Using the BrightWork Work Cache
Agenda

1. How to setup the BrightWork Work Cache
2. When to use the BrightWork Work Cache
3. How to create Work Reports with the BrightWork Work Cache

Question and Answers
How to setup the BrightWork Work Cache
*Before you first use the Work Cache it **must be enabled**.

The open Work Cache is maintained by two timer jobs:

- BrightWork Work Cache Update Processing Timer Job (Every 15 minutes)
- BrightWork Work Cache Refresh Timer Job (Daily).

The Work Cache can also be refreshed manually

The Work Cache has Views that can be selected in BrightWork Reporter. By default, the views provided filter work items by Open Work, My Work, or Issues.
Activate the BrightWork Work Cache Feature
Custom Columns can be added to the Work Cache

The Work Cache can be configured to include custom columns from your work lists

- Add custom columns being used in any work type list such as Task, Issues, Risks.
Next, you must update the global WorkItemCacheGlobalSettings.xml mapping file. This file maps columns from the supported lists to Work Cache columns.

1. Open the top level site of your site collection in SharePoint Designer 2013. For example, the URL should be something like: https://myserver/sites/mysitecollection

2. Click All Files | _catalogs | bwConfigStore | WorkItemCacheGlobalSettings.xml.

3. Click Edit File to open the file for editing.

4. Add an XML tag to the appropriate list template, for example:

5. `<Field target="YourWorkCacheColumn" source="YourListColumn" />`. 
Refreshing the BrightWork Work Cache Data

You can manually update the Work Cache data at any level of the Hierarchy

Site Settings

- Users and Permissions
  - People and groups
  - Site permissions
  - Site app permissions

- Web Designer Galleries
  - Site columns
  - Site content types
  - Master pages
  - Composed looks

- Site Administration
  - Regional settings
  - Language settings
  - Site libraries and lists
  - User alerts
  - RSS
  - Sites and workspaces
  - Workflow settings

- Search
  - Result Sources
  - Result Types
  - Query Rules
  - Schema
  - Search Settings
  - Search and offline availability
  - Configuration Import
  - Configuration Export

- Look and Feel
  - Title, description, and logo
  - Quick launch
  - Top link bar
  - Tree view
  - Change the look

- Site Actions
  - Manage site features
  - Save site as template
  - Enable search configuration export
  - Site Web Analytics reports
  - Reset to site definition
  - Delete this site

- Site Collection Administration
  - Go to top level site settings

- BrightWork Settings
  - BrightWork Settings
  - BrightWork Provision Project Cache Pages
  - Refresh BrightWork Caches
You can manually update the Work Cache data at any level of the Hierarchy.
When to use the BrightWork Work Cache
When to use the BrightWork Work Cache

- Can be used anytime
- When work reports take longer than 10 seconds to load.
How to Create Work Reports with the BrightWork Work Cache
How to create Work Reports with the BrightWork Work Cache

Available as a data source in the BrightWork Reporter web part.

• Open items from the following lists are included: Tasks, Project Goals, Projects Issues, Project Risks and Project Change Requests, as well as Project Requests.
• The Work Cache has Views that can be selected in BrightWork Reporter. By default, the views provided filter work items by Open Work, My Work, or Issues.
• Can use the reporter filter with the Work Cache
How to use the BrightWork Work Cache

Reporter Settings

Report Settings
Select Data Source.
Select Server Gallery or Reporter Library to use out of the box or custom reports; or for fast cross-site reporting use either Cache.

Learn more
Set the Report Scope.
Generally, this will be Current Site where the report is rendering. You can also specify a single site, or group of sites, to report on. If you select Specified Site you need to provide the appropriate server-relative site URL. If you select Specified Site(s) you need to provide a list of server-relative or fully qualified site URLs delimited by a ; (semi-colon). Include all subsites is available for the Report Scope options above.

Select the Report Type. This can be a Chart, Gantt, List Item or Resource Report.
THANK YOU FOR WATCHING!

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For more resources visit
www.brightwork.com/success