

Kanban 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/kanban-views) (<https://guide-ignite.inmotionnow.com/help/kanban-views>) to assist you with Kanban Views. If you have any questions, our team is happy assist you at support@lytho.com ().

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) (<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.

WORK NAME	START DATE	DUE DATE	PROOF VERSION	PROJECT NAME	ACTIVE TIER	APPROVAL STATUS
Design Ad	3/16/2020	3/19/2020	1	Print Ad- Sunflower Scent	1	
Pick up from Printer	3/27/2020	3/27/2020		Print Ad- Sunflower Scent		
Send to Printer	3/20/2020	3/26/2020		Print Ad- Sunflower Scent		
Write Copy	3/12/2020	3/13/2020		Print Ad- Sunflower Scent		

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.

Work

Due This Month Add Task Add Proof ...

Assigned to Me
My Tasks
My Proofs

ALL WORK
Tasks
Proofs
All
Unassigned
Archived

CUSTOM VIEWS
Due This Month
+ Add View

Due This Month + Clear Kanban, by Name

TO DO

- Pick up from Printer
Print Ad- Sunflower Scent
Blocked Mar 31 - Mar 31
- Send to Printer
Print Ad- Sunflower Scent
Blocked Mar 27 - Mar 27
- Write Copy
Print Ad- Sunflower Scent
Mar 23 - Mar 24

IN PROGRESS

IN REVIEW

- Design Ad
Print Ad- Sunflower Scent
Blocked Mar 24 - Mar 27
Tier 1/1 In Review



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.