Locating a View

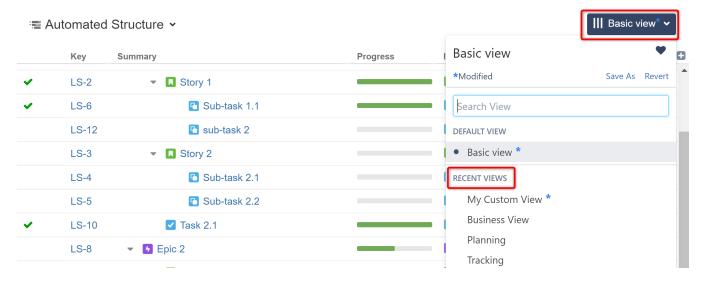To locate and use an existing view, open the Views menu.

Default View

The Default view for the structure is listed at the top of the Views menu. This is the view users will see when they open the structure for the first time.

Recent Views

Recently used views will be located in the **Recent Views** section.

Search Views

If you don't see the view there, begin typing its name in the Search bar and select it from the list of results.

Automated Structure ⌄

	Key	Summary		Progress	
✔	LS-2	⌄ 📗 Story 1		▰▰▰▰▰▰▰▰	
✔	LS-6	📘 Sub-task 1.1		▰▰▰▰▰▰▰▰	
	LS-12	📘 sub-task 2		▱▱▱▱▱▱▱▱	
	LS-3	⌄ 📗 Story 2		▱▱▱▱▱▱▱▱	
	LS-4	📘 Sub-task 2.1		▱▱▱▱▱▱▱▱	📘 LS-4 1.0

III Basic view* ⌄

Basic view ♥

*Modified   Save As   Revert

Plan

VIEWS FOUND:

Planning