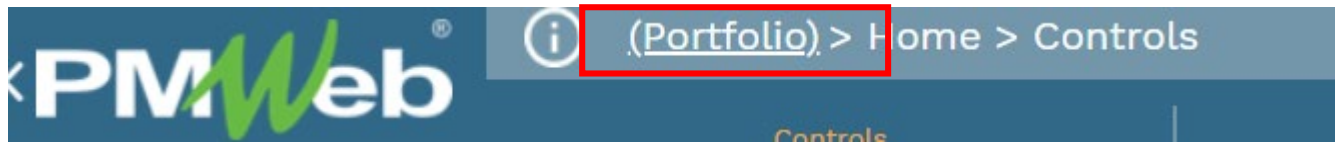# DEFAULTING VIEW TO A SINGLE PROJECT

To default the portfolio view to a single project, click the **Portfolio** link at the top of the page.

Enter the project name or number in the **Filter** box. You can enter the full name or number, or a partial search criteria. Open the folder(s) with search suggestions, and select your desired project.

Program / Project Login

Filter	160
Select a View	Program View ▼
Select a Project Status	-- All Statuses -- ▼

▲ 📁 (Portfolio)
　▶ 📁 -- Unassigned --
　▶ 📁 Design-Bid-Build
　▲ 📁 Design-Build
　　T 4090-N03-16-0AEO - 160AEO - New High School (Perth A
　　T 4160-N07-17-0AEP - 170AEP - New K-5 Elementary Sch. (F
　　T 5240-N10-16-0AEN - 160AEN - NewGrade 7 to 9 School (U
　▶ 📁 Emergent

Once selected, your default view for all selected modules will be that project. To select another project, click the link again and repeat the process.

xPMWeb®

ⓘ 5240-N10-16-0AEN - 160AEN - NewGrade 7 to 9 School (Union City) > Home > Controls

| Controls | Project Center | Portfolio View |

PLANNING

PROJECT FORMS

COST MANAGEMENT

SCHEDULING

RSS Feed ⊘ ✕
Landmark Trial Against Fox News Could Affect the Future of Libel Law

Links ⊘ ✕
• NJSDA Public Site

Weather ⊘ ✕

Workflow Inbox
No records to display.
⏮ ◀ 1 ▶ ⏭   PAGE SIZE 1 ▼

Collaborate Inbox
No records to display.
⏮ ◀ 1 ▶ ⏭   PAGE SIZE 1 ▼