

# Reporting Reference Guide

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## Available Columns

Here are the columns you can add to the [Campaigns](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#campaigns-report-available-columns-filters) (https://guide-ignite.inmotionnow.com/help/reporting-work-reports#campaigns-report-available-columns-filters), [Projects](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#projects-report-available-columns-filters) (https://guide-ignite.inmotionnow.com/help/reporting-work-reports#projects-report-available-columns-filters), [All Work](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#all-work-report-available-columns-filters) (https://guide-ignite.inmotionnow.com/help/reporting-work-reports#all-work-report-available-columns-filters), [Proofs](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#proofs-report-available-columns-filters) (https://guide-ignite.inmotionnow.com/help/reporting-work-reports#proofs-report-available-columns-filters), [Tasks](https://guide-ignite.inmotionnow.com/help/reporting-work-reports#tasks-report-available-columns-filters) (https://guide-ignite.inmotionnow.com/help/reporting-work-reports#tasks-report-available-columns-filters), [Requests](https://guide-ignite.inmotionnow.com/help/requests-report) (https://guide-ignite.inmotionnow.com/help/requests-report), [Reviews](https://guide-ignite.inmotionnow.com/help/reviews-report) (https://guide-ignite.inmotionnow.com/help/reviews-report), User, and Time reports, respectively:

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Accepted Date						X			
Active Tier			X	X					
Added By								X	
Approval Status			X	X					
Archived Status	X	X	X	X	X	X	X		X
Assets			X	X					
Associated Work Members						X			
Associated Work Name						X			
Associated Work Status						X			
Associated Work Type						X			
Blocked Status			X	X	X				
Campaign									

Description	<b>X</b>		<b>All</b>	<b>Proofs</b>	<b>Tasks</b>	<b>Requests</b>	<b>Reviews</b>	<b>Users</b>	<b>Time</b>
Column Name	<b>Campaigns</b>	<b>Projects</b>	<b>Work</b>						
Due date & Time		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
Campaign Duration	<b>X</b>		<b>X</b>						
Campaign Name		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				<b>X</b>
Campaign Status	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
Category									<b>X</b>
Comments	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
Completed Date (UTC)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
Created Date (UTC)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
Current Version Duration			<b>X</b>	<b>X</b>					
Custom Field (Campaign)	<b>X</b>								
Custom Field (Project)		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		
Date Worked									<b>X</b>
Due Date & Time	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
Email Address								<b>X</b>	
Files	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
Job Title								<b>X</b>	
Last Login								<b>X</b>	

Level of Column Effort Name	<b>X</b> Campaigns	<b>X</b> Projects	All Work	<b>X</b> Proofs	<b>X</b> Tasks	Requests	Reviews	Users	Time
Members	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
Next Incomplete Item		<b>X</b>							
Next Incomplete Item Due Date & Time		<b>X</b>							
Notes									<b>X</b>
Overall Review Duration			<b>X</b>	<b>X</b>					
Overall Version Status							<b>X</b>		
Pages			<b>X</b>	<b>X</b>					
Project Description		<b>X</b>							
Project Due Date & Time (UTC)			<b>X</b>	<b>X</b>	<b>X</b>				
Project Duration		<b>X</b>							
Project Name			<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		<b>X</b>
Project Number		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
Project Priority		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
Projects	<b>X</b>								
Project		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		

Status Column	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Proof Name Completed							X		
Date									
Proof Created Date							X		
Proof Description				X					
Proof Due Date & Time							X		
Proof Duration				X					
Proof Name				X			X		
Proof Start Date & Time							X		
Proof Status				X			X		
Proof Subject				X					
Proofs	X	X							
Request Accepted By						X			
Request Duration						X			
Request Form						X			
Request Name	X	X	X	X	X				X
Request Status						X			X
Request Submitted Date (UTC)	X	X	X	X	X				
Request									

Type	Campaigns	Projects	All	Proofs	Tasks	Requests	Reviews	Users	Time
Column			Work						
Header	X	X	X	X	X	X	X		X
Name									
Review Comments			X	X					
Review Deadline			X	X			X		
Review Name			X	X			X		
Reviewer Duration							X		
Review Returned Date (UTC)			X	X					
Review Sent Date (UTC)			X	X			X		
Review Version			X	X			X		
Reviewer Approval Status							X		
# of Reviewer Comments							X		
Reviewer Invited Date							X		
Reviewer Opened Date							X		
Reviewer Submitted Date							X		
Reviewer Name							X		

