

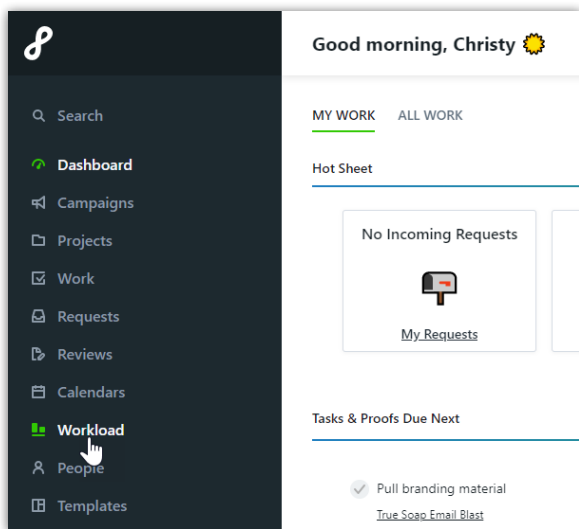
Workload

Published on 10/22/2021

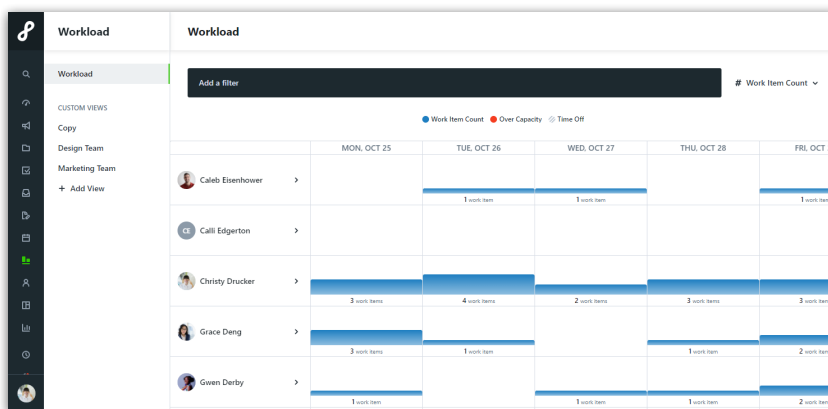
Workload visualizes how much each team member has been assigned, what those work items are, and when they are due to help balance the workload across the team without over-burdening any individual. Leverage Workload view by work count or LOE to quickly and easily view the full scope of what your team has on their plate and better understand when new projects can be added.

Getting Started with Workload

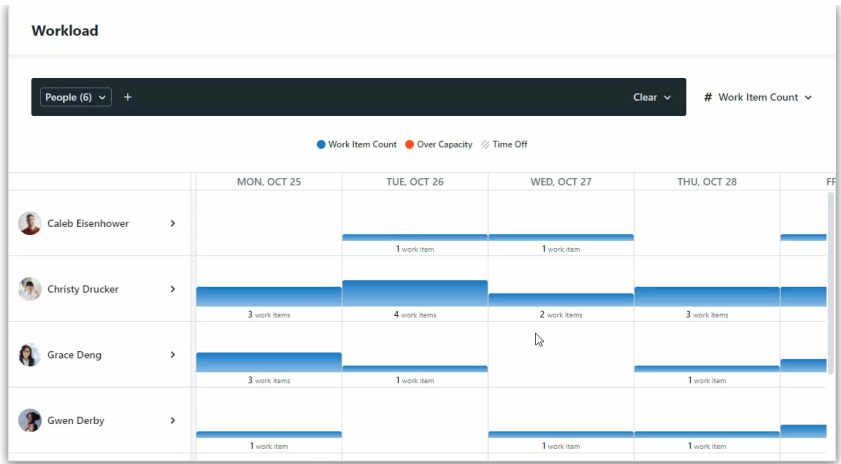
From your Global Navigation select Workload.



