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.



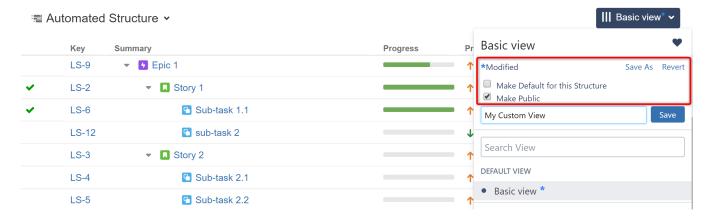
Configuring the View

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.

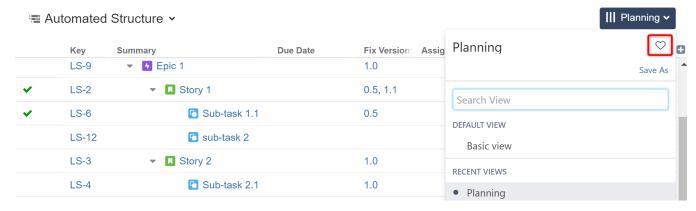


Setting the Default View

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

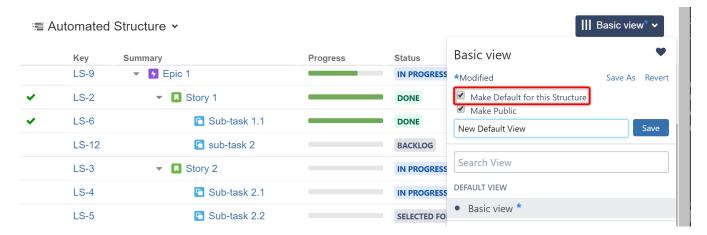
To make an existing view the Default view for the current structure:

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



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.



See Also

- Locating a View
- Saving and Sharing ViewsView Sharing and Permissions