VIRGINIA IT AGENCY

Managing column sets in CTP

Purpose

This job aid is designed to demonstrate how to manage column sets in the Commonwealth Technology portfolio (CTP) for Commonwealth level project risk, issues, and changes.
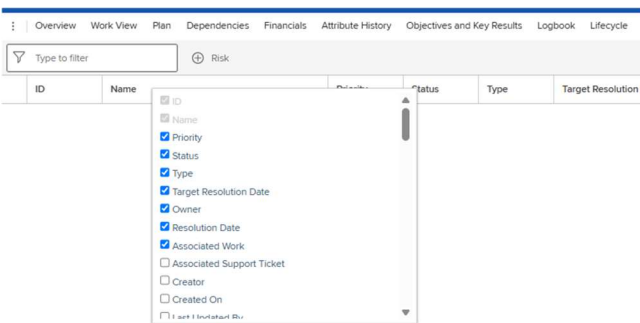
Column sets allow you to add/remove/change the order of the columns you see when data is displayed.

Responsibility

All Commonwealth of Virginia (COV) project managers and risk managers who manage Commonwealth projects.

Procedures

Managing column sets in CTP

1.	From within the CTP project, access the Risks, Issues, or Changes screen views as applicable
2.	To add or remove columns: Right click on any column header in the row to show a drop-down menu of column names Uncheck the boxes with checkmarks for each item that is not needed in the view, or Check the boxes without checkmarks to add columns that are not visible in the view Changes are auto saved on the page.

3.	To change the order of columns in a screen view: Left click and hold the header column that you want to move Drag the header to location (left or right) to the position you want it in
4.	To sort by a column in a screen view: Left click and release in the column you want to sort by An arrow will indicate if the sort ascending or descending | Priority	Status ↓	Type	Target Resolution I	

NOTE: If you clear your browser cache, you will lose the changes, and it will revert to the Planview/CTP standard view.