

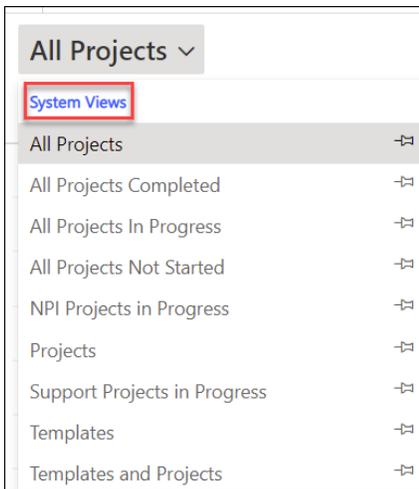
Views & Charts

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

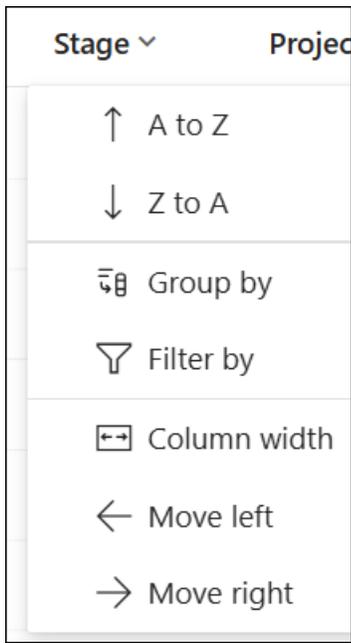
The various BrightWork 365 site map sections such as Requests, Projects, and Portfolios, each come with their own set of out of the box **system views**, in addition to any custom personal or system views you [configured on your own](#). Different views will present a different number of rows of project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



A screenshot of a project view table. The table has a header row with columns: Project Ref..., Name, Project Stat..., Health Icon, Project Mana..., Program, and Portfolio. The table contains seven rows of project data. The first row is highlighted. The 'Health Icon' column contains colored circles (green, yellow, red). The 'Project Mana...' column contains names and roles. The 'Program' column contains program names. The 'Portfolio' column contains portfolio names.

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 Weisglk	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 Weisglk	Internal Systems	Contoso Projects
Proj-001067	Move Internal Servers to Cloud	Not Started	●	Alex Hankin	Internal Systems	Contoso Projects

Depending on the column type, there are various options for altering how column data is presented:

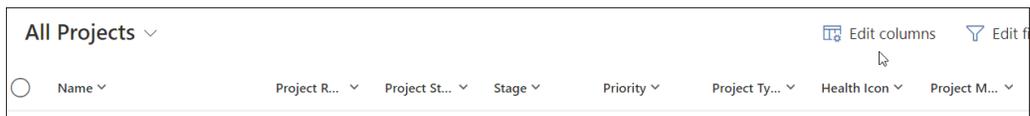


Introduction

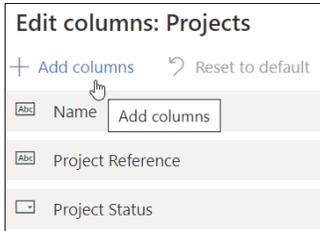
In BrightWork 365, a Personal View is a type of view that a user can create by themselves and customize specifically for their own needs and use within the app. Unlike system views, which are predefined and available to all users, personal views are unique to each individual user, although they can be shared with colleagues if desired.

Configure a Personal View

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

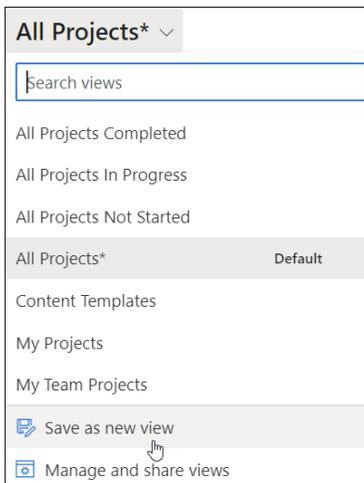


2. Edit the columns:
 1. Reorder or remove columns using the ellipses that appears when you hover over an existing column name and click **Apply**.
Or,
 2. To add new columns to the view: **Click Add columns**, select the column to add, click **Close**, reorder the column as necessary, and click **Apply**.