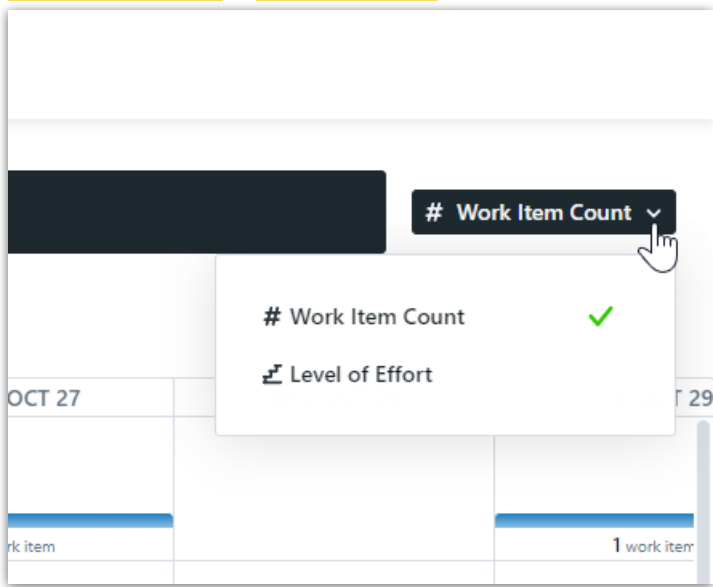
By default, workload will show all work that you have permission to view by work item count.



Click and drag from side to side in the calendar to view future dates. Past dates are not currently viewable in Workload.

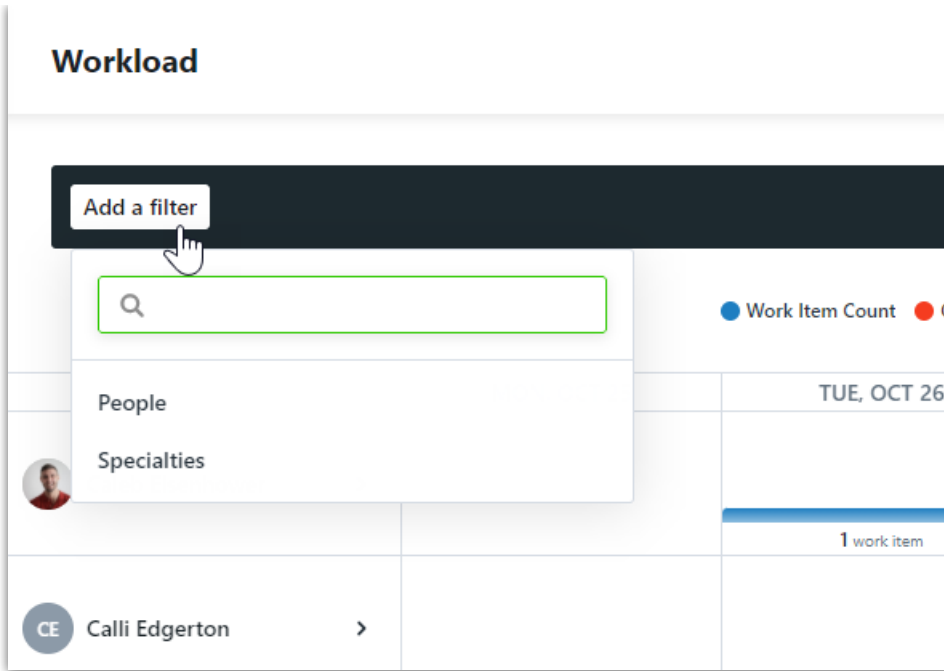


In the upper right corner of the workload view, click **Work Item Count** to select between viewing by **Work Item Count** or **Level of Effort**.

