

# Views & Charts

Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.

**Caution** Deleting a row of data from any View cannot be undone.

## System Views

The various BrightWork 365 site map sections such as Requests, Projects, and Portfolios, each come with their own set of out of the box **system views**, in addition to any custom personal or system views you [configured on your own](#). Different views will present a different number of rows of project information depending on view filters, and/or a different set of columns across the top.

All Projects ▾
System Views
All Projects ⇅
All Projects Completed ⇅
All Projects In Progress ⇅
All Projects Not Started ⇅
NPI Projects in Progress ⇅
Projects ⇅
Support Projects in Progress ⇅
Templates ⇅
Templates and Projects ⇅

All Projects ▾							🔍 Search this
✓	Project Ref... ▾	Name ▾	Project Stat... ▾	Health Icon ▾	Project Mana... ▾	Program ▾	Portfolio ▾
	Proj-0010...	Powdered Cream Cheese for Af	In Progress	●	Fintan Manning..	Product Operations	Contoso Projects
	Proj-0010...	Frozen Desserts for South Ame	In Progress	●	Jonathan Weisgl	Product Operations	Contoso Projects
	Proj-0010...	Powdered Cream Cheese for Za	In Progress	●	Alex Hankin	Product Operations	Contoso Projects
	Proj-0010...	Powdered Cream Cheese for M	Not Started	●	Saravana Barathi	Product Operations	Contoso Projects
	Proj-0010...	Frozen Desserts for Chile	In Progress	●	Alan Morgan	Product Operations	Contoso Projects
	Proj-001069	Rollout Virtual Phone System	In Progress	●	Jonathan Weisgl	Internal Systems	Contoso Projects
	Proj-001067	Move Internal Servers to Cloud	Not Started	●	Alex Hankin	Internal Systems	Contoso Projects

1. Within a view in the section of interest (e.g., Requests, Projects, Portfolios), click **Edit columns**.

All Projects

Edit columns

Edit filters

Name

Project R...

Project St...

Stage

Priority

Project Ty...

Health Icon

Project M...

## 2. Edit the columns:

1. Reorder or remove columns using the ellipses that appears when you hover over an existing column name and click **Apply**.  
Or,
2. To add new columns to the view: **Click Add columns**, select the column to add, click **Close**, reorder the column as necessary, and click **Apply**.

**Edit columns: Projects**

+ Add columns
Reset to default

Abc	Name	Add columns
Abc	Project Reference	
☐	Project Status	

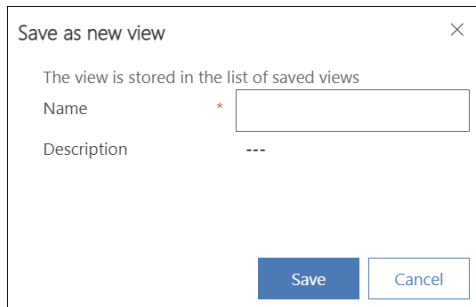
## 3. If the view is only meant to be temporary, the process is complete. If you would like to permanently save the view as a personal view:

1. In the view selector drop-down click **Save as new view**.

All Projects\* ▾

All Projects Completed  
All Projects In Progress  
All Projects Not Started  
All Projects\* Default  
Content Templates  
My Projects  
My Team Projects  
Save as new view  
Manage and share views

2. Fill in the fields and click **Save** to save the view as a personal view.



Save as new view

The view is stored in the list of saved views

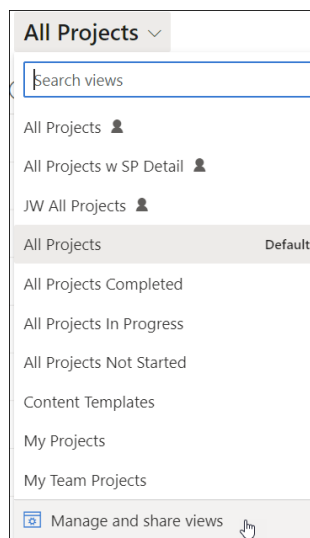
Name

Description

Save Cancel

3. To share a personal view:

1. In the view drop-down click **Manage and share views**.



All Projects ▾

Search views

All Projects

All Projects w SP Detail

JW All Projects

All Projects Default

All Projects Completed

All Projects In Progress

All Projects Not Started

Content Templates

My Projects

My Team Projects

Manage and share views

2. Click on the ellipses next to the view you want to share and click **Share**.

3. Search for and select the user or team you would like to share the personal view with.

4. Assign permissions and click **Share**.

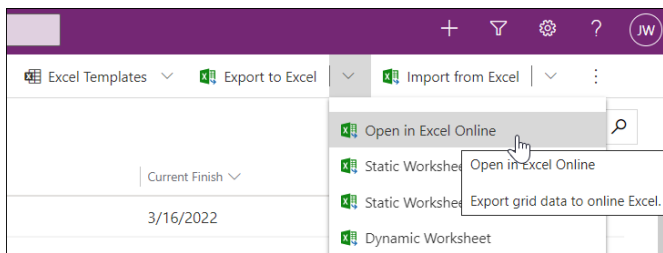
## Bulk Updates

It is possible to make bulk updates to certain fields in multiple records using Excel Online.

