

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.

٥	Settings	Features
民 去 ら タ	ACCOUNT SETTINGS Features Roles & Permissions Tags Custom Fields Custom Statuses	Auto-Numbering Close Track work throughout your account using unique numeric IDs.
	Business Days Security PERSONAL SETTINGS	Projects Requests
× ⊡ ⊈ ?	My Profile Notifications Integrations	Save Cancel Automatic Review Reminders Send a notification to reviewers who haven't submitted an approval status. This setting is adjustable for each review version.
۲		Collaborate on Returned Proofs

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	\sim
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 Completed	··· – Description Add description Add description Image: Members Members	
+ Add View	Provide two concept choices to client • % De Add a task	 Start Date E Start Mar 11 ▼ 	
	Design	Due Date	
	✓ 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.

D	True Soap Digital Ad
0	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 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.

٥	Settings	Features
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<u>~</u>	Features	Edit
• ₽	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.



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	Projects		
	Start Numbering	Minimum Digits	
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	PREVIEW		
	My Project	G	
	023		
	Requests		
Save Cancel			

Select **Save** when complete.