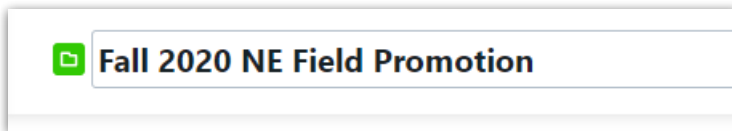


Editing Project Details

Published on 01/10/2018

Project Name

After a project is created, you can update its name at any time. Start by hovering over the the Project Name to reveal the related text box and click to edit the text. Once you are finished, click anywhere outside the text box to automatically save your changes.

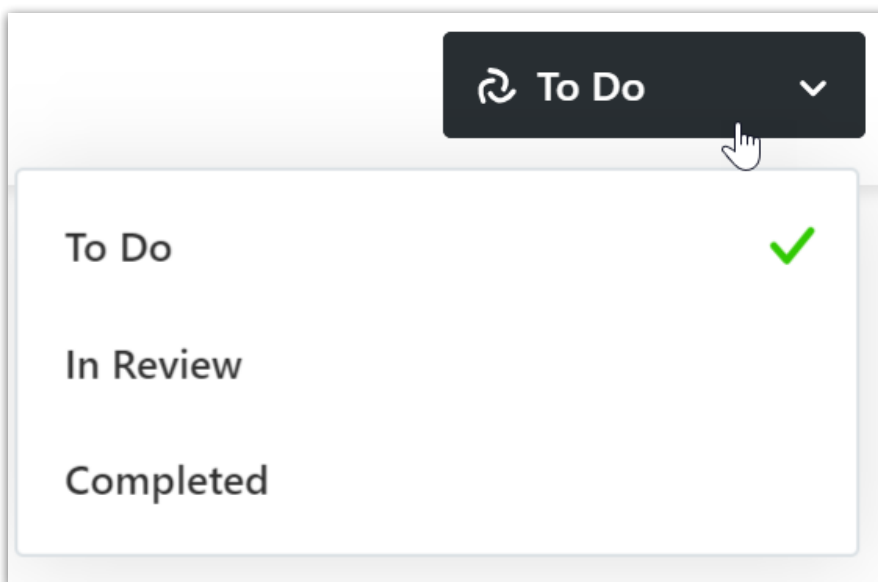


Project Status

Unless you have set up [custom project statuses](https://guide-ignite.inmotionnow.com/help/custom-work-statuses) or created the project from a template with a [default project status](https://guide-ignite.inmotionnow.com/help/project-templates#changing-default-work-status), any new project will have the status of **To Do**. To make changes to the **Project Status**, click on the status box to the far right of the Project Name. This will always reflect the current status of the project.

The statuses are generally defined as follows:

- **To Do** - Project work is not yet started.
- **In Progress** - Project work is active and underway.
- **Completed** - Project work was finished.



Project Start & Due Date

Define a start date and due date for your project to properly set expectations with your team.

The screenshot shows the 'Fall 2020 NE Field Promotion' project in the 'Concepting' phase. The 'DETAILS' panel on the right shows the 'Start Date' as Aug 3 and the 'Due Date' as Aug 24. A green arrow points to the 'Due Date' dropdown menu.

Click the dropdown menus below the **Start Date** and **Due Date** headers to open the date picker. Choose a due date, and click **Save**.

