IN PROGRESS
✓	LS-2	▼ Story 1		DONE
✓	LS-6	Sub-task 1.1		DONE
	LS-12	sub-task 2		BACKLOG
	LS-3	▼ Story 2		IN PROGRESS
	LS-4	Sub-task 2.1		IN PROGRESS
	LS-5	Sub-task 2.2		SELECTED FOR

Basic view ▾

Basic view

Save As Revert

\*Modified

☒ Make Default for this Structure

☒ Make Public

New Default View Save

Search View

DEFAULT VIEW

• Basic view \*

See Also

- [Locating a View](#)
- [Saving and Sharing Views](#)
- [View Sharing and Permissions](#)