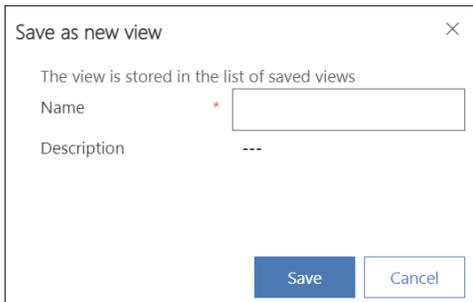


3. If the view is only meant to be temporary, the process is complete. If you would like to permanently save the view as a personal view:

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

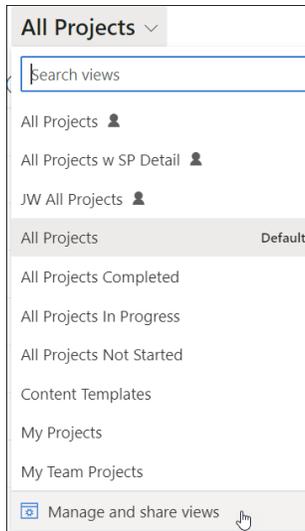


2. Fill in the fields and click **Save** to save the view as a personal view.



3. To share a personal view:

1. In the view drop-down click **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**.

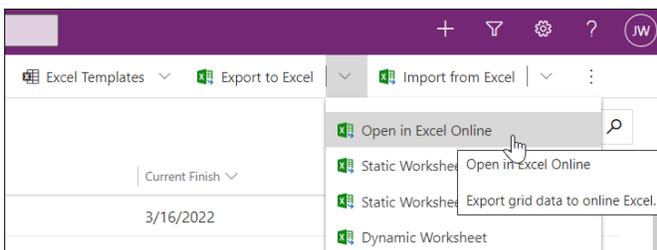
Bulk Updates

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.



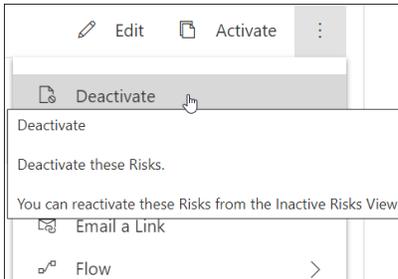
Item Activation Status

Items can be deactivated and activated throughout BrightWork 365 which will affect their

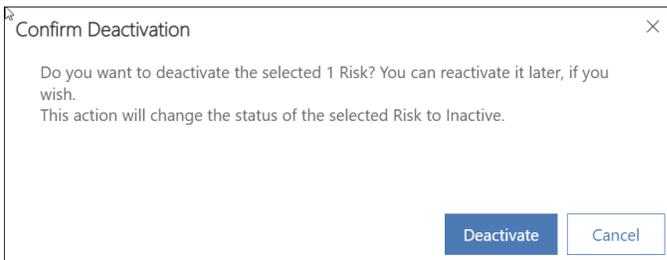
visibility in views. Deactivated records will be locked. Users with edit permission can activate a deactivated record.

To deactivate an item:

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



2. Confirm the deactivation.



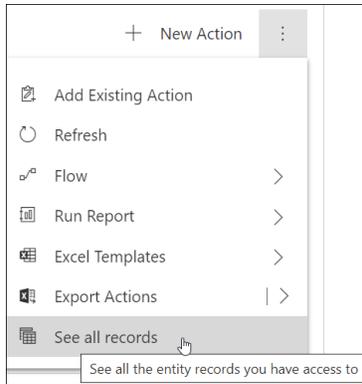
To activate an item:

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

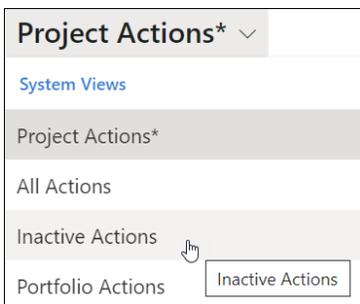


Deactivated items may be removed from certain views. To find these items in order to activate them once again:

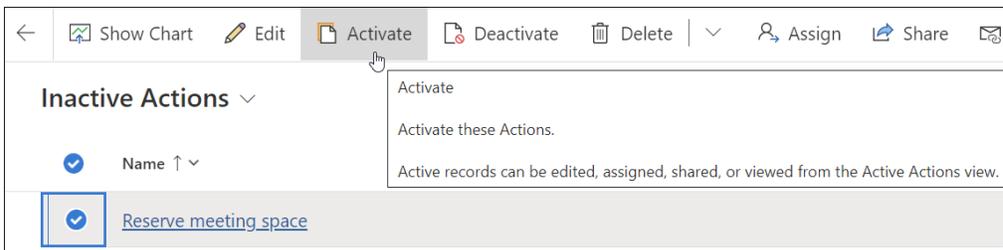
1. In the current view click **See all records** in the menu.