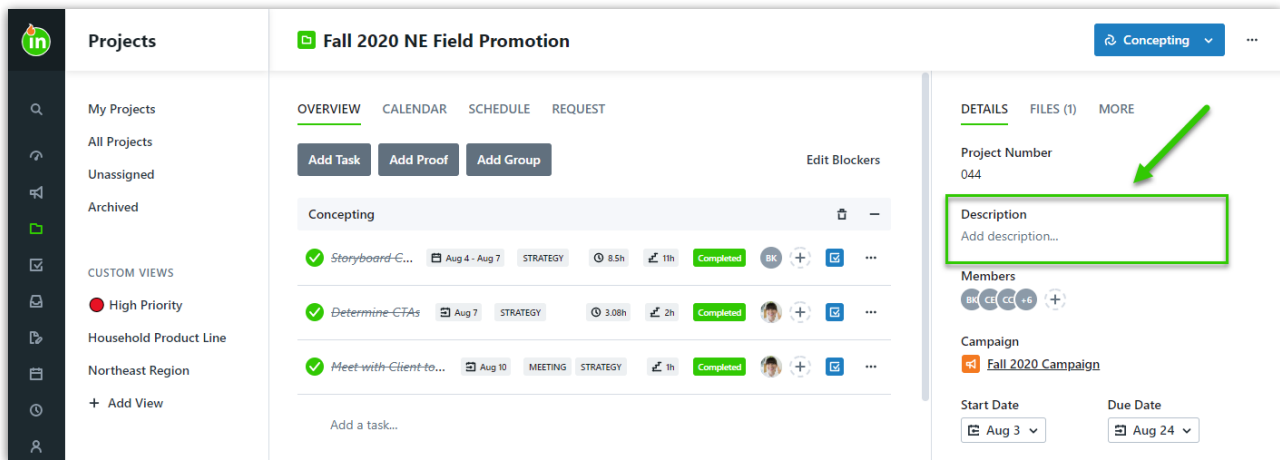
The 'Set Due Date' modal is open, showing a calendar for August 2020. The 24th is highlighted. A blue banner at the top states: "Changes made will also update the associated request." The 'Save' button is visible at the bottom right.

Once a date is set, you can change the date or remove it. If the project is associated to a request, the requester will be notified of any changes made to the due date.

Project and task start and due dates can also be automatically calculated using [Automatic Date Calculations](https://guide-ignite.inmotionnow.com/help/automatic-date-calculations) (<https://guide-ignite.inmotionnow.com/help/automatic-date-calculations>).

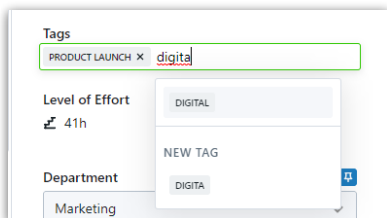
Project Description

To provide valuable context and details regarding each project, you can add a description. From the **Details** tab, click on '**Add Description...**' to view the text box for project description. Enter a relevant description of the project, and click **Save** to save your changes.



Tags in Projects

Tags are system-wide fields that can help categorize and filter project, task, and proof data. From the **Details** tab, click **Add Tag...** below the Project Start and Due Dates to assign a new or existing tag to the project. Once you begin typing, the system will search for and display any existing tag with matching characters. You can click to select the appropriate tag when available, or continue typing to create a new tag. Click the tag you would like to create, or **hit return** when finished typing.



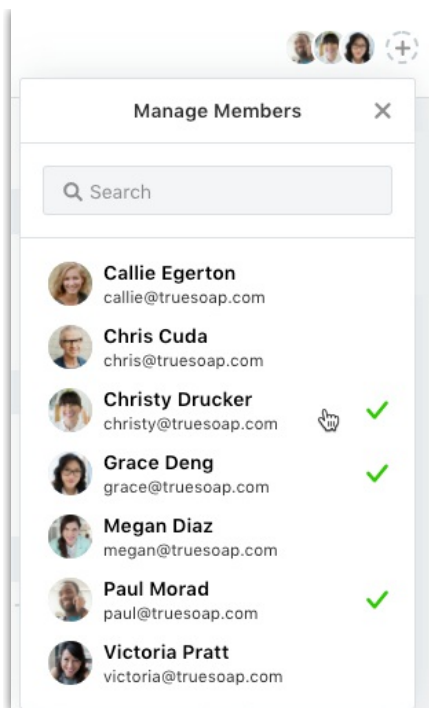
Project Team Members

Unless a Team Member has permissions to view all projects, they will not be able to view or edit a project until they are added as a member.

To add project members, click the plus icon in the top right hand side of the **Details** tab. Click to select the members you would like to assign to the project. A green checkmark will display on the right side of each member selected. To clear all members from the project, select **Clear**.



