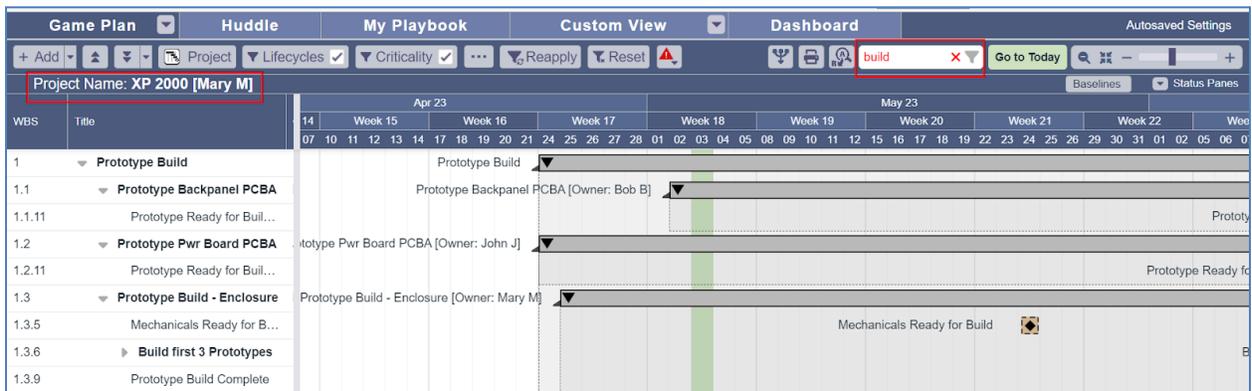


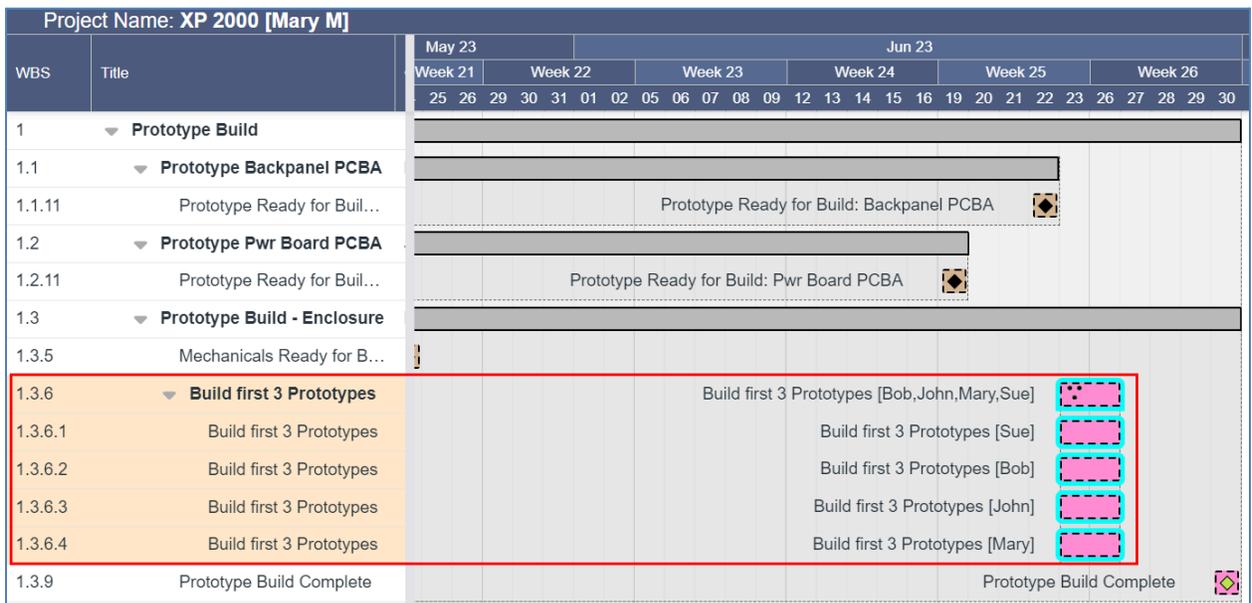
Exercise – Filter to Show Only Predecessors or Successors

The Game Plan can be filtered to only show a task's predecessors and/or successors making it much simpler to view task dependencies.

