

Reporting Reference Guide

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Available Columns

Here are the columns you can add to the [Campaigns](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#campaigns-report-available-columns-filters) (<https://guide-ignite.inmotionnow.com/help/reporting-work-reports#campaigns-report-available-columns-filters>), [Projects](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#projects-report-available-columns-filters) (<https://guide-ignite.inmotionnow.com/help/reporting-work-reports#projects-report-available-columns-filters>), [All Work](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#all-work-report-available-columns-filters) (<https://guide-ignite.inmotionnow.com/help/reporting-work-reports#all-work-report-available-columns-filters>), [Proofs](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#proofs-report-available-columns-filters) (<https://guide-ignite.inmotionnow.com/help/reporting-work-reports#proofs-report-available-columns-filters>), [Tasks](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#tasks-report-available-columns-filters) (<https://guide-ignite.inmotionnow.com/help/reporting-work-reports#tasks-report-available-columns-filters>), [Requests](https://guide.lytho.com/help/requests-report) (<https://guide.lytho.com/help/requests-report>), [Reviews](https://guide.lytho.com/help/reviews-report) (<https://guide.lytho.com/help/reviews-report>), [User](#), and [Time](#) reports, respectively:

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Accepted Date						X			
Active Tier			X	X					
Added By								X	
Approval Status			X	X					
Archived Status	X	X	X	X	X	X	X		X
Assets			X	X					
Assignees			X	X	X				
Associated Work Members						X			
Associated Work Name						X			
Associated Work Number						X			
Associated Work Status						X			
Associated Work Type						X			

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Blocked Status			X	X	X				
Campaign Description	X								
Campaign Due Date & Time		X	X	X	X				
Campaign Duration	X								
Campaign ID	X	X	X	X	X		X		X
Campaign Name		X	X	X	X		X		X
Campaign Number	X	X	X	X	X				
Campaign Status	X	X	X	X	X				
Category									X
Comments	X	X	X	X	X				
Completed Date (UTC)	X	X	X	X	X	X			
Created Date (UTC)	X	X	X	X	X	X			
Current Version Duration			X	X					
Custom Field (Campaign)	X								
Custom Field (Project)		X	X	X	X		X		
Date Worked									X

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Deliverables	X	X	X	X	X	X			
Due Date & Time	X	X	X	X	X	X			
Email Address								X	
Files	X	X	X	X	X	X			
Job Title								X	
Last Login								X	
Level of Effort	X	X	X	X	X	X			
Members	X	X							
Next Incomplete Item		X							
Next Incomplete Item Due Date & Time		X							
Notes									X
Original Due Date & Time	X	X	X	X	X	X			
Overall Review Duration			X	X					
Overall Version Status							X		
Pages			X	X					
Project Description		X							

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Project Due Date & Time (UTC)			X	X	X				
Project Duration		X							
Project ID		X	X	X	X		X		X
Project Name		X	X	X	X		X		X
Project Number		X	X	X	X				
Project Priority		X	X	X	X				
Project Status	X	X	X	X	X		X		
Projects	X								
Proof Completed Date							X		
Proof Created Date							X		
Proof Description				X					
Proof Due Date & Time							X		
Proof Duration				X					
Proof Name				X			X		
Proof Start Date & Time							X		
Proof Status				X			X		
Proofs	X	X							

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Request Accepted By						X			
Request Duration						X			
Request Form	X	X	X	X	X	X			
Request ID	X	X	X	X	X	X			X
Request Members						X			
Request Name	X	X	X	X	X	X			X
Request Number	X	X	X	X	X	X			X
Request Shared With						X			
Request Status						X			X
Request Submitted Date (UTC)	X	X	X	X	X				
Request Type		X	X	X	X				X
Requester Name	X	X	X	X	X	X			X
Review Comments			X	X					
Review Deadline			X	X			X		
Review Name			X	X			X		
Review Returned Date (UTC)			X	X					

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Review Sent Date (UTC)			X	X			X		
Review Version			X	X			X		
# of Reviewer Comments							X		
Reviewer Approval Status							X		
Reviewer Duration							X		
Reviewer Invited Date							X		
Reviewer Name							X		
Reviewer Opened Date							X		
Reviewer Submitted Date							X		
Reviewer Type							X		
Reviewers Remaining on Tier			X	X					
Role								X	
Role Type								X	
Route Tier #							X		
Route Tier Deadline							X		

