

Priorities

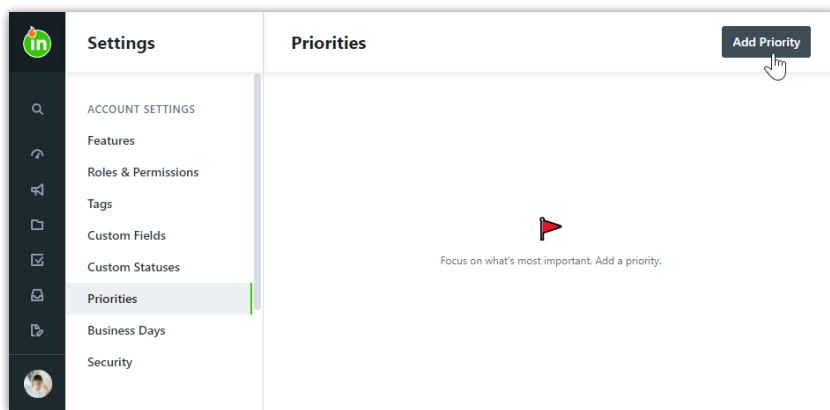
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Communicating the relative importance of all the work your team is juggling is paramount to achieving alignment within your organization and managing your team's ability to produce desired outcomes. Now you can easily assign the appropriate level of priority to projects, tasks, and proofs in inMotion ignite with our Priorities feature.

Available Only to Business & Enterprise Customers

Getting Started with Priorities

Navigate to your **Account Settings** and select the **Priorities** tab to access your priorities. Select **Add Priority** to create a new priority.



Create a name, select a color, and check which type(s) of work your priority will be applicable to. Click **Create Priority** when complete.

Create Priority

×

Name *

Color *

Select a Color ▾

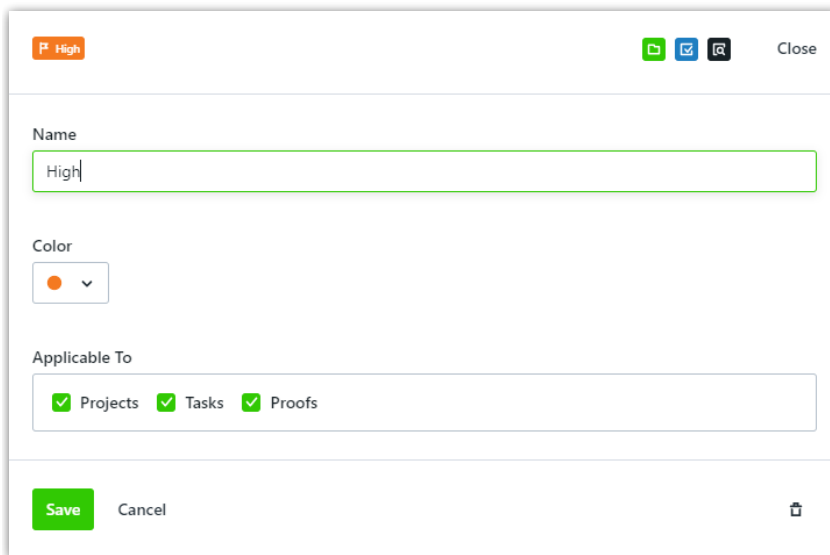
Applicable To *

☐ Projects ☐ Tasks ☐ Proofs

Cancel

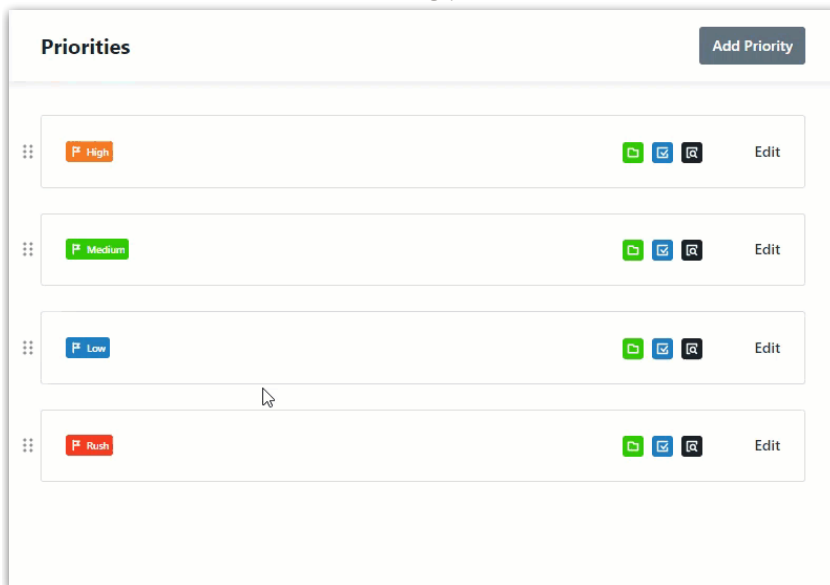
Create Priority

Ensure your selections are accurate and click **Save** if you have made any updates.