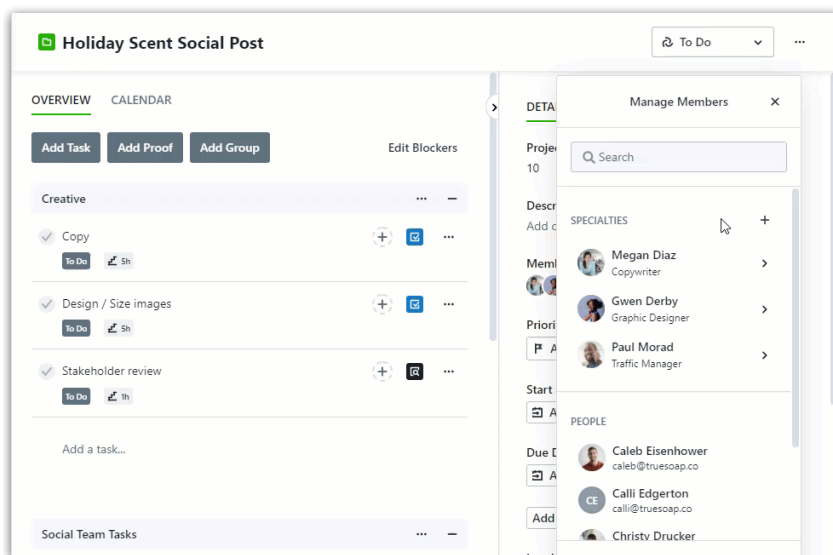
Adding or removing members at the project level will not add them to or remove them from tasks within the project.



Project Specialties*

Available only to Business & Enterprise Customers

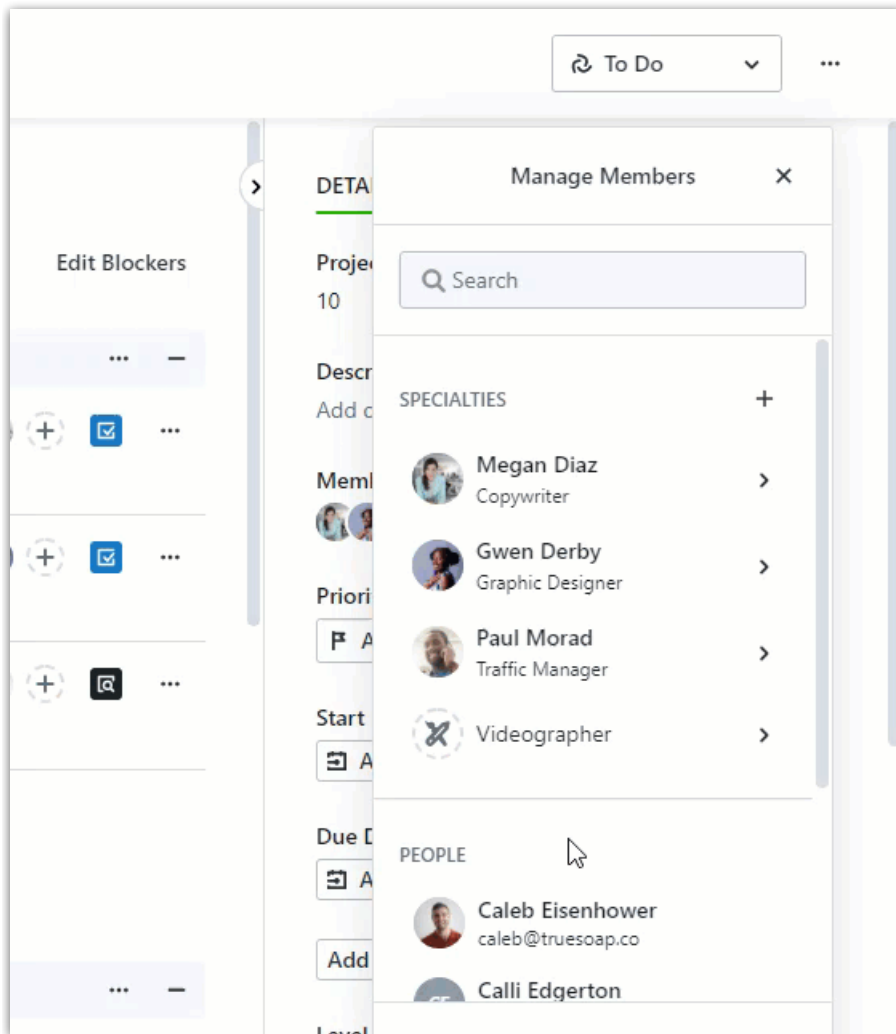
Add Specialties to your project by clicking the plus icon next to **SPECIALTIES** in project members. Click the plus icon to the right of the specialty to select the number of users needed. Select **Add** when complete.



