Work Allocation Reports

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

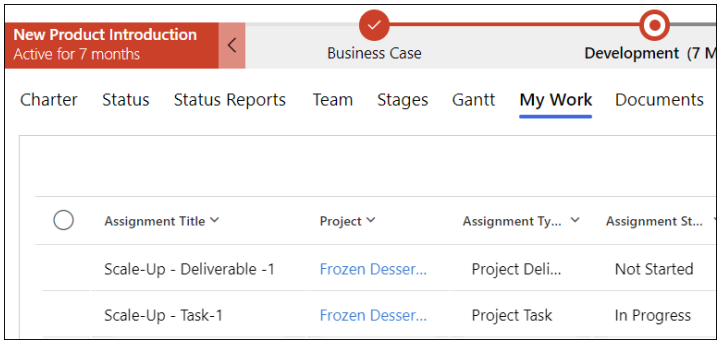
BrightWork 365 provides a number of rollup work-related reports for the various types of work that can be assigned to project team members.

> **Note** % Complete cannot be set from within work reports; set this value within the actual work record.

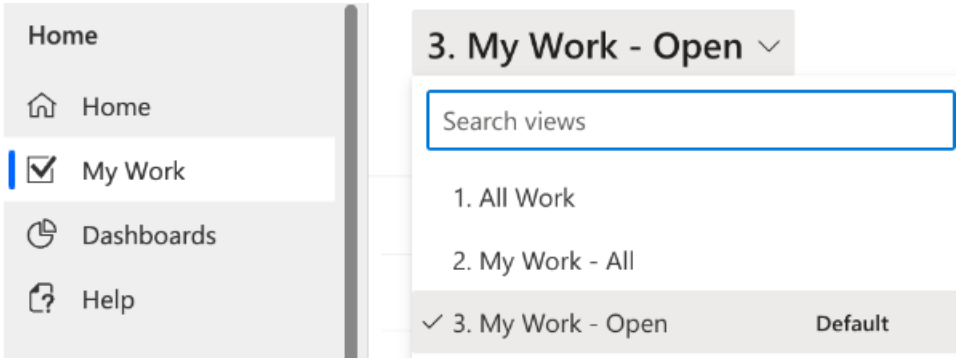
My Work

The My Work report rolls up all work items assigned to the logged in user either in an individual project or across all projects, depending on where the **My Work** link is clicked.

To view all work assigned to you as the logged in user for one specific project, click into the **My Work** tab within the project.

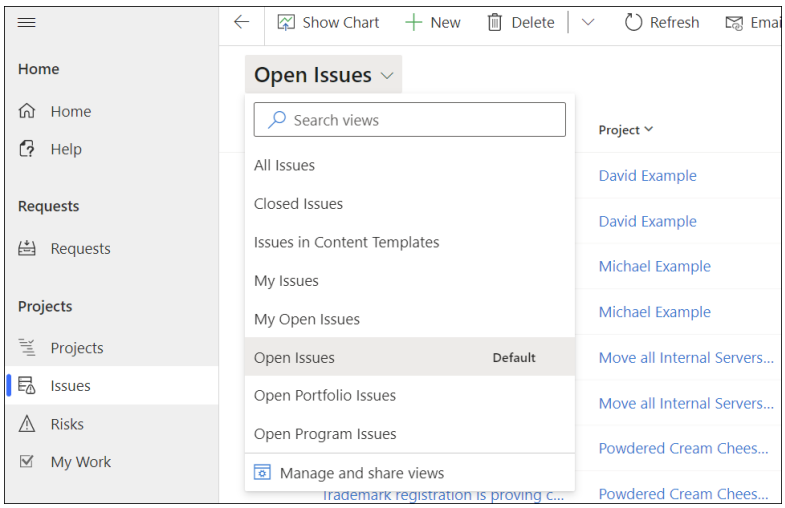


To view all work assigned to you as the logged in user across all projects, click into the **My Work** link on the Site Map. Users can choose from a variety of report views with use of the drop-down selector, and with the sorting and filter options.



