

Auto-Numbering

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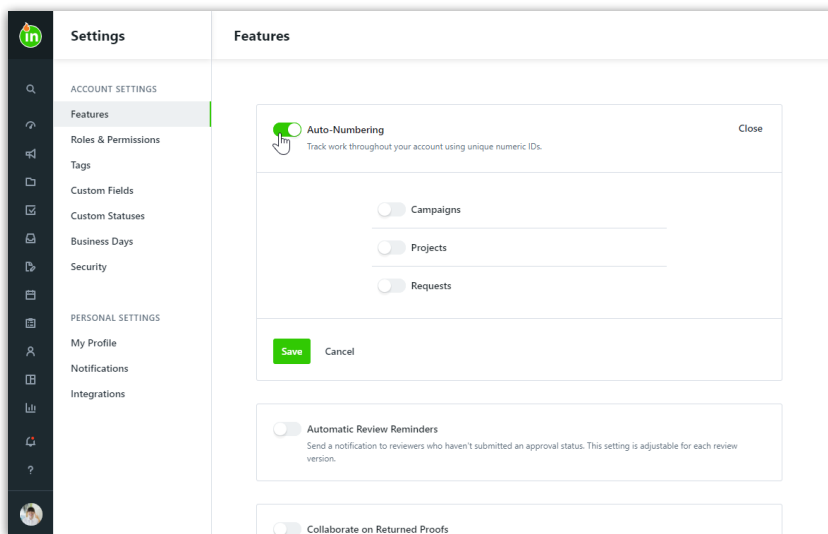
Auto-Numbering* allows you to quickly locate and track your work by automatically generating unique ID numbers on projects, campaigns, and requests.

**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.



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 Close
Track work throughout your account using unique numeric IDs.

Campaigns

Projects

Start Numbering From * Minimum Digits

PREVIEW

My Project

Requests

1
2
3
4
5
6
7
8
9
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.

Projects

Start Numbering From * Minimum Digits

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 To Do

Project Request Form

OVERVIEW CALENDAR SCHEDULE REQUEST

Concept

Schedule Kickoff Meeting Completed

Provide two concept choices to client To Do

Add a task...

Design

Write & finalize copy for design To Do

ID
001

Description
Add description...

Members

Start Date

Due Date

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



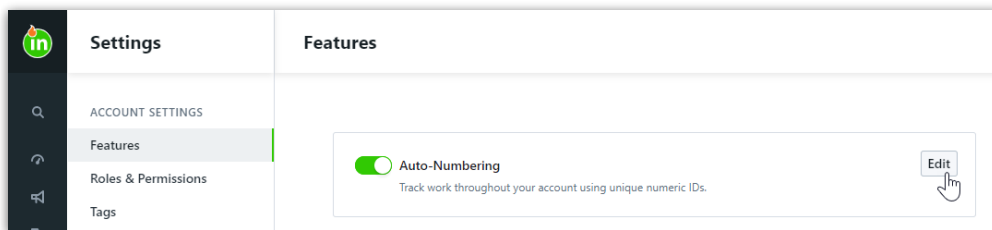
i Auto-numbers are not retroactive. Auto-numbering will start with the first Project, Campaign, and/or Request created once this feature is turned on.

💡 Auto-numbers can be searched via the **Global Search** 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**.




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.


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Campaigns

Projects

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PREVIEW 

My Project 

Requests

Select **Save** when complete.