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Specialties		X	X	X	X			X	
Specialty - (Specialty Name)		X	X	X	X				
Start Date & Time (UTC)	X	X	X	X	X				
Submitted Date						X			
Tags	X	X	X	X	X	X			
Task Description					X				
Task Duration					X				
Task ID			X	X	X		X		X
Task Status					X				
Tasks	X	X							
Tier Reviewers			X	X					
Tiers			X	X					
Time from Acceptance to First Proof		X	X	X		X			
Time from Request to Acceptance	X	X	X	X	X	X			
Time in "In Progress"		X	X	X	X				
Time in "In Review"			X	X					
Time in "Returned"			X	X					

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
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Time in "To Do"		X	X	X	X				
Time Tracked (%)	X	X	X	X	X	X			
Total # of Assets							X		
Total # of Pages							X		
Total Reviewers			X	X					
Total Time Tracked	X	X	X	X	X	X			X
User Created								X	
User Id								X	
User Status								X	
Work Description			X						
Work Duration			X						
Work Name			X						X
Work Priority			X	X	X				
Work Status			X						
Work Type			X						
Version Sent Date							X		

Duration Definitions



Duration Metrics are calculated every day at 6am and 6pm ET

Request Duration: The total amount of time starting when a request is created and ending when it is marked as any "Completed" status.

Campaign Duration: The total amount of time starting when a campaign is created and ending when it is marked as any "Completed" status.

Project Duration: The total amount of time starting when a project is created and ending when it is marked as any "Completed" status (including custom project statuses).

Work Duration: The total amount of time starting when a work item is created and ending when it is marked as any "Completed" status.

Task Duration: The total amount of time starting when a work item is created and ending when it is marked as any "Completed" status.

Proof Duration: The total amount of time starting when a proof is created and ending when it is marked as any "Completed" status.

Current Version Duration: The total amount of time the current version of a proof is in the "In Review" status.

Overall Review Duration: The total amount of time all versions of a proof are in the "In Review" status.

Reviewer Duration: Available only in the Reviews Report. The total amount of time starting when a review is sent to the reviewer and ending when the reviewer submits their approval status. Any proofs currently in review are not included until they return. This is most helpful for closed projects/ work.



If you have [Business Days](https://guide.lytho.com/help/business-days) (<https://guide.lytho.com/help/business-days>) enabled, all durations will exclude non-business days.

Available Filters

Here are the filters you can use with each report type:

Filters	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Approval Status				X					
Archived Status	X	X	X	X	X	X	X		X
Assignees			X	X	X				

Filters	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Associated Work Members						X			
Associated Work Type						X			X
Blocked Status			X	X	X				
Campaign Name		X	X	X	X				X
Campaign Status	X								
Campaign Status Stage	X								
Category									X
Custom Field (Campaign)*	X								
Custom Field (Project)*		X	X				X		X
Date > Accepted						X			
Date > Completed	X	X	X	X	X	X			
Date > Created	X	X	X	X	X	X			
Date > Due	X	X	X	X	X	X			
Date > Invited							X		
Date > Last Login								X	

Filters	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Date > Opened							X		
Date > Project Due			X	X	X				
Date > Request Submitted	X	X	X	X	X	X	X		
Date > Sent				X			X		
Date > Started	X	X	X	X	X				
Date > Returned				X					
Date > Review Deadline				X			X		
Date > Worked									X
Members	X	X							X
Overall Version Status							X		
People								X	
Project Name			X	X	X				X
Project Priority		X	X	X	X				
Project Status		X	X	X	X		X		
Project Status Stage		X	X	X	X				
Proof Name							X		

Filters	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Proof Status				X			X		
Request Accepted By						X			
Request Form	X	X	X	X	X	X			
Request Members						X			
Request Shared With						X			
Request Status						X			
Request Type									X
Requester Name	X	X	X	X	X	X			X
Review Name							X		
Review Version							X		
Reviewer Approval Status							X		
Reviewer Type							X		
Role								X	
Role Type								X	
Specialties		X	X	X	X			X	
Tags	X	X	X	X	X	X			
Task Status					X				
User Status								X	
Work Priority			X	X	X				

Filters	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Work Status			X						
Work Status Stage			X	X	X				
Work Type			X						



*Number and Date Custom Fields are not available as filters in reports.

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