**Note** Do not make edits to calculated columns such as the date column **Current Finish**.

## Open in Excel Online

Click **Open in Excel Online** from the Excel menu at the top of the screen, make any necessary changes and save the changes.

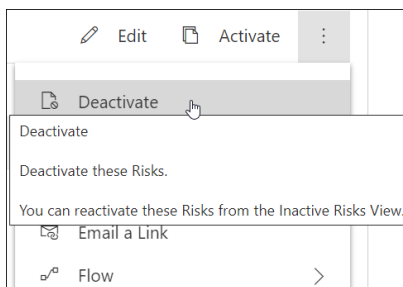


## Item Activation Status

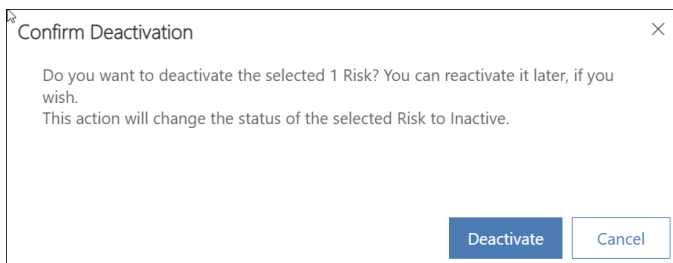
Items can be deactivated and activated throughout BrightWork 365 which will affect their visibility in views. Deactivated records will be locked. Users with edit permission can activate a deactivated record.

### To deactivate an item:

1. Select the item row and click Deactivate in the menu.

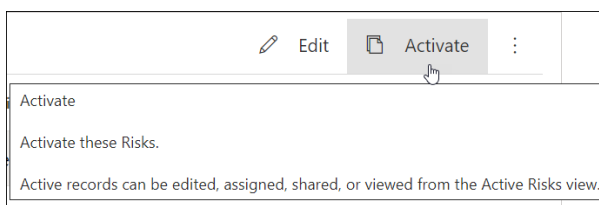


2. Confirm the deactivation.



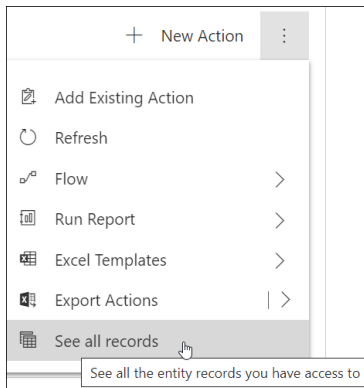
### To activate an item:

1. Select the deactivated item row and click Activate in the menu.

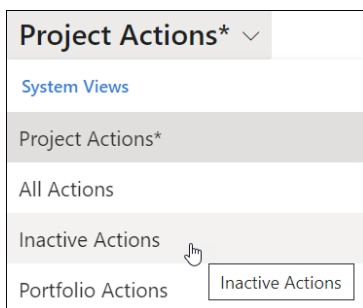


Deactivated items may be removed from certain views. To find these items in order to activate them once again:

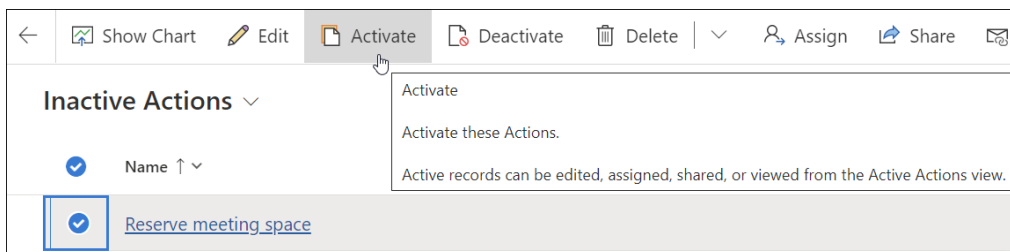
1. In the current view click **See all records** in the menu.



2. Change the resultant screen's view to the Inactive view.



3. Select the item's row and click Activate.



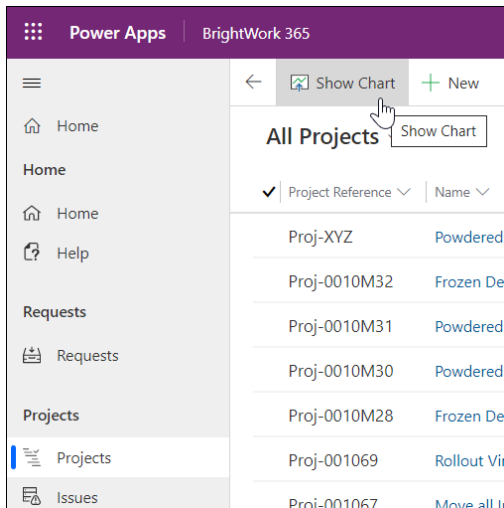
4. Confirm the activation.



