

## Auto-Numbering

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Auto-Numbering\* allows you to quickly locate and track your work by automatically generating unique ID numbers on projects, campaigns, and requests.

\*Only available for Business and Enterprise Customers

## **Enabling Auto-Numbering**

To enable auto-numbering, navigate to **Account Settings** by selecting your avatar in the bottom of the global navigation bar. From the **Account Settings** sub-navigation menu, select **Features**.

Click the green toggle to the right of the **Auto-Numbering** setting to turn this feature on. When disabled, the toggle will appear grey. You can update these preferences at any time.

<ul> <li>ACCOUNT SETTINGS</li> <li>Fatures</li> <li>Roles &amp; Permissions</li> <li>Tag</li> <li>Custom Fields</li> <li>Custom Statuses</li> <li>Buiness Days</li> <li>Security</li> <li>PERSONAL SETTINGS</li> <li>My Profile</li> <li>Notifications</li> <li>Integrations</li> <li>Custom Statuse And Anotification to reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewers who haven't submitted an approval status. This setting is adjustable for each reviewer version.</li> </ul>	٥	Settings	Features
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Collaborate on Returned Proofs	:≣ ∧ ⊡ ⊥⊔	My Profile Notifications	Store Cancel Concel Con

Once selected, you will have the option to turn on auto-numbering for Campaigns, Projects, and Requests. Identify the number you would prefer to **Start Numbering From**, as well as the **Minimum Digits** you desire for your auto-numbering settings.



Auto-Numbering Track work throughout y	your account using unique numeric IDs.			Close
	Campaigns			
	Projects			
	Start Numbering From *	Minimum Digits	~	
	PREVIEW	1		
	My Project	3		
		4		
	Requests	5	4	
		7		
Save Cancel		8		
		10		

In the example below, Projects will start from the number 1, and will include at minimum 3 digits; therefore, the first project will be numbered at 001. Projects will start with 2 leading zeroes in this case; however, the moment the project reaches 1000, there will no longer be any leading zeroes and the number continues to increase as normal.

rojects		
Start Numbering From *	Minimum Digits	
1	3	~
PREVIEW		
My Project 001		

## Using Auto-Numbering Throughout inMotion ignite

Auto-numbers can be found under **ID** within the Campaign, Project, and Request **Details** section.

Projects	Project Request Form	👌 To Do 🛛 🗸
My Projects All Projects Unassigned Archived	OVERVIEW CALENDAR SCHEDULE REQUEST	DETAILS FILES
CUSTOM VIEWS	Concept           Schedule Kickoff Meeting         • Completed           Provide two concept choices to client         • To De	Add description
	Add a task	Start Date
	Design	Due Date ≅ Due Mar 29 ∨
	✓ Write & finalize copy for design • To Do	Add Tag



Auto-numbers can also be found to the right of your Campaign, Project, or Request name within your list views.

	True Soap Digital Ad
6	Auto-numbers are not retroactive. Auto-numbering will start with the first Project, Campaign, and/or Request created once this feature is turned on.
Q	Auto-numbers can be searched via the <b>Global Search</b> feature.

## Restarting your Auto-Numbering Sequence

If you would like to restart your sequence you can do so in your Account Settings.

Navigate to Auto-Numbering in your Features sub-navigation and select Edit.

6	Settings	Features
م	ACCOUNT SETTINGS	
~	Features	Auto-Numbering
• ₽	Roles & Permissions Tags	Auto-Numbering Track work throughout your account using unique numeric IDs.

Enter a new value under **Start Numbering From** to restart your sequence from this number. You also have the ability to update the minimum digits in your sequence.



Campaigns		
Projects Start Numbering From * 23 PREVIEW My Project 023	Minimum Digits 3 ~	
Requests		

Select **Save** when complete.