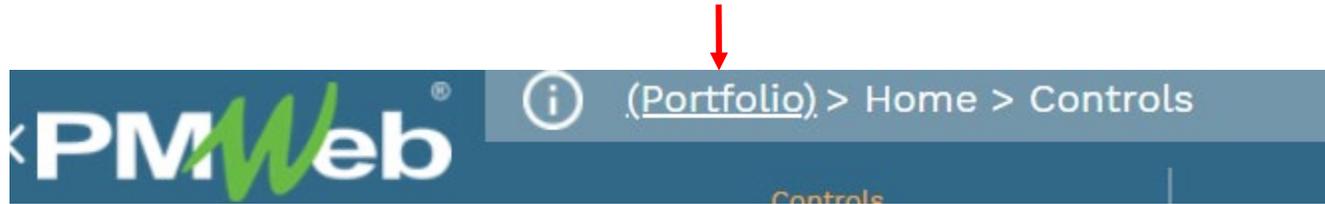


DEFAULTING THE PORTFOLIO VIEW

PMWeb provides users the ability to view all projects in the system, but there may be a need to default the working view to one project only. Additionally, it is recommended to default your view to one project to ensure the system works more efficiently. This can be accomplished by defaulting the portfolio view to the single desired 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
 - 4090-N03-16-OAEO - 160AEO - New High School (Perth A
 - 4160-N07-17-OAEP - 170AEP - New K-5 Elementary Sch. (F
 - ▶ 5240-N10-16-OAEN - 160AEN - NewGrade 7 to 9 School (L
- ▶ 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.

The screenshot displays the PMWeb interface for a project titled "5240-N10-16-0AEN - 160AEN - NewGrade 7 to 9 School (Union City)". The breadcrumb navigation is "Home > Controls". The interface is divided into several sections:

- Navigation Bar:** Includes the PMWeb logo, an information icon, the project ID "5240-N10-16-0AEN - 160AEN", and the project name "NewGrade 7 to 9 School (Union City)". Below this are tabs for "Controls" (active), "Project Center", and "Portfolio View".
- Left Sidebar:** Contains menu items for "PLANNING", "PROJECT FORMS", "COST MANAGEMENT", and "SCHEDULING".
- Content Area:**
 - RSS Feed:** Displays a link titled "Landmark Trial Against Fox News Could Affect the Future of Libel Law".
 - Links:** Displays a link titled "NJSDA Public Site".
 - Weather:** A placeholder for weather information.
 - Workflow Inbox:** Shows "No records to display." with a page size of 1.
 - Collaborate Inbox:** Shows "No records to display." with a page size of 1.

