Global Settings

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

Project Management Context

To enable project Gantt schedules to accurately reflect the organization's work practices, users with the BrightWork PMO Manager or System Administrator security role have the ability to set and update global calendar settings (i.e., Working Week, Working Hours) for all projects from **Admin Area > Global Settings**.

> **Note**
>
> - Global Settings affects all existing open and closed projects, new projects, and all the tasks within the projects. If the settings are changed, the schedule of projects will update accordingly once they are opened, and the Gantt tab is clicked.
> - Days that are not part of the Working Week will be formatted differently in the Gantt chart for easy identification.

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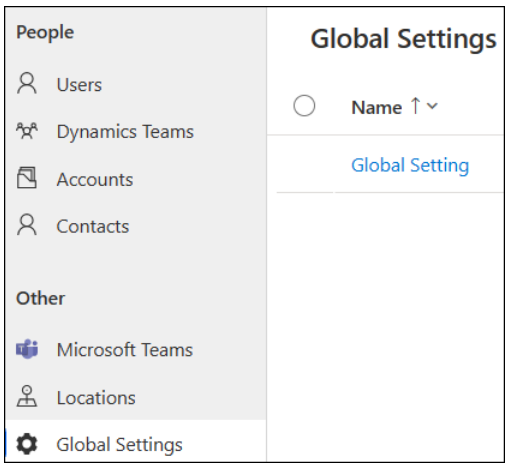
Flexible Calendaring Options

Organizations have several options available with regard to project scheduling due to the interplay between the Global Settings described in this article, global Non-Working Days, and the Schedule Settings present at the project level. Examples of the available options are:

- Leave Global Settings with the default Working Week and Working Hours configuration, set solution-wide Non-Working Days, and then as needed adjust Schedule Settings > Project Override Settings at the individual project level with a configuration that makes sense for each project.
- Implement an entirely top-down approach using organization-wide Global Settings and configured Non-Working Days to implement solution-wide settings that apply to all projects.

Configure Global Settings

Global Settings is located in the Admin Area of BrightWork 365.



Caution These settings apply to all projects and therefore should be managed with caution.

Settings tab

Projects > Enable Project Snapshots

Turn on to automatically include all projects in the weekly snapshot. When enabled, snapshot data is captured for all nominated active projects in the Status Report table. See Project Status Reporting for more information.

Projects > Enable Virtual Scroll

Enables faster Gantt task editing. The Virtual Scroll option is intended only for very large Gantt task lists. A user with the BrightWork PMO Manager security role can enable this setting to make the Enable Virtual Scroll option available for use in every project. The default value is No. If set to No, this will not have an effect on projects that have already been configured to use the Virtual Scroll option.

Caution Virtual Scroll editing introduces issues project managers should be made aware of. For details see Task Management.

Settings tab > BrightWork 365 Graph Client

Enabling Graph Integration allows approved applications to connect and work more effectively with your Microsoft 365 environment, leading to more integration and functionality within BrightWork 365. If this is not configured properly, the Microsoft Teams Channel and the Document Library will not be able to be set at the Project/Program/Portfolio level. Typically, this is configured during the BrightWork 365

install process.

Configure Graph API Read Column Security Profile

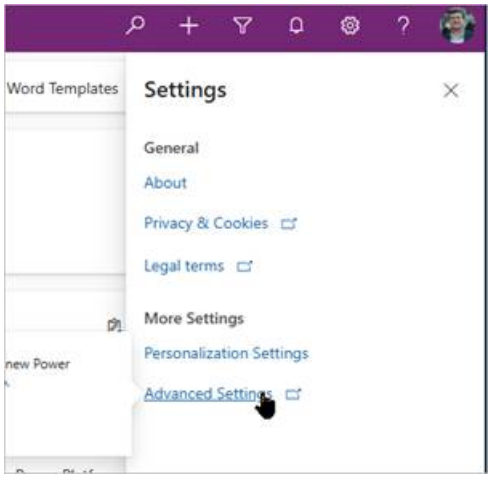
The Application (client) ID and Directory (tenant) ID columns in the Global Settings record have security enabled to ensure that only System Administrators can edit them.

To use the flexible document management feature included with BrightWork 365, all other users of BrightWork 365 need Read access to these columns and will have to be added to the Graph API Read column security profile associated with these columns.

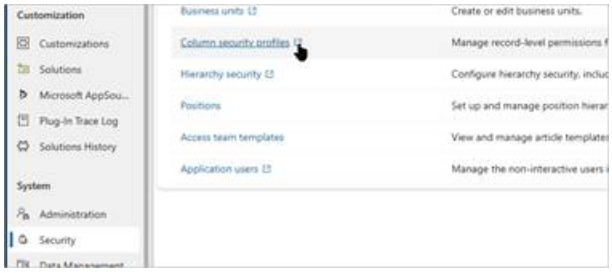
The easiest way to achieve this is to add all the business unit teams in the environment to the column security profile, as this will ensure that all users have access to the columns.

