Adding Project Status Report Tile in Planview

Definitions

Tile: Planview Enterprise can display information about work, requests, resources, and more in graphical and tabular formats. You can access this information through tiles, which appear on ribbons on some View screens, such as Work View.

Icons in this job aid

Information

Steps

Open Work View

2. Click Work to open the Work Menu.

3. Open a Work item for which you want to add the Project Status Report tile. Click Work, then select your project, then click Work View.

For additional support, please visit the EPMO website.
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Add Ribbon Tiles

1. On the Work View ribbon, click more… to see any additional tiles hidden from the ribbon.

2. Click Manage to add or remove tiles on the ribbon.

3. The Manage Ribbon Tiles view opens.

   Tiles currently shown in your ribbon appear in the Display list on the right. Tiles available to be displayed appear on the left in the Available Tiles list.
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4. Scroll down the Available Tiles list to find **Project_Status_Report**. Drag and drop the tile from Available Tiles to Display, or click the right arrow.

5. Click **Save** after making changes to the tiles.

**Note:** After you add the Project Status Report tile for one project, it will automatically appear in your Work View for all projects.