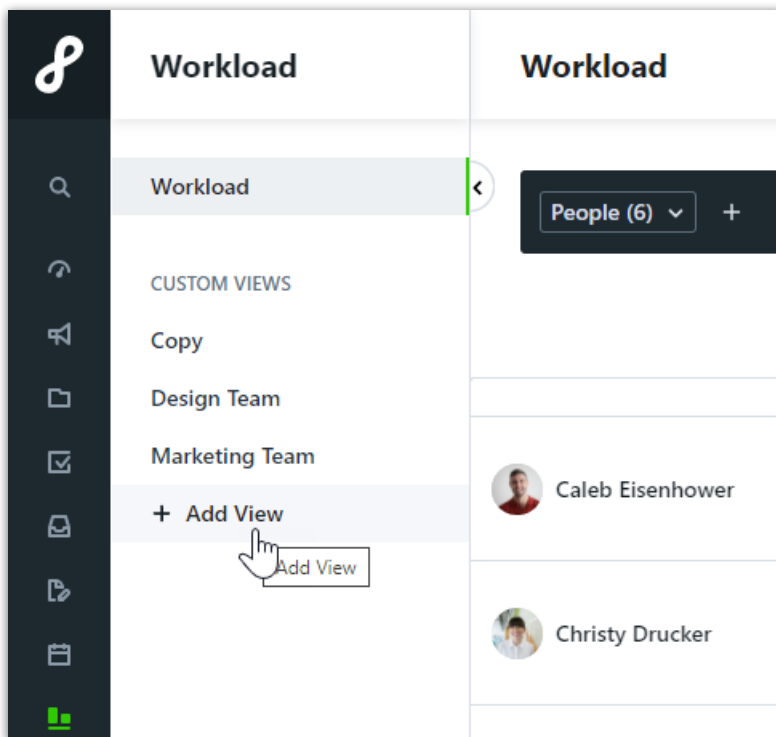


i Work items without due dates will not appear in these views.

Select **Add a Filter** to narrow your view down by People and/or Specialties.

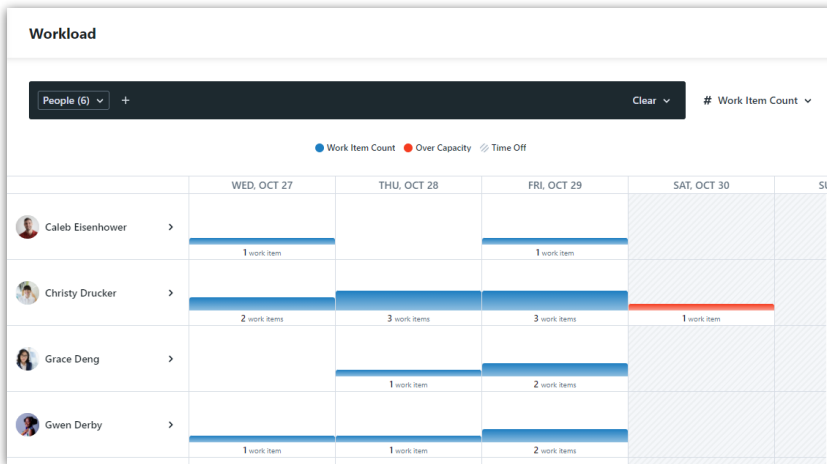


Select **+ Add View** to create a [Custom View](https://guide-ignite.inmotionnow.com/help/custom-views#getting-started-with-custom-views) that you can return to or set as your Default View.



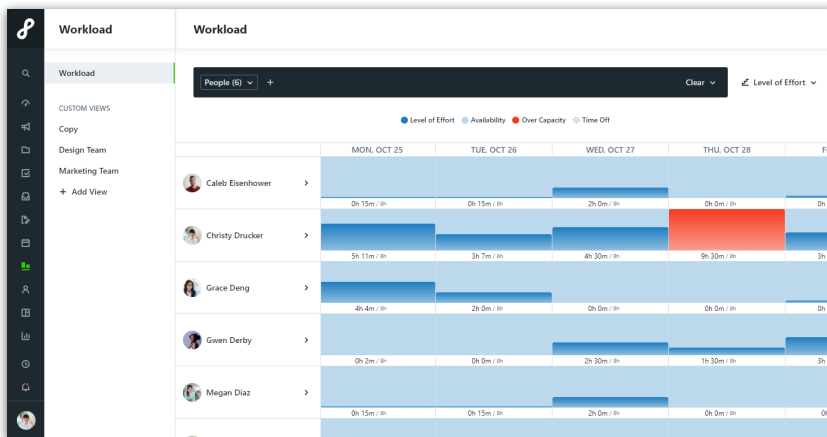
Workload by Work Item Count

Work Item Count view shows the number of work items each person has due on each day. In the example below, you can see that work items due on regular business days are blue. Non-business days are grayed out and as a result, any work items due on that day will show red. The bottom of each calendar date shows the total number of work items due on that date.