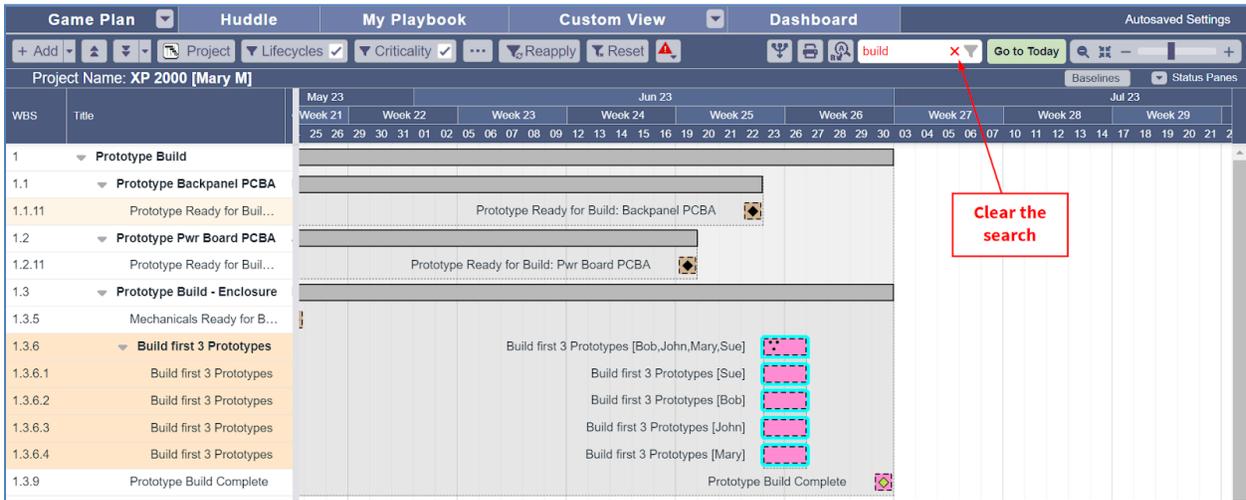
1. Open a Chrome or Edge browser and enter the following:
<https://training3.playbookteam.com>
2. Sign in Playbook as Bob. Username = **Bob**, password = **PlayBook2021**
3. Go to the Game Plan view and activate project **XP 2000**.
4. Click in the **Search/Find cell** and type the word **build**. The Game Plan automatically filters only those tasks containing the text **build** in their titles.



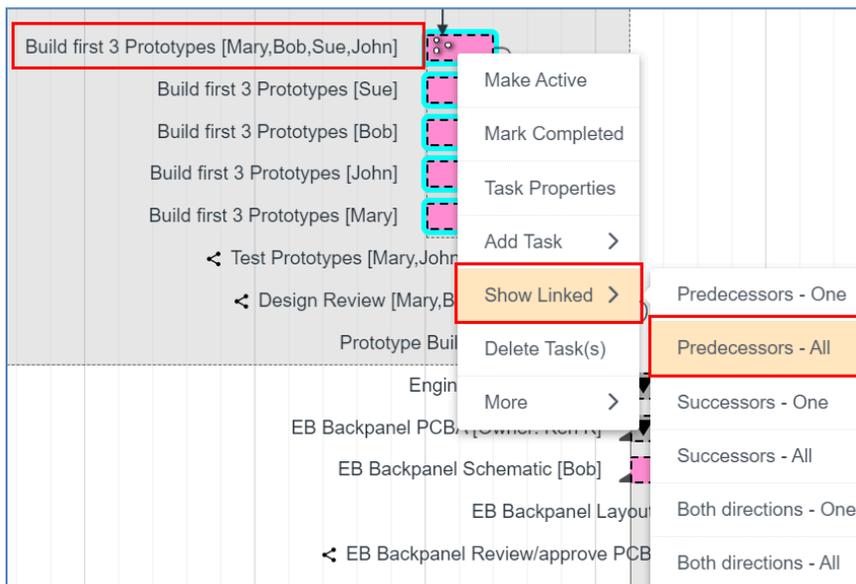
5. In the grid, click the Shared Summary task WBS 1.3.6, **Build first 3 Prototypes**. The plan navigates to the Shared task and highlights it and its Shared subtasks in cyan (orange in the task grid). Note: you might need to expand the Shared Summary task to see the Shared Subtasks (three white dots in a triangular pattern).



