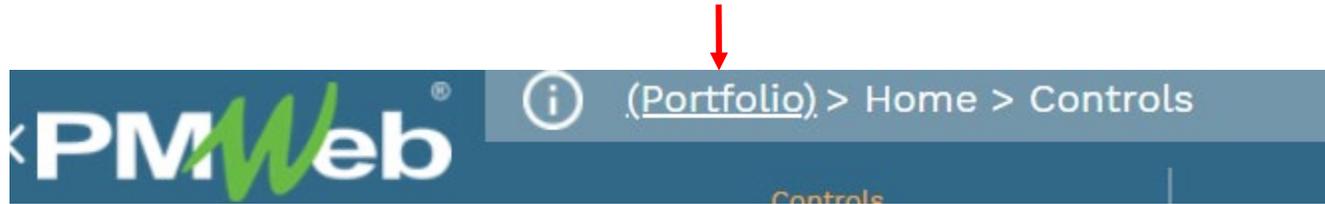# DEFAULTING THE PORTFOLIO VIEW

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.

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.