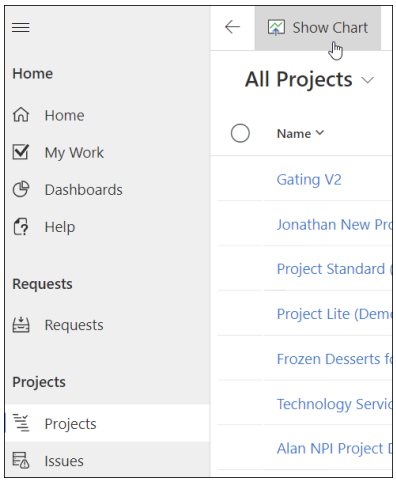
Configure Personal Charts

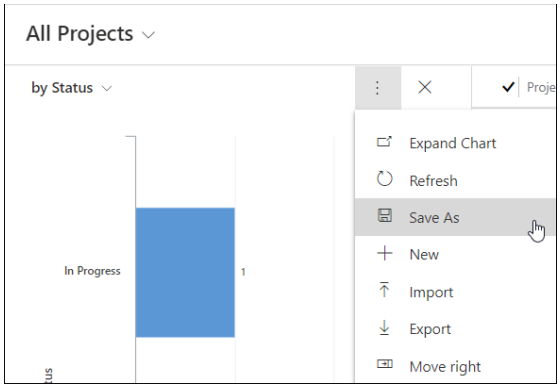
Note This article is for BrightWork 365 Release February 2023 (v1.6) and newer.

Configure a Personal Chart

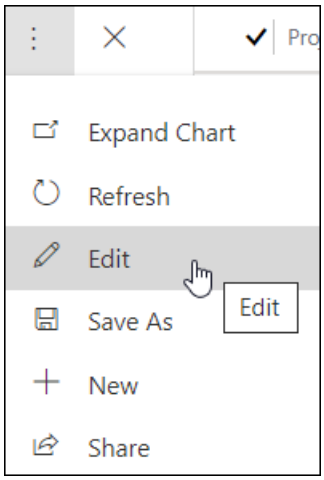
1. Click **Show Chart** at the top of a view's page.

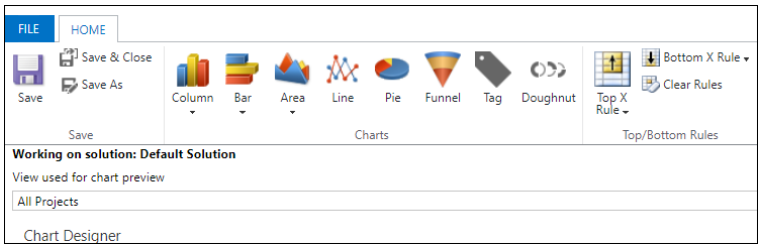


2. Click the ellipses next to an existing system chart you would like to use as the basis for your personal chart, choose **Save As** in the menu, fill in the fields, and click **Save**.



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.

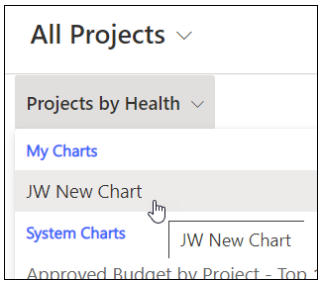




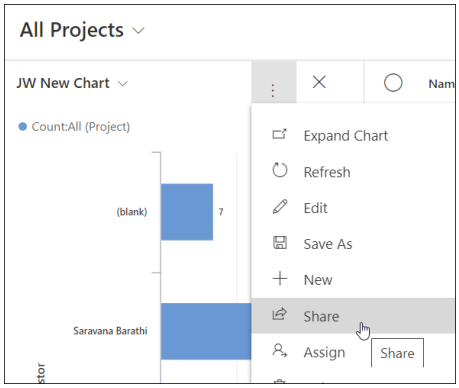
4. Save your changes.

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**.