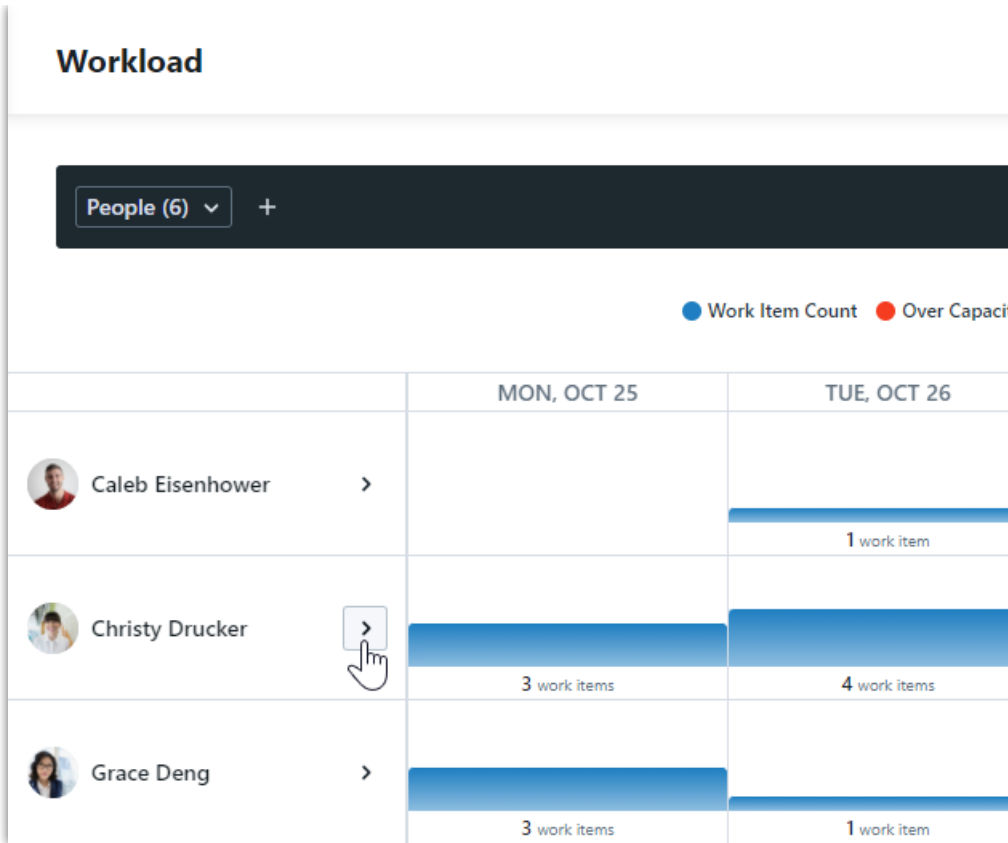
Workload by Level of Effort

Level of Effort shows the number of hours allocated to each person by day. In the example below, you see that allocated LOE is dark blue and availability is light blue. When the number of hours allocated surpassed the number available, the LOE will show red. The bottom of each calendar date shows the total number of hour allocated by the number of hours available.

