

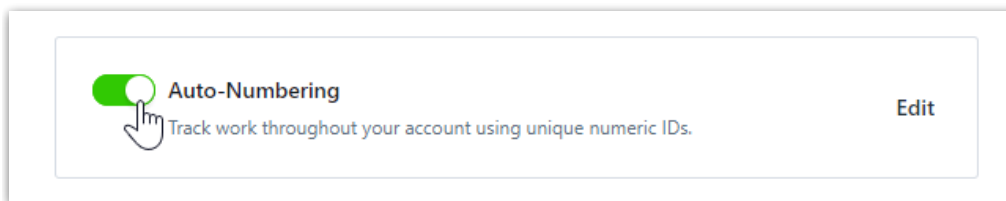
Feature Settings

Published on 01/27/2022

Navigate to the **Features** sub-navigation in **Account Settings** to set up your account features. Configure the features that will make a difference for your team by enabling or disabling the toggle to the left of each feature.

Auto-Numbering

[Auto-Numbering](https://guide-ignite.inmotionnow.com/help/auto-numbering) (https://guide-ignite.inmotionnow.com/help/auto-numbering)* allows you to quickly locate and track your work by automatically generating unique ID numbers on projects, campaigns, and requests.

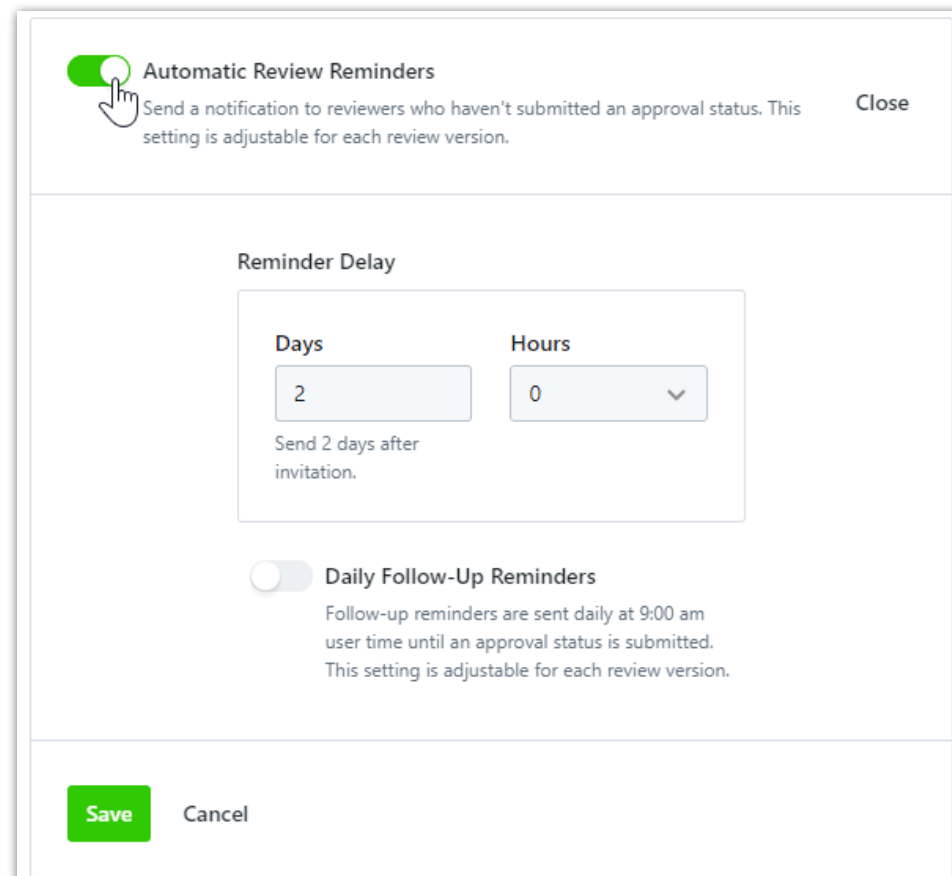


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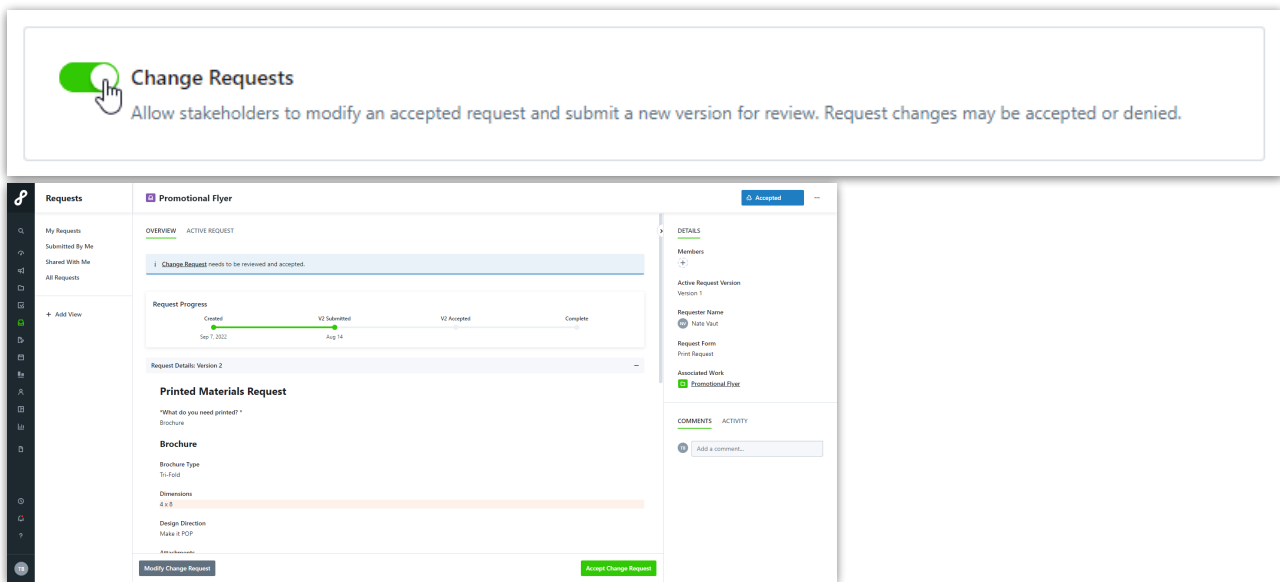
