

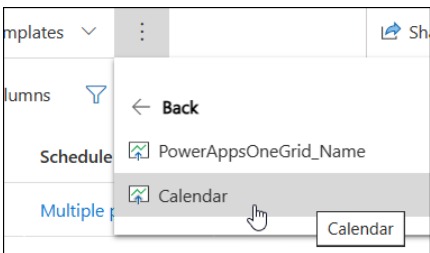
Project Calendar Views

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

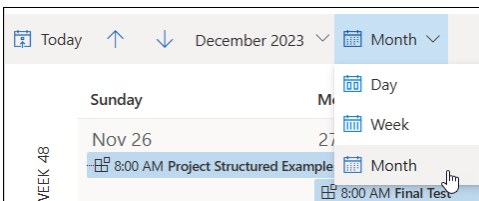
Project Calendar Views

To display a calendar view of all projects based on their Current Start & Current Finish dates:

1. Click the **Projects** link on the main nav.
2. At the top-right of the screen, click the ellipses and then click **Show As > Calendar**.



3. Change the calendar view as desired.



Users can set the Month display default in their Personalization Settings:

1. In the BrightWork 365 app, click the **Settings gear**.
2. Click **Personalization Settings**.
3. Click the **Activities** tab.
4. In the Default view section of the tab, choose the desired option from the Default Calendar dropdown.

