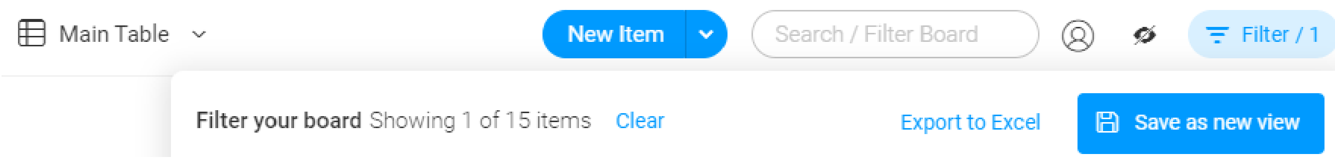
4. Viewing your data

Main view and filters

The default view of your data is called the Main view. You can change the view by going on the top left corner of your board, and then by selecting another view, such as Timeline or Kanban.

The main view is the main place to enter and modify data about your project. If you want it to be more readable, or if you want a specific data, you can filter through the differents rows with the "Filter" tool.

You can then save the filter view, so it will be easier to access from now on.



Timeline view

The timelime view is the equivalent of a Gantt view on monday.com. There, you can see all the tasks on your project on a chronological axis.

> **Tip**
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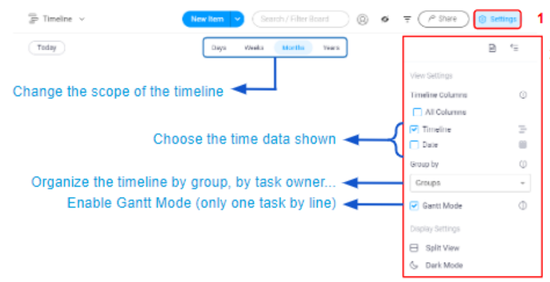
> **Tip** : By default, monday.com authorize the timeline view to have multiple task by rows. If you want to have a classic Gantt view, please check the "Gantt Mode" option in the view's settings.



You can order your task as you want : groups, teams, status, taskowners... You can also filter your different tasks to see only what's relevant to you.

All data changed in the Timeline view will also be changed in the different view.

You can change the time frame of the visualization. If the timeframe is still not enough for your project, feel free to export you view to Excel or Google Sheet, where you can have a broader visualization.

> **Predecessors**
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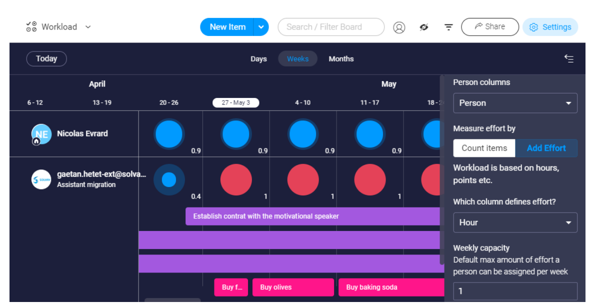
> On monday.com, you can set up dependencies between tasks. However, they won't visualy appear on the timeline. Keep that in mind when moving tasks.

Workload view and ressource management

The workload view let you see how much time each of the taskowner need to work for your project on certain weeks and certain months. You can access it by clicking on the "Views" button, then by clicking on "Add view".



To set up this view, you need to :

- Add a "**Number**" column to your board
- Indicate in this column how much time is needeed to complete one task (in hours preferably)
- Go back on the "**Workload**" view settings.
- Click on "**Add effort**"
- Select the "**Number**" column in which you indicate the time required to complete a task, in case you have multiple number columns
- Indicate a weekly capacity for your team members

Now, you can see how much time each person has to work on a project.

If the circle is red, it means that the person has too much work to do on this specific time frame. You can adjust the duration of the task to make it easier on them, or you can click on the task to assign it to someone else.

There are other views available on monday.com, and more a coming regularly. Do not hesitate to try them :

- the **Kanban view** is helpful when working on agile projects
- the **Form view** is useful if you need to collect data
- the **Chart view** is helpful to visualize data