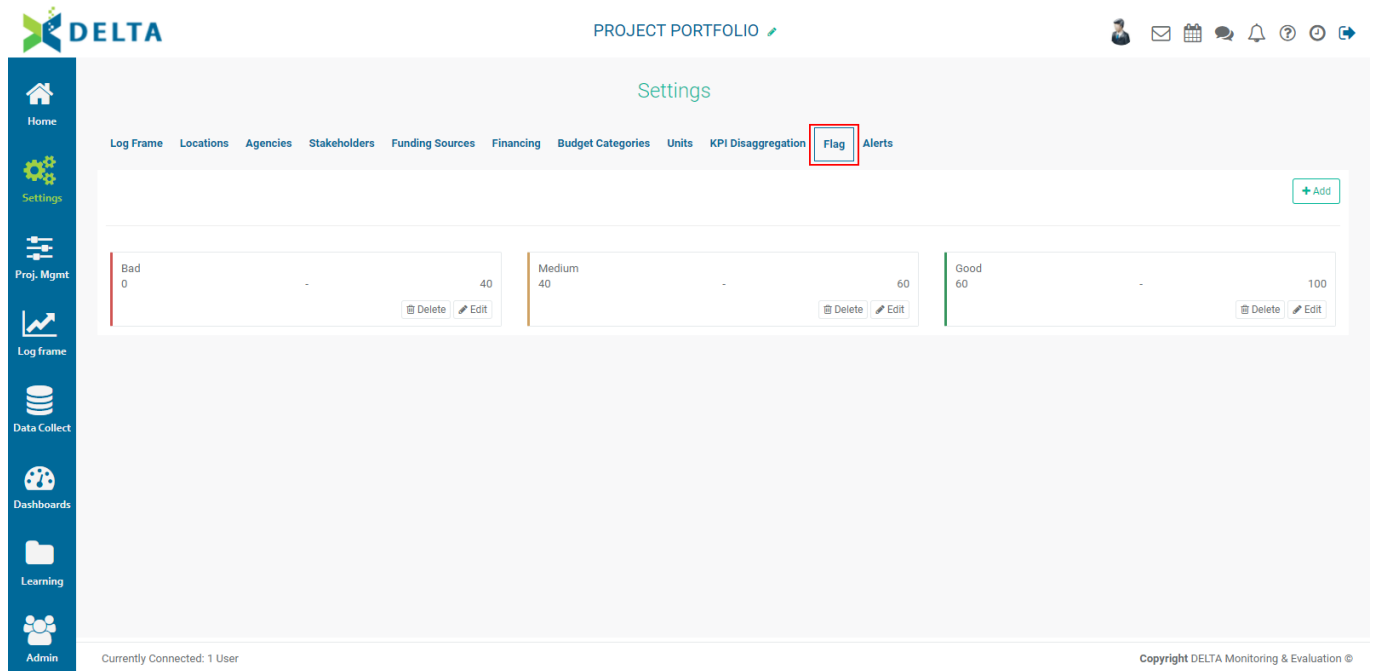


Portfolio Settings

Portfolio Settings: Flag

Flags are used to associate a color to an activity or an indicator to highlight its current status. By convention, green/yellow/red are often used to correspond to Satisfactory/Warning/Unsatisfactory, but one can assign any number of flags, ranges, and colors.

From the **Portfolio** page, click Settings in the left navigation to enter the module, then select **Flag** from the horizontal navigation.



The system displays the default colors and value range for each color. You may accept these values without making any changes. The default colors will be used in dashboards throughout the portfolio level.

To **add a flag**, click the +Add button at top right to open an inline form.

The screenshot shows the 'Flag option' inline form. It has a title 'Flag option *' and a text input field labeled 'Flag option'. Below this are two input fields for 'Min *' and 'Max *', both containing the value '0'. There is a 'Color:' label next to a black color swatch. At the bottom are two buttons: 'Cancel' and 'OK'.

Portfolio Settings

Enter the **Flag Option** (label) for the flag. This should be a short descriptor for the value range (bad, good, excellent, etc.)

Set the **minimum and maximum values** for the flag, and click the **color picker** button to select your desired color for this range of values. Click OK when you're done to return to the Flags page. The new range will appear on the screen. Add as many ranges as are needed.

DELTA PROJECT PORTFOLIO

Settings

Log Frame Locations Agencies Stakeholders Funding Sources Financing Budget Categories Units KPI Disaggregation **Flag** Alerts

+ Add

Bad	0	-	40	Delete	Edit
Medium	40	-	60	Delete	Edit
Good	60	-	100	Delete	Edit
Excellent	101	-	1000	Delete	Edit

Currently Connected: 1 User

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NOTE: when creating flags, make sure the ranges don't overlap. Fractions/decimals may be used, for example a range of 0-20 followed by a range of 20.01-40.

It's also a good idea to have the maximum value of the last range exceed the actual expected maximum. For example, setting the maximum to 1000 will allow the system to display overperforming values in their proper color for that range.

Previous: [Portfolio Settings: KPI Disaggregation](#) | Next: [Portfolio Settings: Alerts](#)

Unique solution ID: #1121

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