Custom Views

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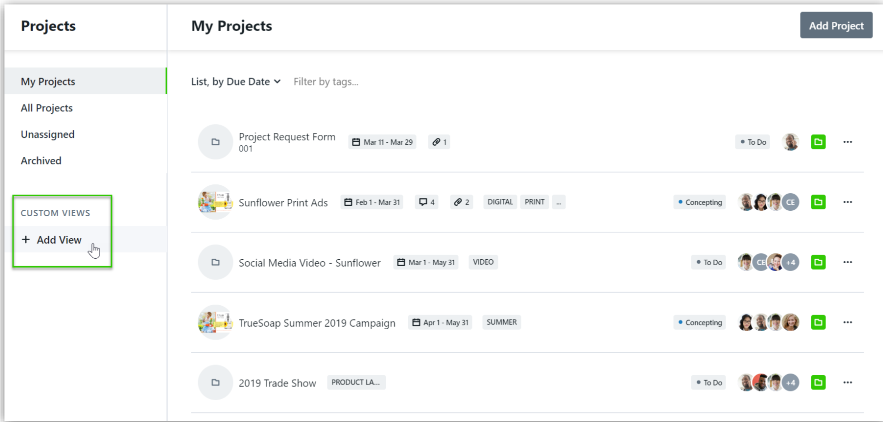
> Does your view look different than the documentation below? Your account may have our newest Improved Views experience enabled! Please use **this page** (https://guide-ignite.inmotionnow.com/help/getting-organized) to assist you with Custom Views. If you have any questions, our team is happy assist you at support@lytho.com ().

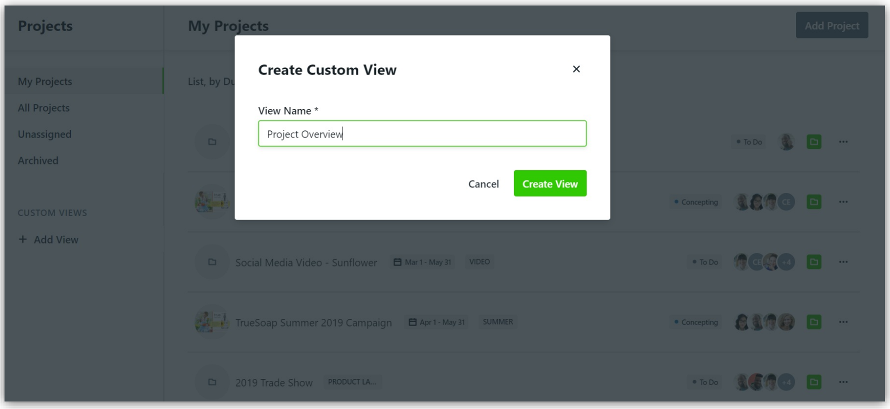
Custom Views allow you to create more empowering table views of Projects, Tasks, Proofs, and Requests. These customized views provide a comprehensive dashboard including the columns and filters you need to see all important information at a glance.

Getting Started with Custom Views

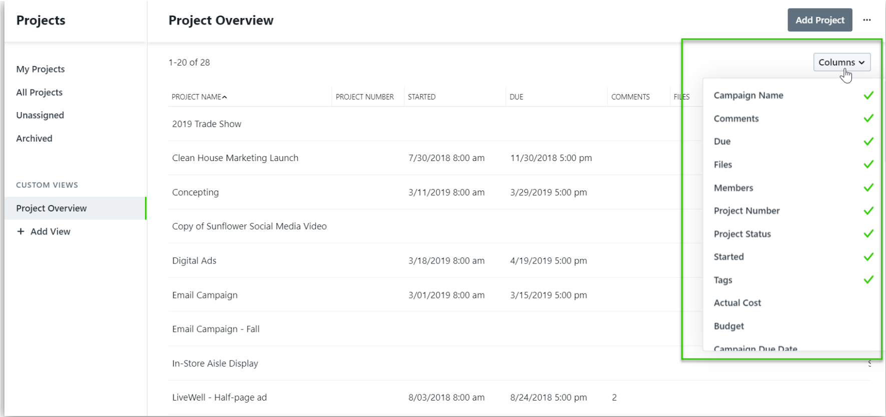
To implement these customized views, simply navigate to your desired workspace and click**Add View** under the **Custom Views** option.