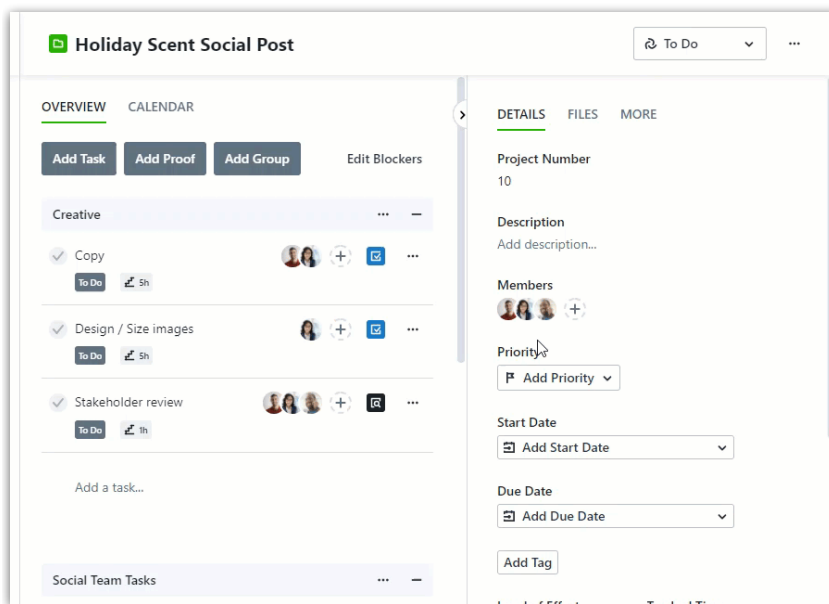
Click in the specialty and select from the available users to assign.



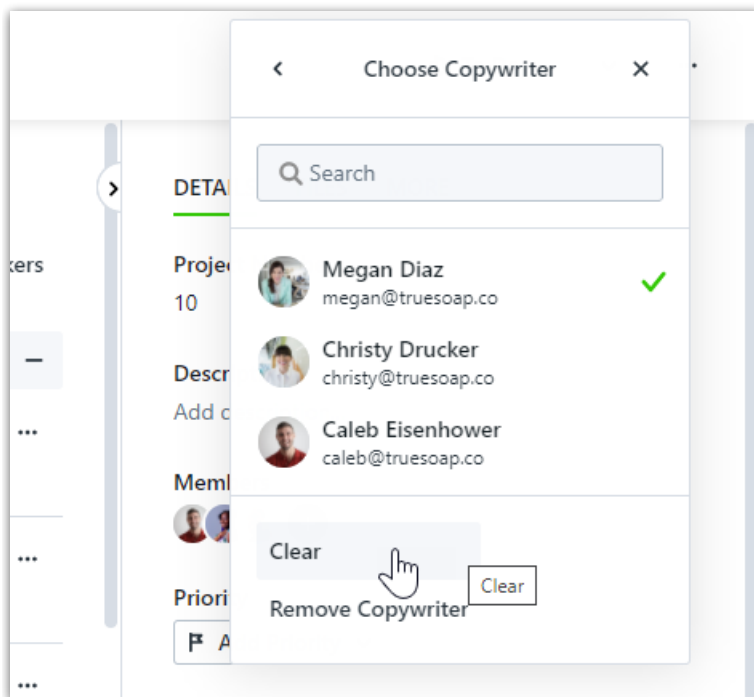
If you do not see the desired user, navigate to the People area to verify they have that specialty added to their profile.