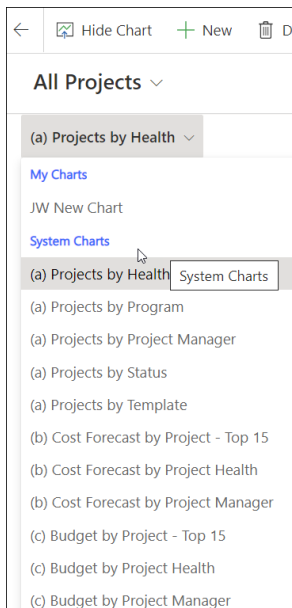
5. Return to the original view.

## System Charts

The BrightWork 365 solution comes with a set of system charts accessible from the different Areas. To access the available charts click into a section on the Site Map and then click **Show Chart**.



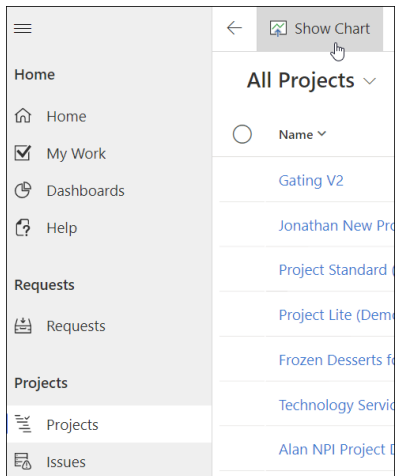
Click on the drop-down arrow to view the available System Chart options.



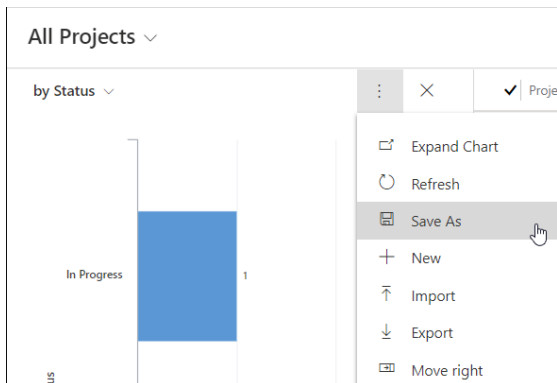
Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.

# Configure a Personal Chart

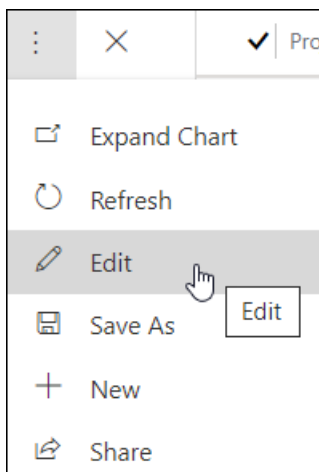
1. Click **Show Chart** at the top of a view's page.

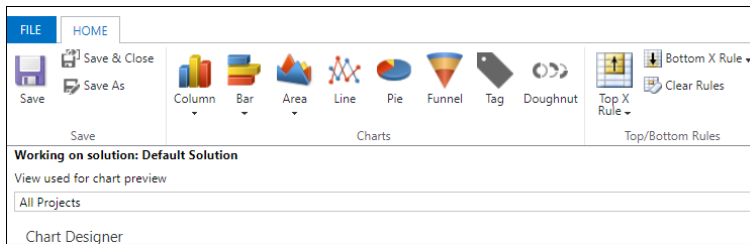


2. Click the ellipses next to an existing system chart you would like to use as the basis for your personal chart, choose **Save As** in the menu, fill in the fields, and click **Save**.



3. If you would like to make changes to your new personal chart, choose **Edit** in the menu and make necessary changes in the Chart Designer.

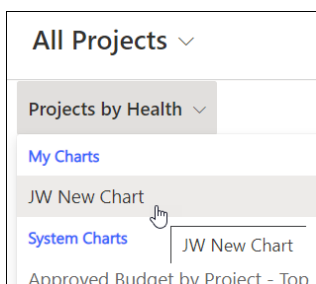




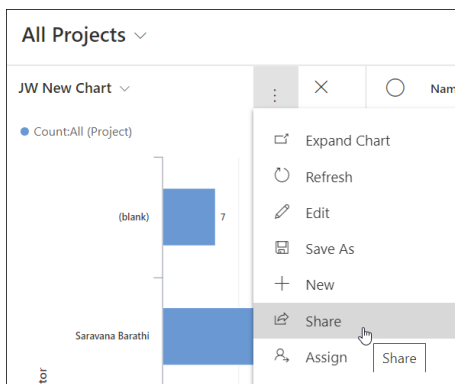
4. Save your changes.

## Share a Personal Chart

1. Select the personal chart in the chart drop-down.



2. Click the ellipses next to the personal chart and click **Share**.



3. Add the user or team you would like to share the personal chart with.
4. Assign permissions and click **Share**.

## Edit Items in a List View

1. Click to the left of the first position column to highlight the row.
2. Click **Edit** at the top of the page.



Show Chart

Edit

Activate

Dea

My Work

Assignment Title

Project

Schedule meeting rooms

[Remote Wo...](#)