A modal window for editing a priority. At the top left is a small orange box with 'P' and 'High'. To the right are icons for a folder, a checkmark, and a magnifying glass, followed by a 'Close' button. The main area has three sections: 'Name' with a text input field containing 'High'; 'Color' with a dropdown menu showing an orange circle; and 'Applicable To' with three checked checkboxes labeled 'Projects', 'Tasks', and 'Proofs'. At the bottom are 'Save' and 'Cancel' buttons, and a trash icon on the right.

Reorder your priorities using the drag and drop handles to the left of each priority. The order of your priorities determines the order they will appear when selecting them in projects, tasks, and proofs. This will also dictate sort order when viewing priorities in list and custom views!



A list titled 'Priorities' with an 'Add Priority' button in the top right. The list contains four items, each with a drag handle (three dots) on the left, a colored box with 'P' and a priority name, icons for folder, checkmark, and magnifying glass, and an 'Edit' button. The items are: 'High' (orange), 'Medium' (green), 'Low' (blue), and 'Rush' (red). A mouse cursor is hovering over the 'Low' item.

Using Priorities in Workflow

Select **Add Priority** under **Priority** in the details tab of your project, task, or proof to add a priority.

↺ To Do ▼

Add description...

Members

Priority

High ▼

No Priority

Rush

High ✓

Medium High

Low

Level of Effort

⚙️ 15h

Tracked Time

🕒 10.07h

The priority will display in your list views.

My Projects Add Project

List, by Due Date ▼ Filter by tags...

Sunflower Scent Social Posts
06 ...

New Spring Scent Rollout

To Do
📅 Mar 16, 2021 at 8:00 am - May 03, 2021 at 5:15 pm
P High
🔗 2
🕒 2h

Sunflower Scent Print ad
05 ...

New Spring Scent Rollout

In Progress
📅 Feb 17, 2021 at 8:00 am - Jul 08, 2021 at 5:00 pm
P Medium
🕒 6h
⚙️ 13.5h
SPRING SCENT


List your projects by priority by clicking the **list** dropdown and selecting **by Priority**. The order of your priorities in account settings will dictate the order that your projects with priorities will display.

My Projects


List, by Priority ▾ Filter by tags...

- List, by Due Date
- List, by Name
- List, by Priority ✓
- List, by Status

Include Completed ☐

 Sunflower Scent Print ad
[New Spring Scent Rollout](#)
In Progress Feb 17, 2021 at 8:00 am - Jul 08, 2021 at 5:00 pm High

Within table views, priorities can be used as a filter to restrict results or as a column.



Projects

- My Projects
- All Projects
- Unassigned
- Archived

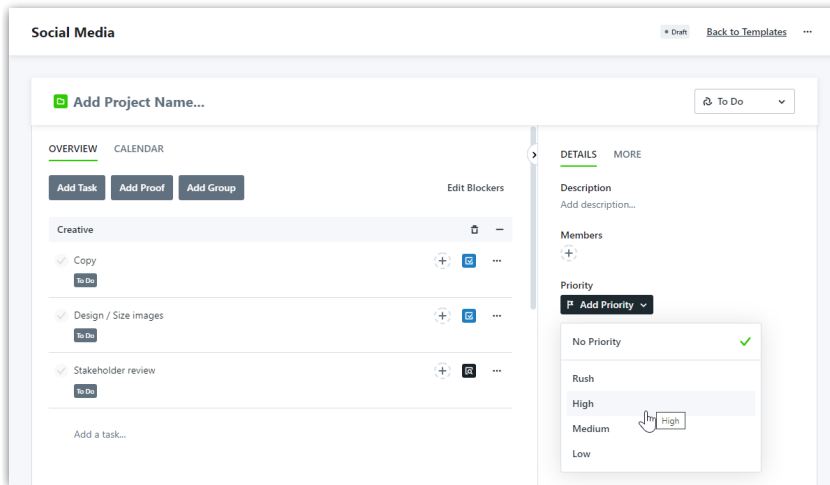
CUSTOM VIEWS

- High Priority Projects
- + Add View

- Archived Status
- Campaign Name
- Date
- Members
- Project Priority Project Priority
- Project Status
- Requester Name
- Tags
- Department
- Requesting Department
- Scent Name

Priorities in Project Templates

Set default priorities in your project templates to ensure projects are prioritized accurately. From the **DETAILS** section of your project template, click the dropdown menu below **Priority** and select the appropriate priority.



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