Automatic Review Reminders

[Automatic Review Reminders](https://guide-ignite.inmotionnow.com/help/automatic-review-reminders#automatic-review-reminders) (https://guide-ignite.inmotionnow.com/help/automatic-review-reminders#automatic-review-reminders) allow you to automatically send reminders to reviewers about outstanding proofs and keep notifying them until they complete their review.



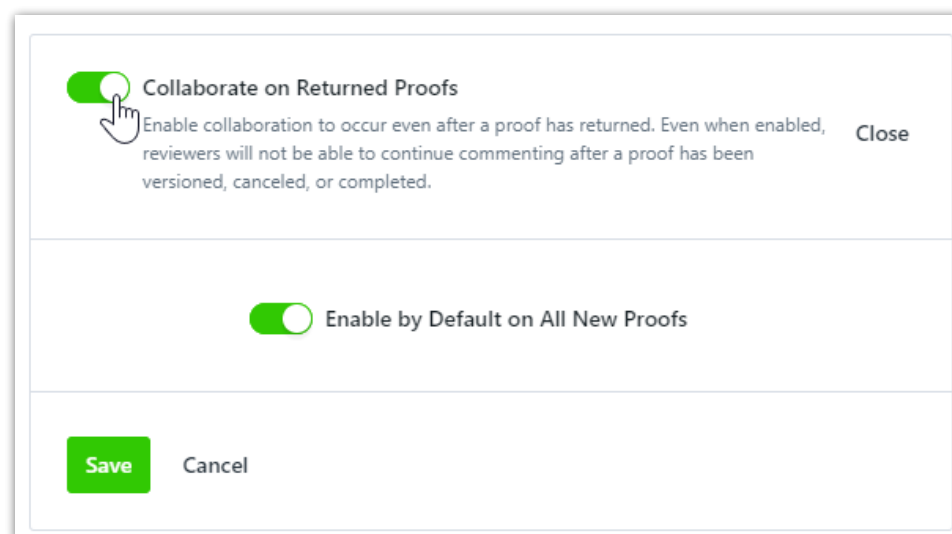
Change Requests

Change Request (<https://guide.lytho.com/help/change-requests>) allow your requesters to make changes to an already-approved request. By keeping change requests and related communication in one place, you can reduce lost communication and better tailor your processes.



