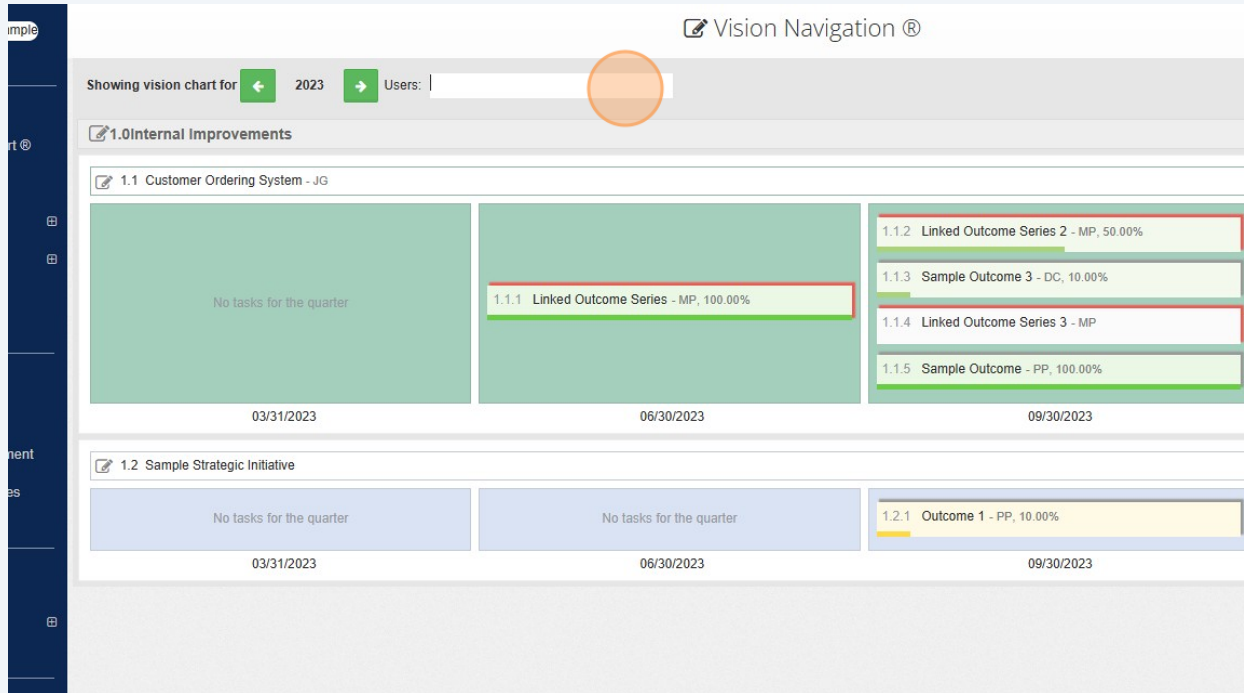


Filtering Chart View Outcomes by Person

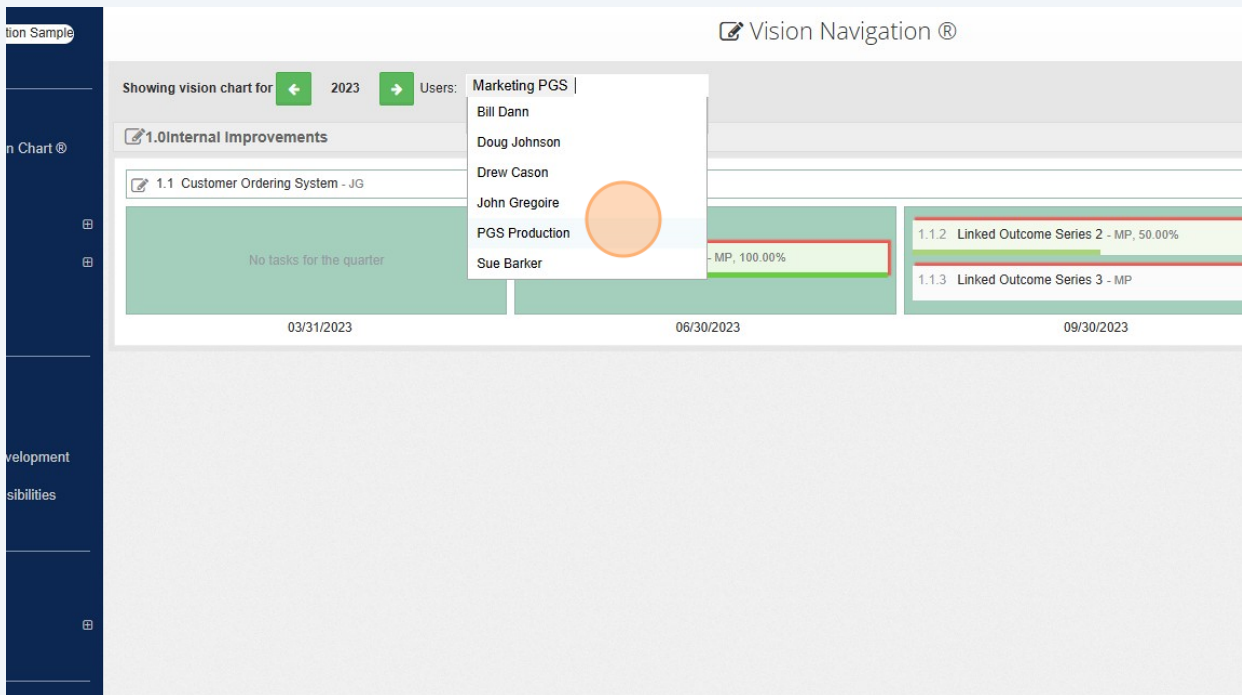
This guide provides step-by-step instructions on how to filter chart view outcomes by person. This allows team members to quickly filter to their work and lets project leaders see how individual team members are progressing.

