

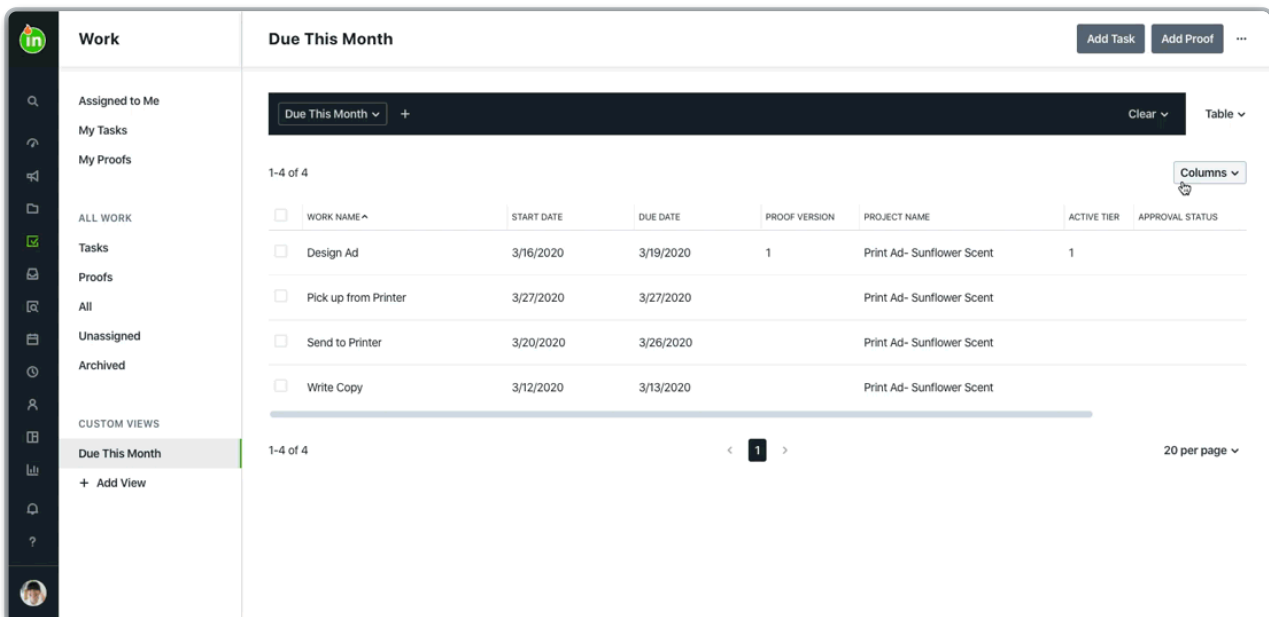
Kanban Custom Views

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Kanban is a dynamic new way to visualize your team's work. Within the kanban custom view you can see cards for each task and proof organized by status and save custom filter sets to quickly see important information at a glance.

Getting Started with Kanban

To open a kanban custom view of your team's work, create or open a [custom view](https://guide-ignite.inmotionnow.com/help/custom-views) on the **Work** page. Then, on the right side of the page, click the **Table** dropdown to change the view from the standard table view to a kanban custom view.



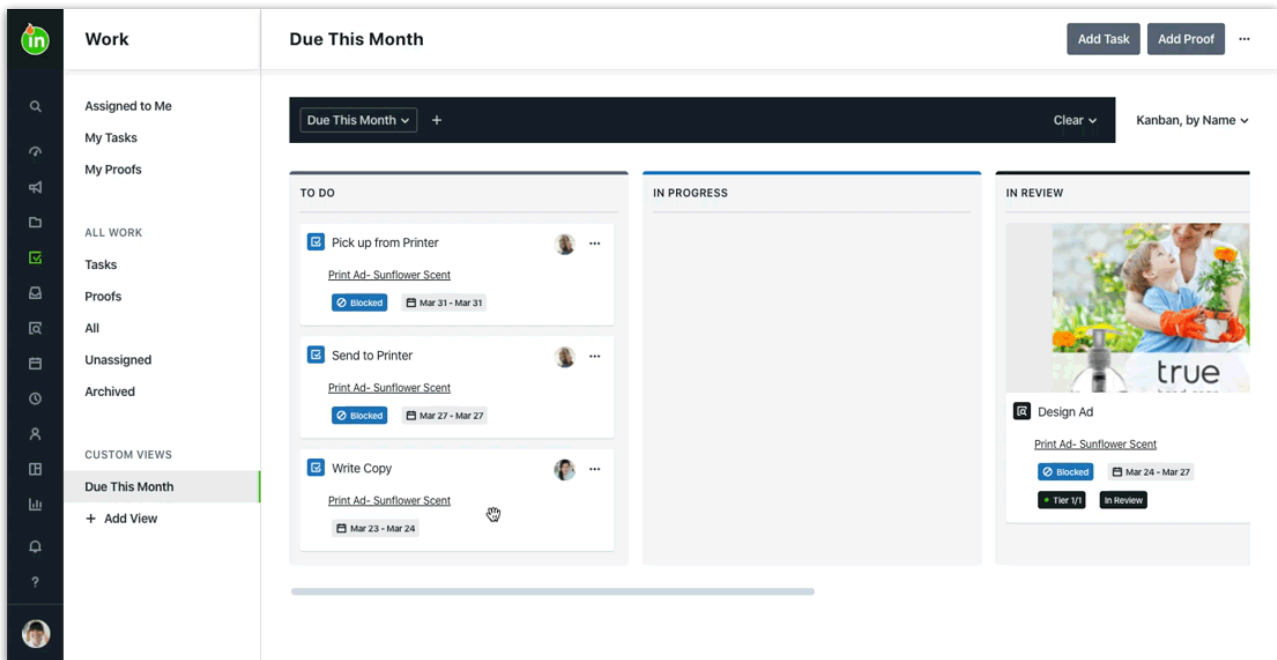
The screenshot shows the 'Work' page with a custom view titled 'Due This Month'. The view is currently in 'Table' mode, displaying a list of tasks and proofs. The table has columns for 'WORK NAME', 'START DATE', 'DUE DATE', 'PROOF VERSION', 'PROJECT NAME', 'ACTIVE TIER', and 'APPROVAL STATUS'. The tasks listed are: 'Design Ad', 'Pick up from Printer', 'Send to Printer', and 'Write Copy'. The 'Design Ad' task has a start date of 3/16/2020 and a due date of 3/19/2020. The 'Pick up from Printer' task has a start date of 3/27/2020 and a due date of 3/27/2020. The 'Send to Printer' task has a start date of 3/20/2020 and a due date of 3/26/2020. The 'Write Copy' task has a start date of 3/12/2020 and a due date of 3/13/2020. The 'Design Ad' task is currently in the 'Table' view, while the other tasks are in the 'Kanban' view. The 'Design Ad' task is currently in the 'Table' view, while the other tasks are in the 'Kanban' view. The 'Design Ad' task is currently in the 'Table' view, while the other tasks are in the 'Kanban' view.

The kanban view includes a horizontal scroll bar so you can see all your work status columns.

Work items in the kanban custom view are placed in columns according to their current status, so you have an easy at-a-glance view of how they're progressing. If proofs are included in your view, you'll also see a thumbnail of the first asset uploaded to the current version for instant recognition.

Moving Work Items in Kanban Custom Views

As your work progresses from "To-Do" to "Complete," you can use the kanban custom views to easily change work statuses. Drag and drop work items from one column to the next to immediately update their status.



Proofs cannot be dragged into or out of the "In Review" column or into the "Returned" column in kanban custom views, but we've included them so you can visualize the proofs in those statuses.