Reviewer Column Type Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	X Reviews	Users	Time
Reviewers									
Remaining on Tier			X	X					
Role								X	
Role Type								X	
Route Tier #							X		
Specialties		X	X	X	X			X	
Specialty - (Specialty Name)		X	X	X	X			X	
Start Date & Time (UTC)	X	X	X	X	X				
Submitted Date						X			
Tags	X	X	X	X	X	X			
Task Description					X				
Task Duration					X				
Task Status					X				
Tasks	X	X							
Tier Reviewers			X	X					
Tiers			X	X					
Time from Acceptance to First Proof		X	X	X		X			
Time from Request to	X	X	X	X	X	X			

Acceptance Column Time in "In Name Progress"	Campaigns	Projects X	All Work X	Proofs X	Tasks X	Requests	Reviews	Users	Time
Time in "In Review"			X	X					
Time in "Returned"			X	X					
Time in "To Do"		X	X	X	X				
Time Tracked (%)	X	X	X	X	X	X			X
Total # of Asstes							X		
Total # of Pages							X		
Total Reviewers			X	X					
Total Time Tracked	X	X	X	X	X	X			
User Created								X	
User Status								X	
Work Description			X						
Work Duration			X						
Work Name									X
Work Priority			X	X	X				
Work Status			X						
Work Type			X						
Version Sent Date							X		

Column Name	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
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## Duration Definitions



Duration Metrics are calculated every day at 6am and 6pm ET

**Request Duration:** The total amount of time starting when a request is created and ending when it is marked as any "Completed" status.

**Campaign Duration:** The total amount of time starting when a campaign is created and ending when it is marked as any "Completed" status.

**Project Duration:** The total amount of time starting when a project is created and ending when it is marked as any "Completed" status (including custom project statuses).

**Work Duration:** The total amount of time starting when a work item is created and ending when it is marked as any "Completed" status.

**Task Duration:** The total amount of time starting when a work item is created and ending when it is marked as any "Completed" status.

**Proof Duration:** The total amount of time starting when a proof is created and ending when it is marked as any "Completed" status.

**Current Version Duration:** The total amount of time the current version of a proof is in the "In Review" status.

**Overall Review Duration:** The total amount of time all versions of a proof are in the "In Review" status.

**Reviewer Duration:** Available only in the Reviews Report. The total amount of time starting when a review is sent to the reviewer and ending when the reviewer submits their approval status. Any proofs currently in review are not included until they return. This is most helpful for closed projects/ work.



If you have [Business Days](https://guide-ignite.inmotionnow.com/help/business-days) enabled, all durations will exclude non-business days.

## Available Filters

Here are the filters you can use with each report type:

Filters	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Approval Status				X					
Archived									



Status Filters	X Campaigns	X Projects	X All Work	X Proofs	X Tasks	X Requests	X Reviews	Users	X Time
Associated Work Members						X			
Associated Work Type						X			X
Blocked Status			X	X	X				
Campaign Name		X	X	X	X				X
Campaign Status	X								
Category									X
Custom Field (Campaign)*	X								
Custom Field (Project)*		X					X		
Date > Accepted						X			
Date > Completed	X	X	X	X	X	X			
Date > Created	X	X	X	X	X	X			
Date > Due	X	X	X	X	X	X			
Date > Invited							X		
Date > Last Login								X	
Date > Opened							X		
Date >			X	X	X				

Project Due	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Filters	X	X	X	X	X	X	X		
Request	X	X	X	X	X	X	X		
Submitted									
Date > Sent				X			X		
Date > Started	X	X	X	X	X				
Date > Returned				X					
Date > Review Deadline				X			X		
Date > Worked									X
Members	X	X	X	X	X				X
Overall Version Status							X		
People								X	
Project Name			X	X	X				X
Project Priority		X	X	X	X				
Project Status		X	X	X	X		X		
Project Status Stage		X	X	X	X				
Proof Name							X		
Proof Status				X			X		
Request Accepted By						X			
Request									

Status	Campaigns	Projects	All Work	Proofs	Tasks	Requests	Reviews	Users	Time
Filters Request						X			X
Type									
Requester Name	X	X	X	X	X	X			X
Reviewer Approval Status							X		
Review Name							X		
Reviewer Type							X		
Review Version							X		
Role								X	
Role Type								X	
Specialties		X	X	X	X			X	
Tags	X	X	X	X	X	X			
Task Status					X				
User Status								X	
Work Priority			X	X	X				
Work Status			X						
Work Type			X						



\*Number and Date Custom Fields are not available as filters in reports.