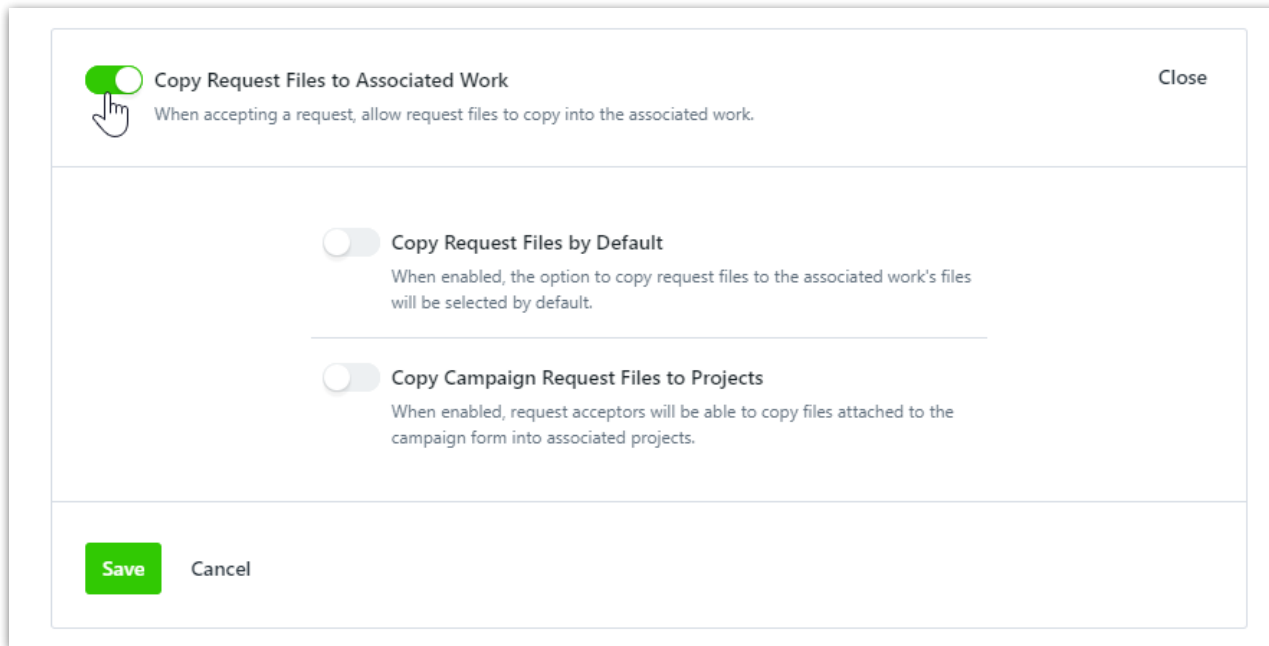
Collaborate on Returned Proofs

Collaborate on Returned Proofs (<https://guide-ignite.inmotionnow.com/help/review-sharing#enable-collaboration-on-a-returned-proof>) allows reviewers to continue collaborating on reviews even after they have been returned. This is helpful when your team still needs a final answer on a conversation thread or needs to follow up with a clarifying question. Once a review has been returned, reviewers can keep commenting, but will not be able to set or update approval statuses or invite others to the review via @mentioning or the share option. Once enabled, this can also be configured on a per proof basis.



Copy Request Files to Associated Work

[Copy Request Files to Associated Work](https://guide-ignite.inmotionnow.com/help/request-management#copying-request-files-to-associated-work) (<https://guide-ignite.inmotionnow.com/help/request-management#copying-request-files-to-associated-work>) gives request acceptors the ability to copy files shared in the request form directly to the associated work when accepting a request, eliminating the need to manually download and upload files.



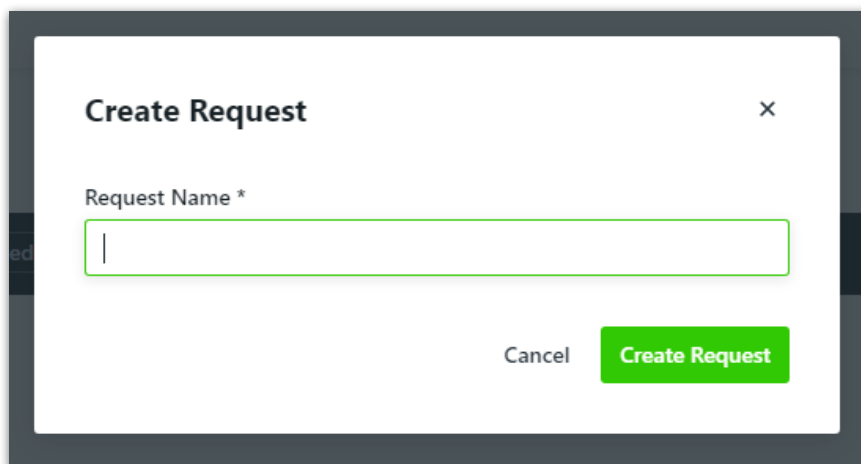
The screenshot shows a settings modal titled "Copy Request Files to Associated Work" with a "Close" button in the top right. The main heading is "Copy Request Files to Associated Work" with a green toggle switch and a hand icon. Below it is the description: "When accepting a request, allow request files to copy into the associated work." There are two sub-sections, each with a toggle switch and a description:

- Copy Request Files by Default**: When enabled, the option to copy request files to the associated work's files will be selected by default.
- Copy Campaign Request Files to Projects**: When enabled, request acceptors will be able to copy files attached to the campaign form into associated projects.

At the bottom, there are "Save" and "Cancel" buttons.

Custom Text

Enabling Custom Text allows you to edit the label and provide helper text in the Create Request modal, ensuring your requesters are providing the information you need to get started. By default, the Create Request modal label will show Request Name and no helper text is provided.



The screenshot shows the "Create Request" modal with a close button (X) in the top right. The label "Request Name *" is above a text input field. At the bottom, there are "Cancel" and "Create Request" buttons.

Navigate to Account Settings and toggle on **Custom Text** in **Features**.

Features



Custom Text

Customize field labels and help text in the interface.

Close

Toggle on **Request Name Field** to begin customizing.



Custom Text

Customize field labels and help text in the interface.

Close



Request Name Field ("Create Request" Modal)

Customize the label and help text to instruct users on how to name their request.

Field Label *

Request Name

Text displayed above the field.

Help Text

Additional information under the field.

Update the field label and add helper text as desired. Click **Save** when complete.



The Field Label field can have a maximum of 201 characters and the Help Text field can have a maximum of 501 characters.



Request Name Field ("Create Request" Modal)

Customize the label and help text to instruct users on how to name their request.

Field Label *

What are you needing?

Text displayed above the field.

Help Text

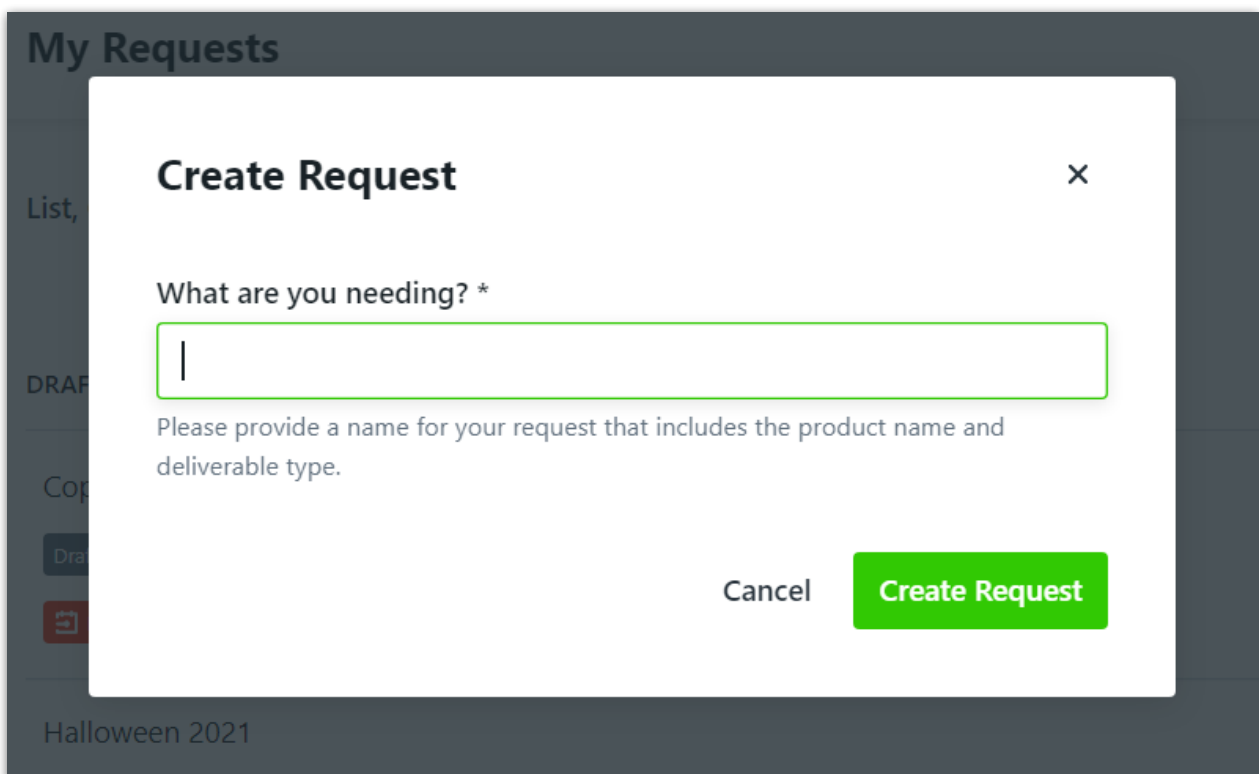
Please provide a name for your request that includes