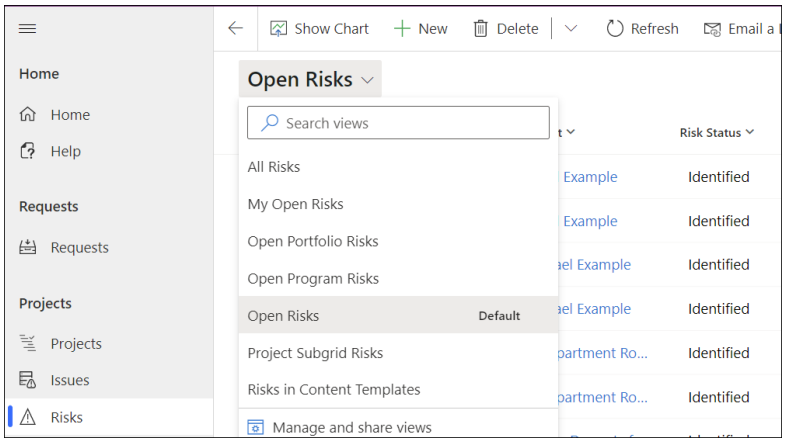
Issues

The Issues report rolls up all issues recorded throughout all projects. Users can choose from a variety of report views with use of the drop-down selector, and with the sorting and filter options.



Risks

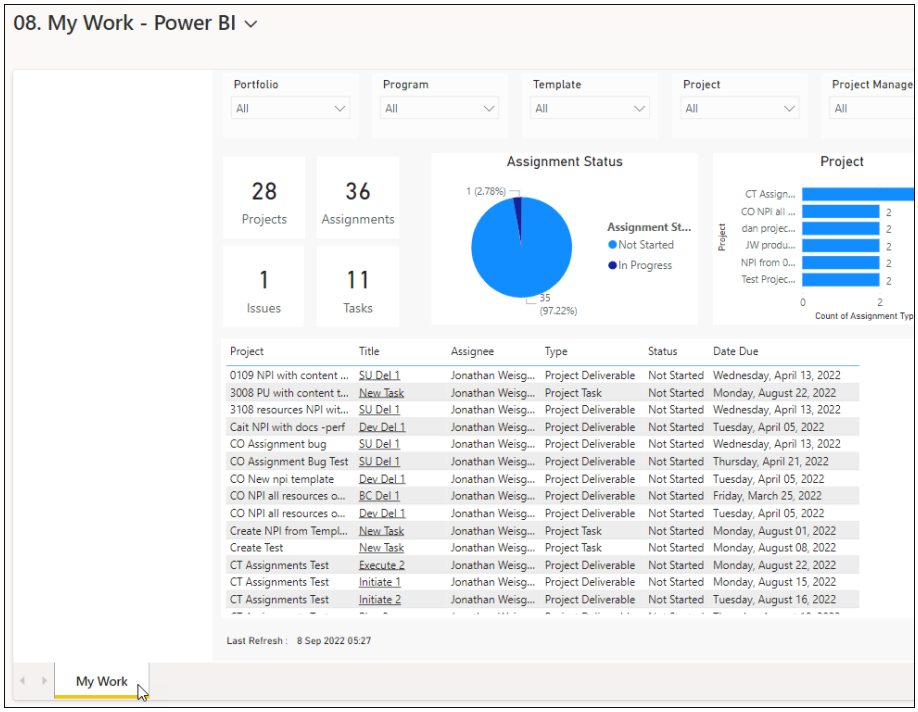
The Risks report rolls up all risks recorded throughout all projects. Users can choose from a variety of report views with use of the drop-down selector, and with the sorting and filter options.



Work Allocation Reports - Power BI

With the pairing of BrightWork 365 and Microsoft Power BI, there are many resource related report options available for your team to review and analyze. Two main areas for resource reports are the **Work** and **My Work** reports. As with other Power BI reports, the work reports are interactive and details can be zoomed into by clicking into the various

chart regions.



> **Note** As referenced in the Install Guide, in order for the My Work Power BI reports to function properly for a user they must be added to the Power BI Workspace with Viewer access (Admin access will display work for all users, not just for themselves), and to the user security group for the report dataset.