To configure the Graph API Read Column Security Profile:

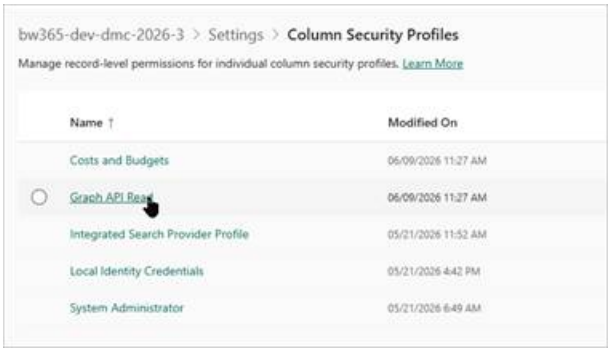
1. In the BrightWork 365 app and click **Settings | Advanced Settings.**



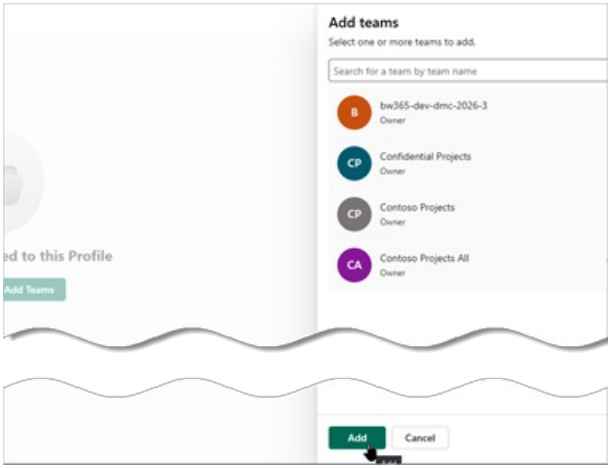
2. Click **Security | Column security profiles**.



3. Click **Graph API Read**.



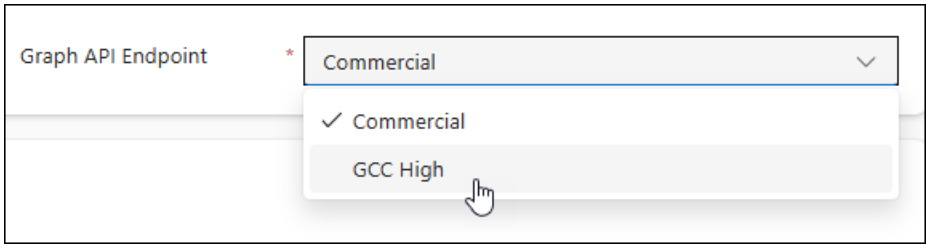
4. Click **Teams | + Add Teams**.
5. Add each of the business unit teams in your tenant (they will have the same name as the business unit).
6. Click **Add**.



Graph API Endpoint

If your tenant is not GCC High (Government Community Cloud High), choose the **Commercial** setting.

If you tenant is GCC High, choose the **GCC High** setting. This setting configures the Application ID (Client ID) and Directory ID (Tenant ID) columns in Global Settings to refer Microsoft Teams and SharePoint access requests to the Graph API Endpoint graph.microsoft.us, rather than the standard commercial graph.microsoft.com.



Settings tab > Version

Displays the version number of the BrightWork 365 solution.

Calendar tab

> **Note** The default out of the box Global Settings for Working Week is Monday - Friday, and for Working Hours is Day Start 8 am, Break Start 12 pm, Break Finish 1 pm, and Day Finish 5 pm.

Working Week

To configure the solution-wide Working Week to something other than the default Monday - Friday, a user with the BrightWork PMO Manager or System Admin security role can follow these instructions:

1. Click into the **Admin Area.**
2. Click **Global Settings**.
3. Click the **Calendar** tab.
4. Click **Edit** at the bottom of the section.
5. Click the Working Week drop-down menu.
6. Use the checkbox options to include specific days as workdays.
7. Change the working hours settings as necessary (see descriptions below).
8. Click **Save** at the bottom of the section (clicking Save or Save & Close on the toolbar menu will not save these changes).

Day Start

The solution-wide hour of the day that Gantt task work starts.

Break Start

The solution-wide start hour of the day that Gantt task work is not done.

Break Finish

The solution-wide finish hour of the day that Gantt task work is not done.

Day Finish

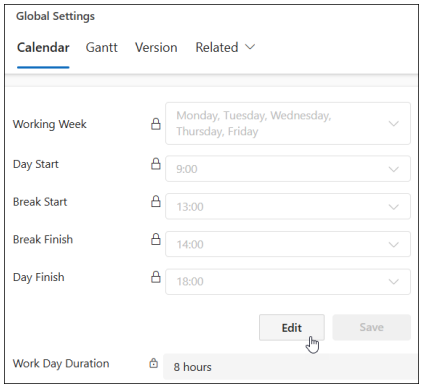
The solution-wide hour of the day that Gantt task work finishes.

Workday Duration

Automatically calculated based on the times entered in the fields above.

To configure the Global Settings Calendar:

1. Select the **Admin Area** in the BrightWork 365 app.
2. Click **Global Settings** on the main nav.
3. Click **Global Setting**.
4. Select the **Calendar** tab.
5. Click **Edit** at the bottom of the Calendar section.



6. Select the Global Settings Working Week and working hours.
7. Click **Save**.

Audit History tab

Displays the audit history for Global Settings.

Project Settings tab

The Project Settings tab allows you to select an individual project to enter its Schedule Settings screen.

You can edit the Task Scheduling Type for multiple projects in Global Settings.

Do not edit the Virtual Scroll setting for multiple projects in Global Settings; this must be enabled for each project individually.