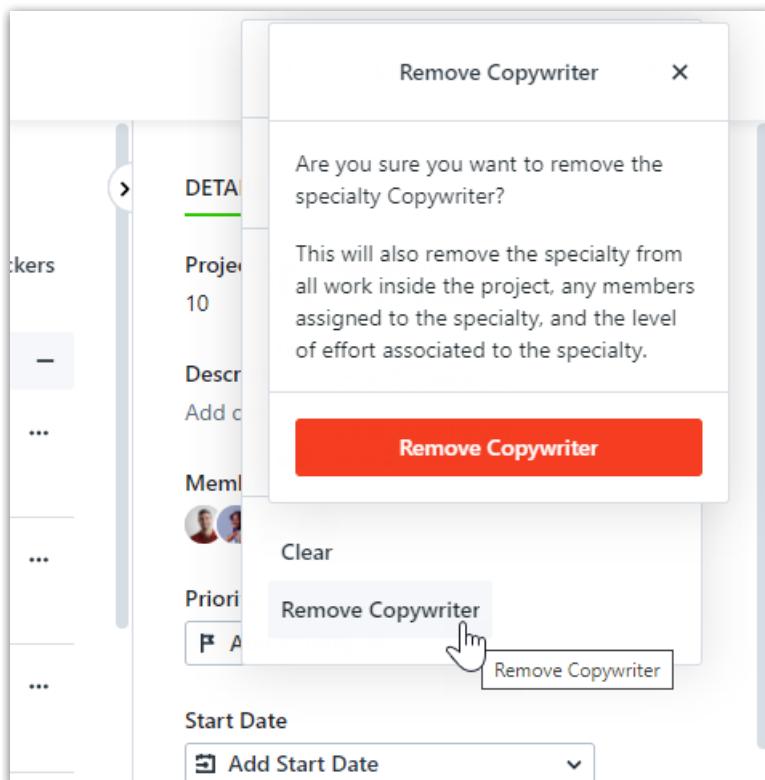
Quickly swap users assigned to specialties by selecting the specialty under **Members** and selecting a new user.



Select **Clear** to remove a user from a specialty. This will leave just the specialty placeholder assigned to the tasks and proofs in the project.



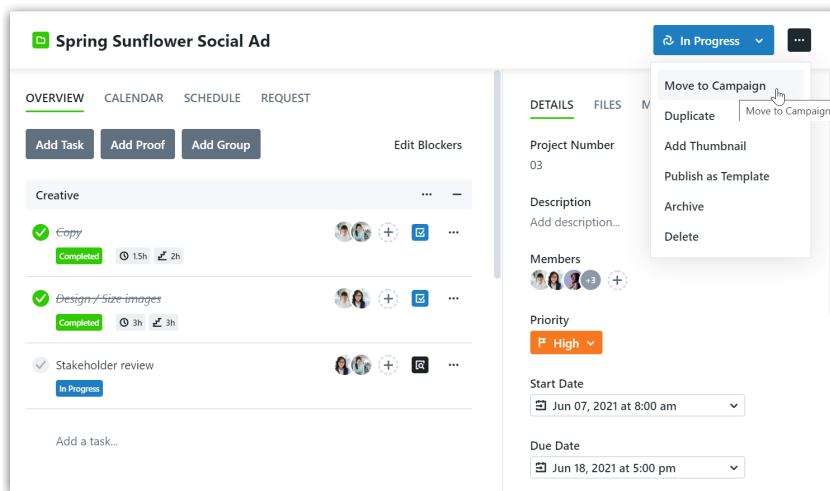
Select **Remove (Specialty Name)** to completely remove a specialty from your project.