1 Click the Users tab at the top of the chart view.



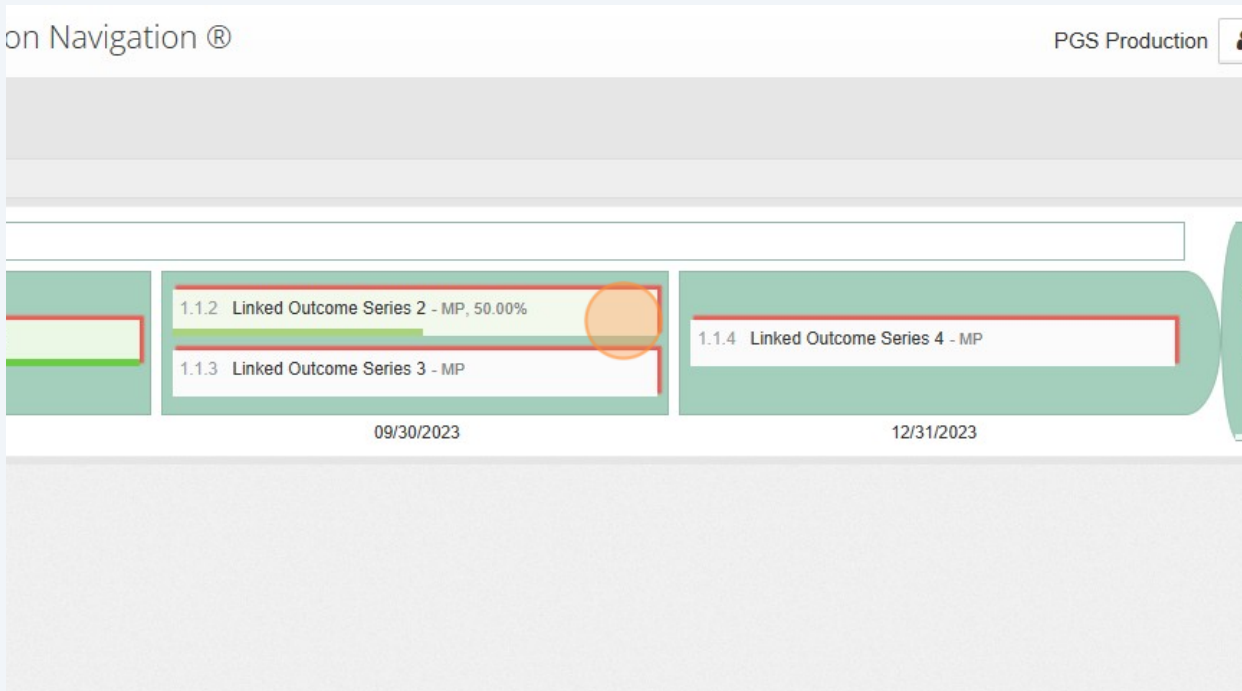
2

A drop down menu of the user names will appear, select the name of the person you wish to filter the chart view to. You can select and filter to multiple people.



3

From the filtered view, you can quickly see the specific outcomes assigned to the Marketing PGS team. Outcome progress can be updated by clicking on the individual outcomes.



4

To remove the filter, simply delete the name in the Users box and the entire chart will populate again.