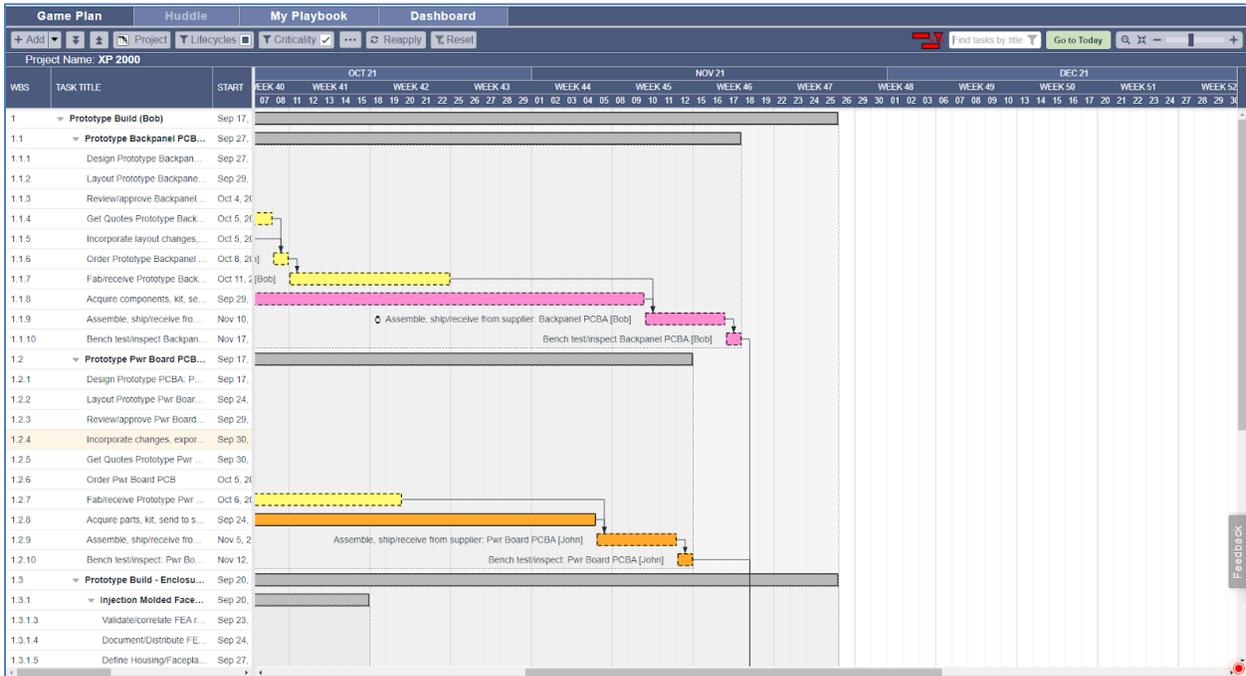
- In the Search/Find cell, click **X** to clear the search. Notice the selected task stays visible after the search has been cleared.