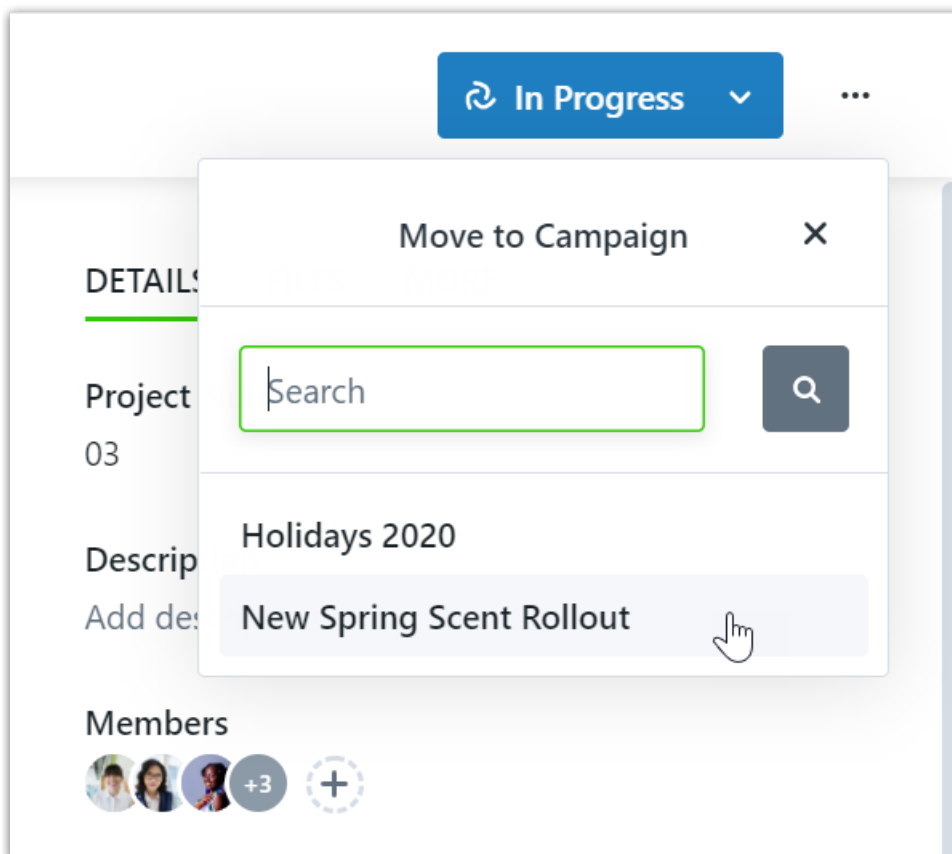
Move a Project to a Campaign

Available only to Business and Enterprise Customers

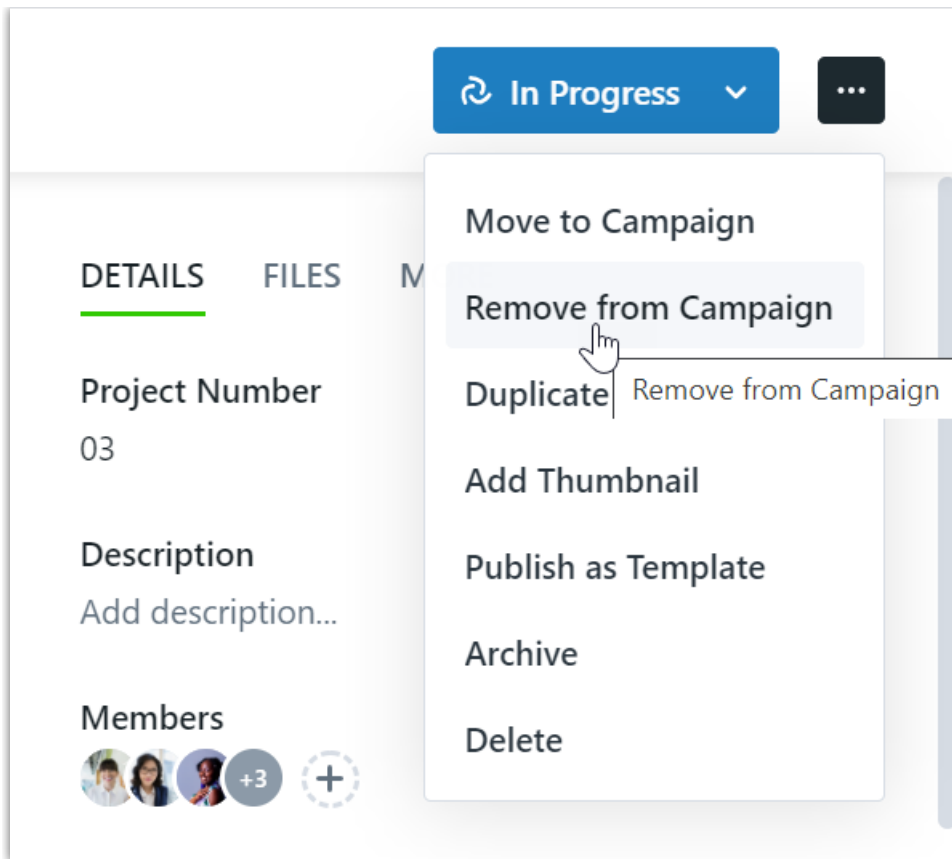
To move a project to a campaign, select the actions menu in the top right corner of the appropriate project and select **Move to Campaign**.



Select from the list of campaigns to move your project to.



To remove a project from a campaign, select the actions menu in the top right corner of your project and select **Remove from Campaign**.



Select **Remove This Project** to confirm.