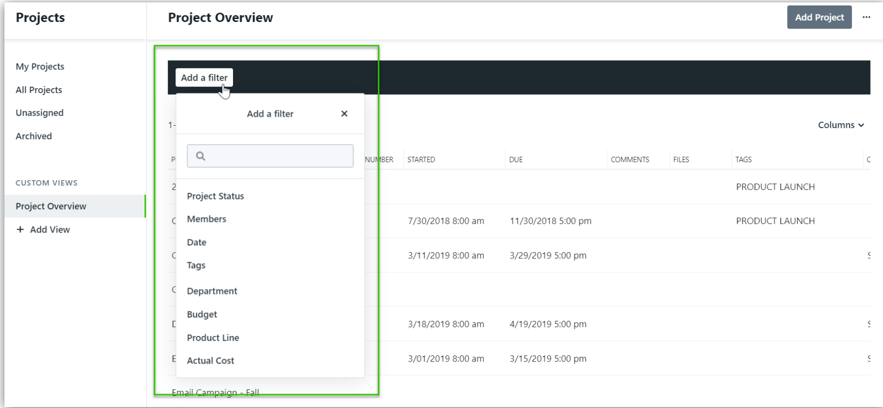


Enter the name for your Custom View and click**Create View**.

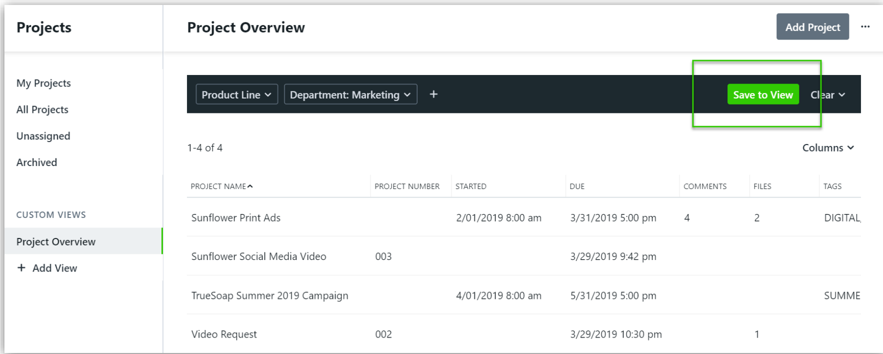


Customize your view by selecting desired **Columns**, and applying appropriate **Filters** (i.e. team members, tags, custom fields, etc.).

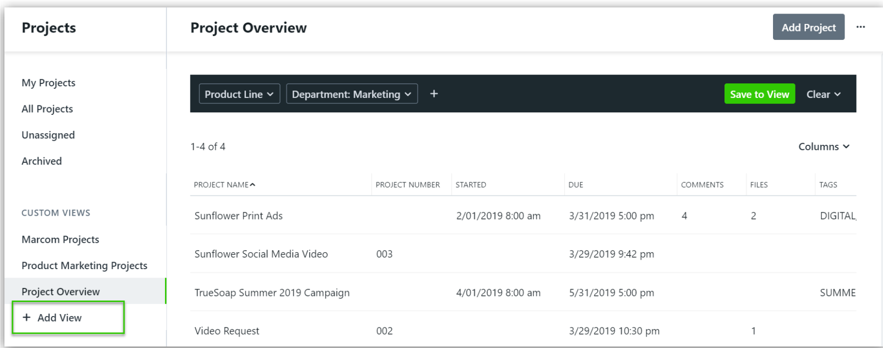




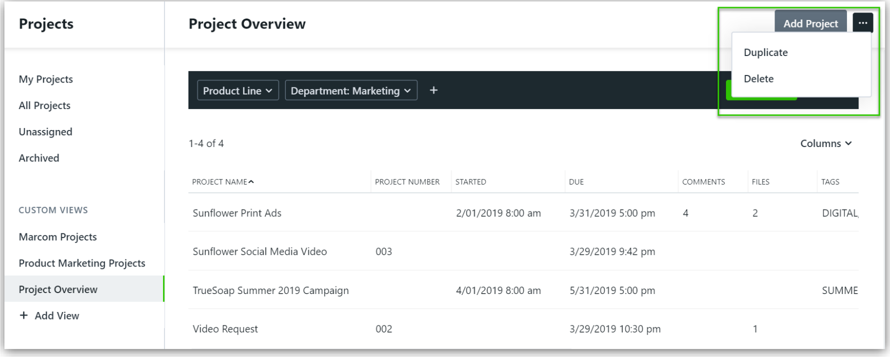
After your desired filters are selected, click **Save to View** to save these selections to your custom view.



Once complete, your Custom View will be saved within each respective workspace. You can continue to create as many views as needed by clicking **Add View**; however, these views cannot be shared with other Team Members or Stakeholders.



Additionally, within the action (ellipses) menu next to **Add Project**, you have the options to **Duplicate** the view or **Delete** it, if it's no longer necessary.



Custom Views allow you to sort, resize, and reorder your data by dragging and dropping selected columns. Additionally, select data (i.e. the name of your Projects, Tasks, Proofs or Requests) are hyperlinked to quickly and easily take you directly to each individual view.

Bulk Actions in Custom Views

Do you ever need to archive or delete multiple tasks, proofs, or projects all at once? Use Bulk Archive to keep your workspace clear of work items that are finished or Bulk Delete to remove work items you don't need, all in just a few clicks.