Additional information under the field.

Save

Cancel

Now when creating a new request, your custom text will show in the Create Request modal.



My Requests

List,

DRAFT

Cop

Dra

Halloween 2021

Create Request

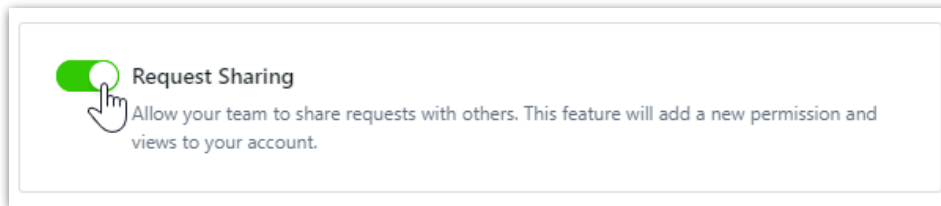
What are you needing? *

Please provide a name for your request that includes the product name and deliverable type.

Cancel Create Request

Request Sharing

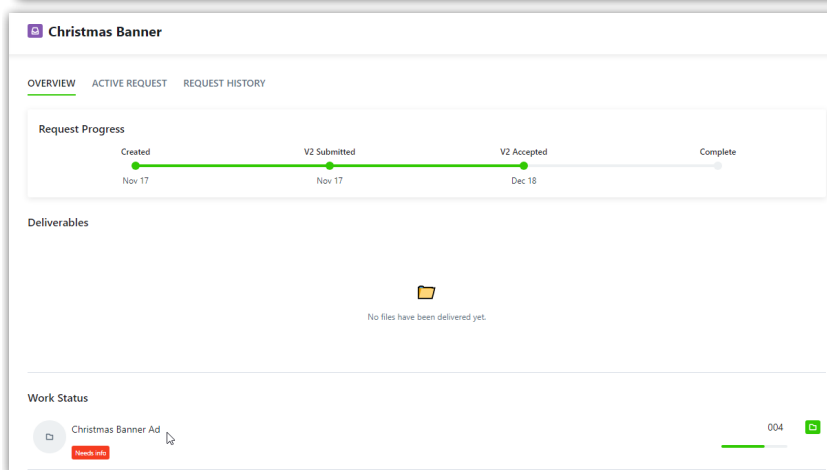
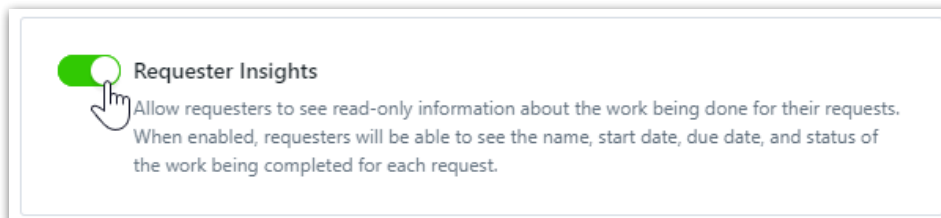
Request Sharing (<https://guide-ignite.inmotionnow.com/help/request-sharing>)* gives stakeholders and team members the ability to @mention and share the request with others to answer questions throughout the project lifecycle, and will ensure visibility and access to final deliverables when the project is complete.



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Requester Insights

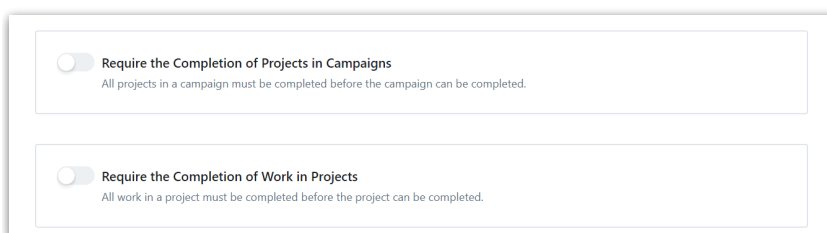
Requester Insights (<https://guide-ignite.inmotionnow.com/help/requester-insights>)* provides additional context and progress of the work associated on the Request Details page.