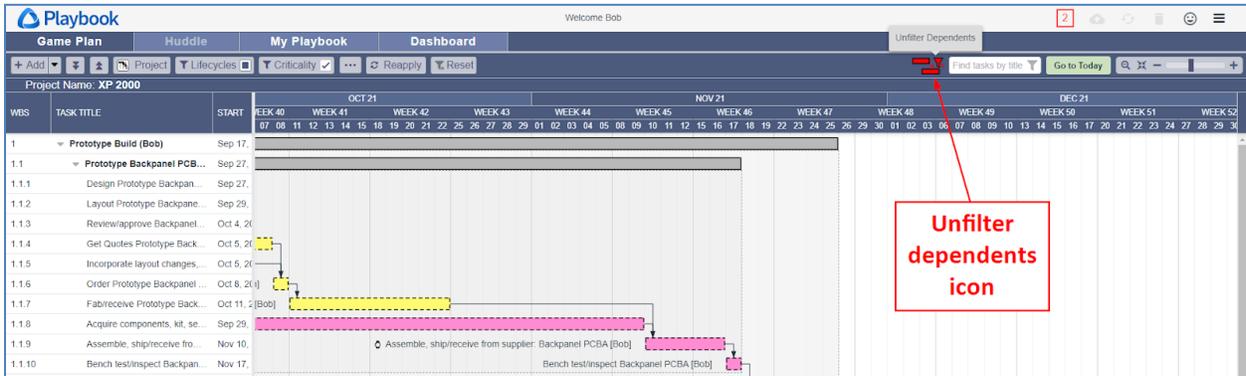
- Right-click on the Shared task Build first 3 Prototypes then click **Show Linked > Predecessor - All**.



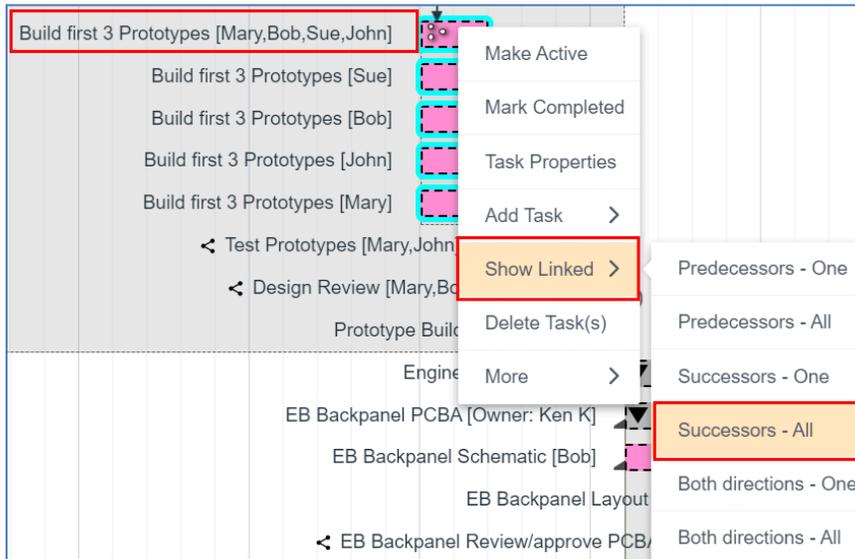
- All predecessors to **Build first 3 Prototypes** are displayed. You might have to scroll horizontally and vertically to see them.



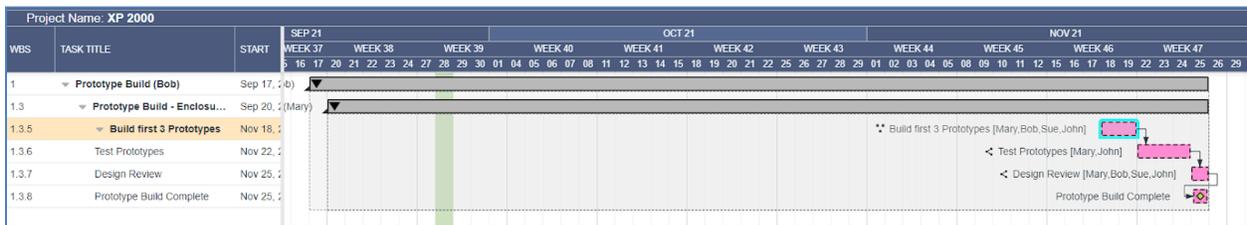
- Click the **Unfilter Dependents icon** to display all tasks.



10. Right-click on the Shared task Build first 3 Prototypes then click **Show Linked > Successors - All**.



11. All successors to **Build first 3 Prototypes** are displayed.



12. Click the **Unfilter Dependents icon** to display all tasks.

13. Experiment with the other options.

- **Predecessors - One**
- **Successors - One**
- **Both directions - One**
- **Both directions - All**

14. Sign Bob out of Playbook and **Discard changes**.

This completes this exercise.