

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.

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	
	LS-5	Sub-task 2.2		1.0	

Planning ▾

Save As

Search View

DEFAULT VIEW

Basic view

RECENT VIEWS

• Planning

Business View

Recent Views

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

Automated Structure ▾

	Key	Summary	Progress
✓	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>
✓	LS-10	Task 2.1	<div></div>
	LS-8	▾ Epic 2	<div></div>

Basic view ▾

Save As Revert

*Modified

Search View

DEFAULT VIEW

• Basic view *

RECENT VIEWS

My Custom View *

Business View

Planning

Tracking

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 ▾

Basic view ▾

	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	

Basic view

*Modified

Save As Revert

Plan

VIEWS FOUND:

Planning

LS-4 1.0