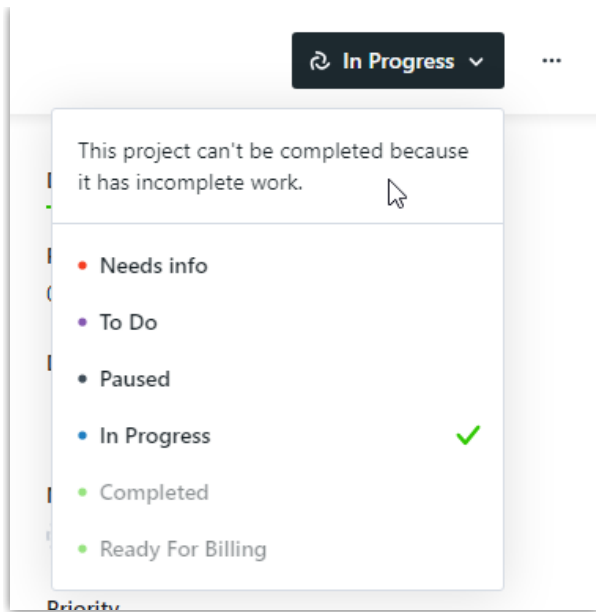


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Require the Completion of...

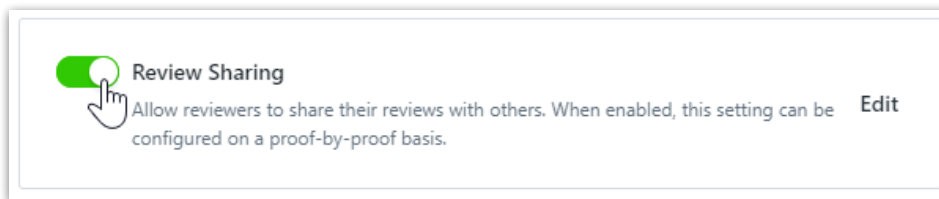
These two features offer the same functionality at two different levels. When one of these features is enabled, you will not be able to closer the higher work item until all of the lower works items within it have been completed.





Review Sharing



Review Sharing (<https://guide-ignite.inmotionnow.com/help/review-sharing#enable-review-sharing>) gives reviewers the ability to @mention and collaborate with other account members who were not initially invited to the review. Once enabled, this can also be configured on a per proof basis.



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Secure Review Submission

Secure Review Submission (<https://guide-ignite.inmotionnow.com/help/secure-review-submission>) adds a layer of security to your reviews. When you enable this feature, reviewers will be required to provide their Workflow PIN, found in their Personal Settings, to verify their identity when submitting their final approval status. Once enabled, this can also be configured on a per proof basis.



Secure Review Submission
Add new proof option to enforce that reviewers enter their credentials when submitting reviews.

Close



Enable by Default on All New Proofs



Save

Cancel

Self-Registration

By enabling self-registration, your Stakeholders can sign up to create their own accounts and start requesting and reviewing work without delay.

From the **Default Role** menu, select the Stakeholder role that you would like to automatically apply to any user that self-registers.



Self-Registration
Allow your Stakeholders to self-register from the login page. Stakeholders will be assigned to a default role with limited permissions.

Close

Default Role



Reviewer ▼

Save

Cancel

Start & Due Times


Start and Due Times allow team members to manage their resources more effectively by seeing the specific times that work will be started or completed.



Start & Due Times
Allow your team to tailor the start and due time when setting start and due dates for campaigns, projects, tasks, and proofs.

Time Tracking

Time Tracking (<https://guide-ignite.inmotionnow.com/help/getting-started-time-tracking>)* enables your team to easily track time on tasks and proofs. Enabling this feature will give you access to turn on more time tracking features in your account like Timers & Timesheets, Time Categories, and Time Required for Completion.

**Time Tracking**

Close

Allow your team to track how they spend their time. This feature will add a new permission and views to your account.

☐

Timers & Timesheets
Users will be able to track time as they work on items throughout the day with a timer and timesheets.

☐

Time Categories
Require time entries to be associated with a specific category of effort.

☐

Time Required for Completion
Users cannot complete tasks or proofs until at least one time entry has been added.

Save

Cancel

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