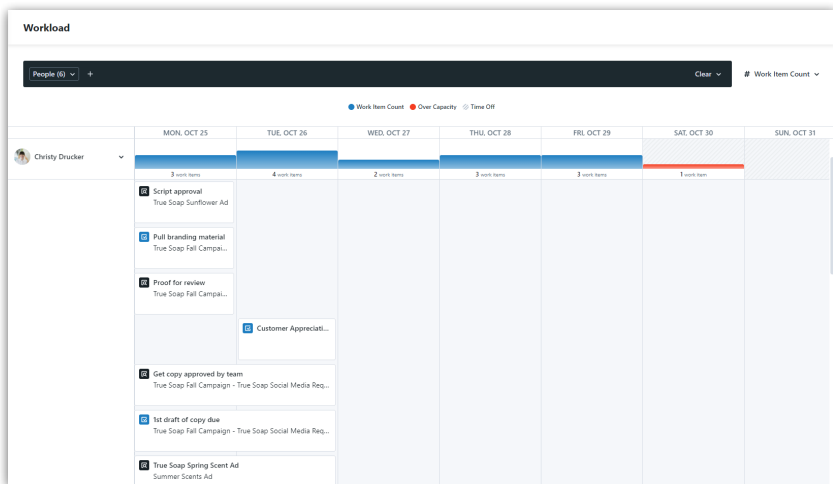


Viewing individual work items in Workload

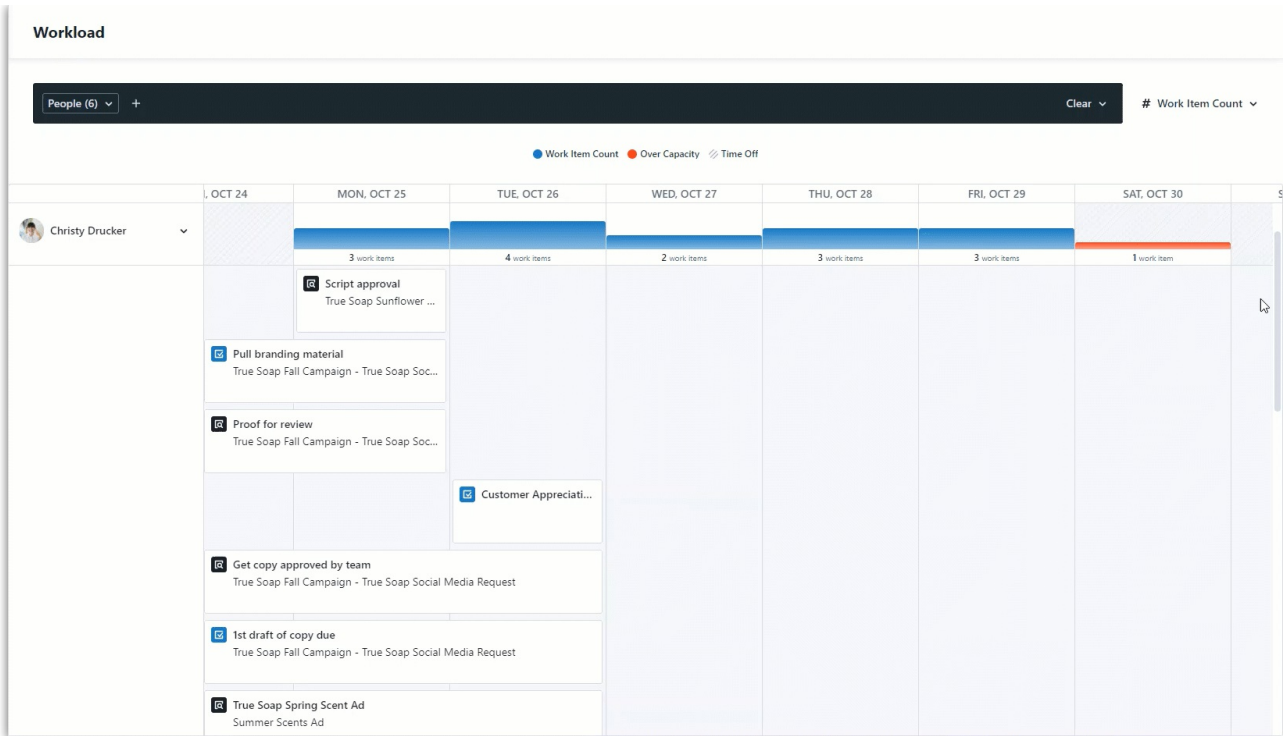
Select the carat to the right of a users name to expand the view and show individual work items due.



Work items will display both vertically and horizontally by when they are due, leaving room for items with Start dates to span across the calendar. In the example below, there are 3 items due on Monday that show at the top. 3 out of the 4 items due on Tuesday have start dates.



Scrolling down, you see work items due on future days.



Click on a work item name to open the task or proof modal. If a work item is part of a project, you can click on the project name to be taken directly to the project.

