

# Edit a Summary View

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You can edit summary views and change your default view.

The screenshot shows the 'Edit Summary View' dialog box. It has a blue header with the title 'Edit Summary View' and a close button. Below the header are five tabs: 'Information', 'Incident Types', 'Provider Organizations', 'Mobile Providers', and 'Division Labels'. The 'Information' tab is selected. Inside the 'Information' tab, there are two text input fields: 'Name' with the value 'Summary View' and 'Description' with the value 'Summary View'. Below these fields are four blue buttons: 'Configure Incident Types', 'Configure Provider Organizations', 'Configure Mobile Providers', and 'Configure Division Labels'. At the bottom right of the dialog are two buttons: 'Save' and 'Cancel'. The background shows a partial view of the 'EMTrack Lite Settings' application with a sidebar on the left and a table with columns 'Name' and 'Description'.

The Summary View Administrator page includes tables for incidents, facility providers, mobile providers, and labels. Table columns are your triage categories.

## To edit a view

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Summary View**.
3. In the *Available Summary Views* section, locate the view and on that row, click the edit icon. The *Edit Summary View* page opens.
4. If appropriate, change the **Name**.
5. If appropriate, change the **Description**.
6. If appropriate, make changes to your selections on these tabs:
  - Incident Types
  - Provider Organizations
  - Mobile Providers
  - Division Labels
7. Click **Update**.