

# Saving and Sharing Views

When you [add, remove or rearrange columns](#), you are making changes to the currently-selected view. The view will now be marked with a blue asterisk, denoting that it has been modified from its original version.

Simple Structure ▾

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Basic view\*

Key	Summary	Σ Time Spent	Progress	TP	Status	Original Estimate
STMB-40	⚡ Epic 1	1w	<div></div>	⚡ ⬆	TO DO	5w
STMB-31	📄 Story 1	2d 4h	<div></div>	📄 ⬆	IN PROGRESS	...
STMB-32	⚡ Story 2	7h 5h	<div></div>	📄 ⬆	TO DO	1w
✔ STMB-43	🔴 Bug 1	2h	<div></div>	🔴 ⬆	DONE	
STMB-42	📄 Story 3	1d 5h	<div></div>	📄 ⬆	IN PROGRESS	
STMB-41	⚡ Epic 2	4w 3d	<div></div>	⚡ ⬆	TO DO	5w
STMB-37	📄 Story 4	1w 2d	<div></div>	📄 ⬆	IN PROGRESS	2w

ⓘ

These changes are stored locally and only visible to you. Anyone else using that same view will continue to see it in its original state, without your changes.

## Saving View Adjustments

To make changes permanent and push them to other people using the same view, you need to save a new version of the view. To do so, open the Views menu and click the **Save** link. You can also select **Save As** to create a new view with the current changes, without affecting the original view.

☆ ≡ ⌵ 🔍 Basic view\*

Progress

Basic view

\* Modified

Save Save As Revert

Shared with everyone

Change

Search View

ASSOCIATED VIEWS

● Basic view\*

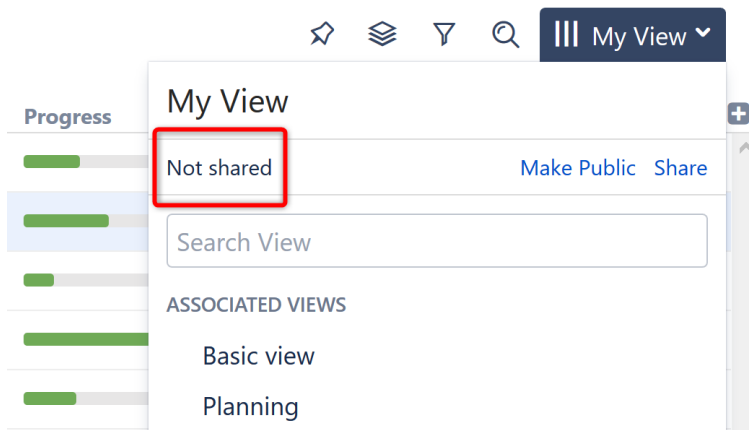
ⓘ

To save changes to an existing view, you need to have *Update* access level for that view (see [View Sharing and Permissions](#)). If you do not have permissions to change the view, you can still create a new view based on your modifications with the **Save As** link.

If you need to remove your adjustments and return to the original view as it is stored on the server, click the **Revert** link.

## Sharing a View

A view has a set of permissions, just like a structure. When you initially create a view with the **Save As** link, the view is **private**. You can use the view with any structure, but no one else can use the view.



To share a view with other people, open the Views menu and:

- Click the **Make Public** link to make the view **public**, allowing everyone to locate and use this view.
- Click the **Share** link to specify exactly which users can use, update and manage the view. See [View Sharing and Permissions](#) for details.