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



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



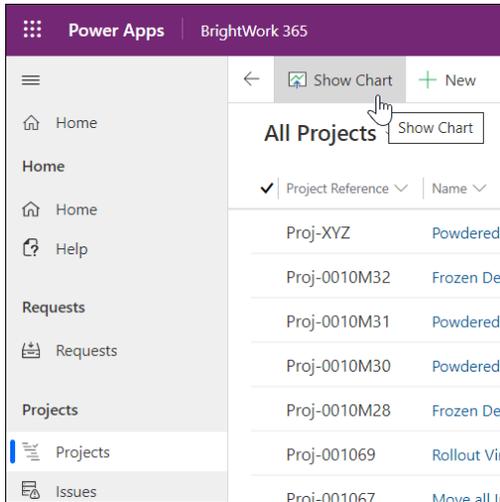
4. Confirm the activation.



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**.



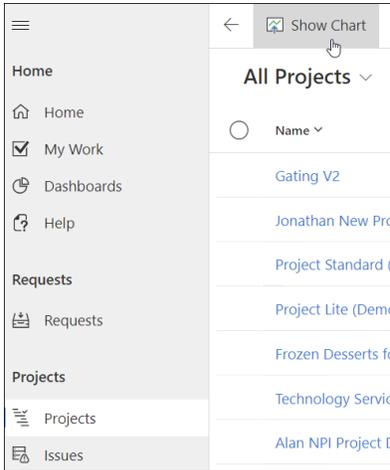
Click on the drop-down arrow to view the available System Chart options.



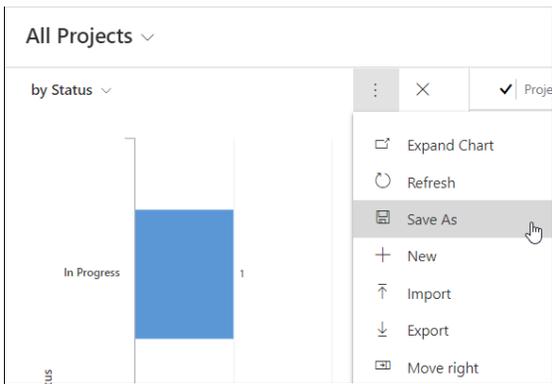
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Configure a Personal Chart

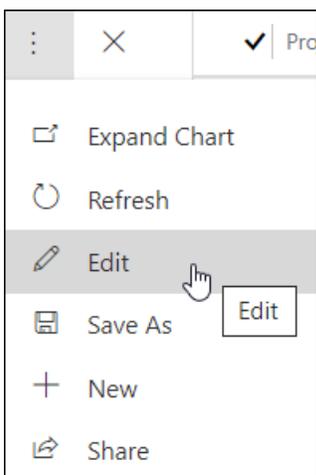
1. Click **Show Chart** at the top of a view's page.

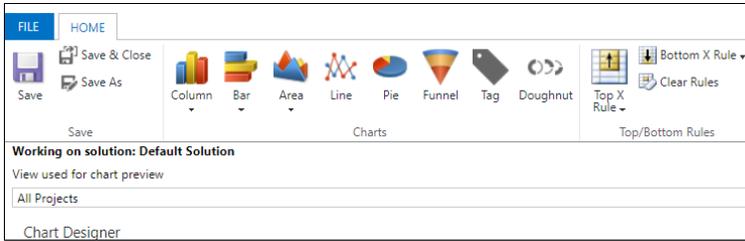


2. Click the ellipses next to an existing system chart you would like to use as the basis for your personal chart, choose **Save As** in the menu, fill in the fields, and click **Save**.



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.

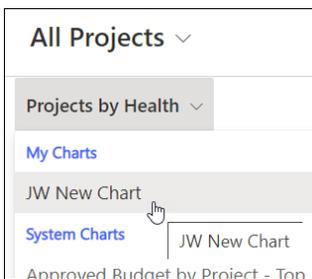




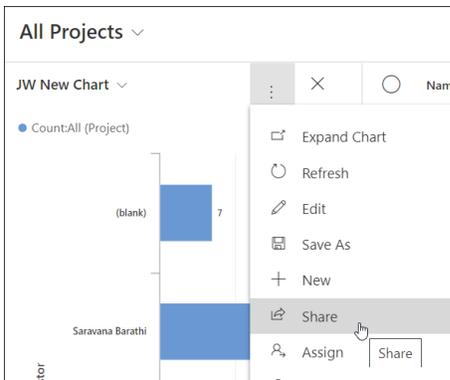
4. Save your changes.

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...](#)